



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### ENGINEERING COORDINATOR SPECIALIST (NL)

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Engineering Coordinator Specialist-NL-B	B9042B	65	
Engineering Coordinator Specialist-NL-O	B9042O	70	
Engineering Coordinator Specialist-NL-A	B9042A	75	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Plans, directs, or coordinates activities in such fields as architecture and engineering or research and development in these fields.

#### Nature of Work

Engineering Coordinator Specialists plan, coordinate, and direct research, design, and production activities. They may supervise engineers, scientists, and technicians, along with support personnel. These managers use their knowledge of engineering and natural sciences to oversee a variety of activities. They determine scientific and technical goals within broad outlines provided by top executives, who are discussed elsewhere in the *Handbook*. These goals may include improving manufacturing processes, advancing scientific research, or developing new products. Managers make detailed plans to accomplish these goals. For example, they may develop the overall concepts of a new product or identify technical problems preventing the completion of a project.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Assists in scientific, technical, and administrative functions related to engineering activities and investigations.
- May assist co-workers in water rights, water use, and other water-related projects.

#### Recommended Education and Experience for Full Performance

Bachelors in Engineering, and four (4) years experience in highway engineering and design, surveying, transportation system planning, coordinating, infrastructure projects and/or physical science.

## ENGINEERING COORDINATOR SPECIALIST (NL)

### Minimum Qualifications

Bachelor's in Engineering and two (2) years of engineering experience to include highway construction & design, surveying, transportation system planning, coordinating, infrastructure projects and/or physical science. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### Operational

- Directs and coordinates production, operations, quality assurance, testing, or maintenance in industrial plants.
- Manages research and development teams that produce new products and processes or improve existing ones.
- Performs independent specialized engineering, scientific investigations, and administrative activities.
- Works in engineering specialties that include but are not limited to: dam design and construction, hydrographic survey, hydrology, interstate stream compacts, special projects, water rights or water use.

### Recommended Education and Experience for Full Performance\*

Bachelors in Engineering, and six (6) years experience in highway engineering and design, surveying, transportation system planning, coordinating, infrastructure projects and/or physical science.

### Minimum Qualifications

Bachelor's in Engineering and four (4) years of engineering experience to include highway construction & design, surveying, transportation system planning, coordinating, infrastructure projects and/or physical science. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

### Advanced

- Performs the most advanced engineering or scientific work in the agency or functioning as a project leader.
- May have specialized knowledge and experience in water resource engineering, administration activities, and investigations.

### Recommended Education and Experience for Full Performance

Bachelors in Engineering and eight (8) years experience in highway engineering and design, surveying, transportation system planning, coordinating, infrastructure projects and/or physical science.

### Minimum Qualifications

Bachelor's in Engineering and six (6) years of experience to include highway construction & design, surveying, transportation system planning, coordinating, infrastructure projects and/or physical science. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience.

## ENGINEERING COORDINATOR SPECIALIST (NL)

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Physics** — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## ENGINEERING COORDINATOR SPECIALIST (NL)

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Statutory Requirements:** Valid NM Drivers License. Technician Training Certification Program (TTCP) Certifications or Water Resource Management Certifications may be required for this position.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*