



# Engineering Section Manager MC

Position Number  
**12039**  
Approved: 7/1/24

<i>Position Title:</i>	Engineering Section Manager MC		
<i>Department:</i>	Public Works		
<i>Reports to:</i>	Department Director, Deputy Director, or Division Manager		
<i>FLSA Status:</i>	Exempt		
<i>Bargaining Unit:</i>	none	<i>Pay Grade:</i>	37A
<i>Job Status:</i>	Permanent, Full-time	<i>Full Time Equivalent:</i>	1.0

### Position Summary

An Engineering Section Manager is responsible for leading and managing a functional area of engineering-related employees within an assigned Department or Division. The primary responsibility of an Engineering Section Manager is to ensure that the standards and ordinances of the city are followed by the Consulting Engineer and developers of public infrastructure through supervising the review and processing of construction drawings, design reports, drainage reports, traffic studies, platting actions, etc. submitted to City departments by private developers or their engineering consultant firms. The Manager is also generally responsible for supervising the planning, budgeting, design, and construction of all of the City's capital projects and for ensuring the capital projects are constructed and completed per standards and the approved plans. The Manager works closely with other sections in the assigned division, other divisions in the department, other departments in the city, and other agencies.

### Education, Training and Experience – minimum required to proficiently perform the job

Education / higher education: Bachelor's Degree  
For required college degrees, applicable field(s) of study: Civil engineering, construction management, or directly related discipline.  
Minimum number of years of directly related experience: Five years of experience in the engineering and construction of municipal infrastructure.  
Education and/or experience preferences: Prior supervisory experience desirable.

### Certifications, Licenses and Registrations

Driver's License requirement: Frequent Driver -- Regular Driver's License *Required Endorsements:* None  
**Note -- For any driver, driving record must always meet City driving and insurability standards.**  
Required certifications, licenses or registrations: None  
Time given after hire/promotion to obtain certification or licenses: N/A  
Preferred certifications, licenses or registrations: Registered Professional Engineer (P.E.) in the State of New Mexico preferred. For the Engineering Section Manager (Traffic Operations Manager) position, Level II International Municipal Signal Association (IMSA) certification preferred.

### Knowledge, Skills and Abilities required to proficiently perform the job

Knowledge: Knowledge of public works and/or development services functions including construction, engineering design, standards, methods, and procedures. Knowledge and skills in reading and interpreting engineering plans, City codes and related ordinances, and developing reports and budgets; A general knowledge of relevant federal, state, and local laws and regulations governing engineering and construction. Depending on assigned Department/Division may require knowledge of basic traffic engineering principals, traffic signal system operations, highway and roadway construction, surveying and engineering specifications, standards, methods and procedures.  
Skills: Must be able to type rapidly and accurately enough to successfully produce documents/spreadsheets, communicate via e-mail, or perform data entry as necessary to accomplish the essential functions of the position. Use of technology, equipment and software typically used in the office environment. Use of standard software for word processing, spreadsheet analysis, engineering, and computer mapping; Effectively presenting information and responding to questions from groups of managers, customers, and the general public; Writing reports, business correspondence, and procedure manuals; interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.  
Abilities: Solve practical problems and deal with a variety of variables in situations where only limited standardization exists; read, analyze, and interpret technical reports, general business periodicals, technical procedures, and government codes and regulations; Work with engineering concepts to analyze problems, interpret data and apply to practical situations found in the workplace.  
Interaction with Groups/Agencies/Entities: Internal: Works with project managers, inspectors, division managers, deputy director, and director on complex construction engineering and special projects; Works with administrative staff, engineers and

engineering technicians on designing, construction management, planning, mapping, record keeping of department information, and other engineering related tasks as needed; Works with City Attorney and other departments staff on utilities, development, maintenance, construction, roads, and other engineering related issues; Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. External: Works with contractors, government agencies, consultants, and the general public on planning and implementing City infrastructure projects and resolves complaints; Attends meetings with developers, consultants, and others as needed; Presents a friendly, courteous image for the City to the general public, customers, and public officials.

#### Authorities and Accountabilities

Level of independent decision making: High--incumbent is expected to analyze complex situations and take appropriate action

Budgetary/Financial/Asset accountability: Low -- Position is accountable to a Department Director or Division Manager and cannot make major decisions or obligate the City

Span of control: Responsibility for the assigned workgroup

For positions that supervise:

- Approximate number of employees directly supervised: Varies depending on assigned division - 2 to 10.
- Approximate number of employees indirectly supervised through subordinate managers/supervisors (excludes direct reports): None

#### Essential Functions

*The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.*

- **The Capital Improvements Section Manager** is responsible for supervising the planning, budgeting, design, and construction of all water and wastewater capital projects. The Manager is responsible for preparing the capital budget for these projects. The Manager works closely with the Utilities Planning and Operations division of the department on this and other functions. Also, the manager is responsible for ensuring that the construction of this infrastructure is completed per standards and the approved plans. In addition, this Manager is responsible for supervising the planning, budgeting, design, and construction of all road and drainage capital projects. The Manager is responsible for preparing the capital budget for these projects. The Manager works closely with the Traffic Section of the division and the Streets and Right-of-Way division of the department on this and other functions. Also, the manager is responsible for ensuring that the construction of this infrastructure is completed per standards and the approved plans.
- **The Traffic Operations Manager** is responsible for the operation and maintenance of the traffic signal system, street lighting, Capital Improvement right-of-way permitting, roadway signing, and striping. The manager will also aid in the planning, design, and construction of the City's Public Infrastructure transportation systems and supervision of the traffic operations office and field staff.

#### The following are Essential Functions associated with Engineering Managers:

- Manage the coordination and overall integration of technical activities in architecture or engineering projects.
- Direct, review, or approve project design changes.
- Confer with management, production, or marketing staff to discuss project specifications or procedures.
- Present and explain proposals, reports, or findings to clients.
- Consult or negotiate with clients to prepare project specifications.
- Prepare budgets, bids, or contracts.
- Assess project feasibility by analyzing technology, resource needs, and market demand.
- Direct recruitment, placement, and evaluation of architecture or engineering project staff.
- Review and recommend approve of contracts and cost estimates.
- Develop or implement policies, standards, or procedures for engineering and technical work.

#### Physical Requirements and Working Conditions

Daily activity level: Primarily sedentary

Physical characteristics: Depending on activities of assigned department/division job may require any or all the following: Oral and aural communication; reading and comprehension of written materials; normal vision; able to distinguish colors; see in dim light; fine finger manipulation; keystroking or repetitive motion of hands/fingers/arms; Lifting carrying/push/pull up to 50 lbs.

Exposures: Depending on activities of assigned department/division job may require: Exposure to excessive amounts of dust, flying particles, toxic vapors, noxious fumes or mists; Falling objects could injure feet; Working outside in inclement weather conditions.

Extraordinary working conditions: None

Hazardous equipment/machinery used: None

Required personal protective equipment: Depending on activities of assigned department/division job may require: Safety Glasses with or w/o side shields; Ear plugs; Protective clothing (i.e. reflective vest, apron); Safety boots, Hard hat.

### Approvals and Acknowledgement



Approved by Loyola Martinez, Director Human Resources

Date: 7/1/24

**Employee Acknowledgement: I certify by my signature below that I am able to perform the essential functions of this position with or without a reasonable accommodation.**

\_\_\_\_\_  
Candidate/Employee name

Date: \_\_\_\_\_