



ENGINEERING EXECUTIVE MANAGEMENT

General Summary

Positions at these levels are accountable for planning, organizing, budgeting, resource allocation and review of resources in multiple functions, both engineering and non-engineering.

Engineer Executive

Jobcode: ENEX46

Pay Band: EJ

FLSA Status: Exempt

Distinguishing Characteristics

The Engineer Executive supports and takes direction from the Cabinet/Deputy Secretary, Senior Engineer Executive or the State Engineer. The primary focus of positions at this level is the direction of engineering management. Directing daily statewide activities of various large and complex organizational divisions and programs.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree in a relevant Engineering discipline, licensure in accordance with the Engineering and Surveying Practice Act and fourteen (14) years as an Engineer with experience in a management function.

Minimum Qualifications

Bachelor of Science Degree in a relevant Engineering discipline, licensure in accordance with the Engineering and Surveying Practice Act and twelve (12) years as an Engineer with experience in a management function.

Essential Duties and Responsibilities*

- Intermediate the coordination of agency program needs, project needs and other initiatives with senior engineering executives, senior managers, other engineering executives, engineering staff and other stakeholders to ensure the goals and needs of the agency are met.
- Intermediate the business, technical, water rights, construction, maintenance, right of way, environmental, survey and engineering programs of the agency to provide services and infrastructure to the public.
- Manage and oversee the administration of New Mexico's surface and groundwater resources.
- Support engineering staffs, other staff and consultants/contractors to ensure projects are delivered on time and on budget.
- Allocate and manage multi – million dollar annual budget; includes planning for equipment and systems obsolescence and replacement, outsourcing of tasks, inventory management, utility and communications account management.
- Allocate limited staff resources for multiple projects at different locations throughout the state occurring at the same time.
- Review all policies and/or procedural documents in regards to sound engineering judgment and ethics and in the best interest of the Agency to achieve organizational objectives.
- Provide expert testimony in administrative, judicial and legislative hearings.
- Provide guidance and advice to decision makers and other stakeholders.
- Act on behalf of the district engineer, water rights director, technical director or other senior executives on matters relating to policies and procedures and interact with local government officials, tribal officials, federal and state officials, and the public.
- Review data for compliance with performance measures related to federal and state funding requirements.
- Analyze data to ensure that infrastructure will meet the needs of the public and encourage economic growth.

ENGINEERING EXECUTIVE MANAGEMENT

- Manage and engage in effective people management of employment activities such as recruitment, training, and training requests, performance management, payroll, work schedules and disciplinary actions.

Senior Engineer Executive

Jobcode: ENEX52

Pay Band: EK

FLSA Status: Exempt

Distinguishing Characteristics

The Senior Engineer Executive supports and takes direction from Cabinet / Deputy Secretary or the State Engineer. The primary focus of positions at this level is the direction of senior management. Directing daily statewide activities of various large and complex organizational divisions and programs.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree in a relevant Engineering discipline, Licensure in accordance with the Engineering and Surveying Practice Act and sixteen (16) plus years as an Engineer with experience in a management function.

Minimum Qualifications

Bachelor of Science Degree in a relevant Engineering discipline, Licensure in accordance with the Engineering and Surveying Practice Act and fourteen (14) years as an Engineer with experience in a management function.

Essential Duties and Responsibilities*

- Allocate and manage multi – million dollar annual budget; includes planning for equipment and systems obsolescence and replacement; outsourcing of tasks; inventory management; utility and communications account management.
- Manage and coordinate agency's program needs, project needs and other initiatives with engineering executives, senior managers, engineering staff and other stakeholders to ensure the goals and needs of the agency are met
- Manage the business, technical, water rights, construction, maintenance, right of way, environmental, survey and other technical and engineering programs of the agency to provide services and infrastructure to the public.
- Manage and oversee the administration of New Mexico's surface and groundwater resources.
- Act on behalf of the Cabinet Secretary on matters relating to advanced policies and procedure and interact with local government officials, tribal officials, federal and state officials and the public.
- Ensure compliance with all federal and state laws, statutes, guidelines, code of federal regulations and agency standards. Review contractor's claims for validity and participation.
- Ensure funding allocations are appropriately administered.
- Responsible for all budget allocations for projects, both federal and state funding.
- Responsible for contract management of project upon award to the contractor.
- Responsible for resource allocation (personnel, equipment, and materials) for contract management.
- Provides policy direction; identifies, allocates, reorganizes and provides necessary resources to achieve organizational objectives.
- Provide expert testimony in administrative, judicial and legislative hearings.
- Provide guidance and advice to decision makers and other stakeholders.
- Review agency rules, policies and guidelines for conformance with state statutes.

ENGINEERING EXECUTIVE MANAGEMENT

- Analyze data to ensure that infrastructure will meet the needs of the public and encourage economic growth.
- Review and approve all hires and promotions within the Agency.

Bargaining Unit:

Statutory Requirements: All applicants for the Engineering Executive Manager classifications must be licensed in accordance with Engineering and Surveying Practice Act, Sections 61-23-1 through 61-23-32 NMSA 1978 and 16.39.1 through 16.39.8 NMAC, as applicable. Registration as a Professional Engineer by the NM Licensing Board. You must include your license or certificate number in the "License" section of the application form.

Conditions of Employment: N/A

Working Conditions: 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.

Established: 06/16/2017

Revised:

**Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*