



ENGINEERING

GENERAL REQUIREMENT TO ALL ENGINEERING POSITIONS:

- Apply engineering principles, practices and methods in development and management of projects and contract administration;
- Communicate effectively both verbally and in writing to executive, professional, administrative and technical and non-technical personnel;
- Manage publicly funded projects to ensure appropriate outcomes without fraud, waste, or abuse and ensure that public funds are spent in accordance with funding agencies requirements.

APPLICABLE TO ONLY LICENSED ENGINEERS:

- Maintain professional engineering development hours and follow all requirements of the NM Board of Licensure for Professional Engineers and Professional Surveyors (NMBLPEPS).
- Sign and seal with professional engineering seal all final, specific related contracts, plans and reports as required by agency policy.

Engineer Graduate

Jobcode: ENEP20

Pay Band: ED

FLSA Status: Non-Exempt

Distinguishing Characteristics

This position is an entry level engineering position accountable for verification of accuracy and completion of submissions based on prescribed templates. The person in this position receives close supervision from a Licensed Professional Engineer.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline and two (2) years of work experience in an engineering related field. FE (Fundamentals of Engineering) certification by NMBLPEPS.

Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline.

Essential Duties and Responsibilities*

- Apply prescribed techniques and procedures in accordance with established criteria to perform assigned tasks.
- Assist Professional Engineer in the development of constructible designs that comply with standards and specifications requirements and producing deliverable plan sets for various stages of project reviews up to bidding.
- Assist Professional Engineer in the interpretation of plans, specifications and evaluating the constructability of the theoretical plan vs actual field conditions.
- Perform field inspections and investigations as needed.
- Collecting field data, survey documentation, and composing a comprehensive spreadsheet to be evaluated and discussed in detail with co-workers and supervisors.
- Assist in creating change orders as required for amending the original construction contract when modifications are required to meet the scope and intent of the project.
- Assist higher level professionals with field testing and measurements to insure compliance with scope of the project, and with sampling and testing of materials.

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- Perform technical data computations, analysis and interpretation as it relates to project.

Engineer Intern

Jobcode: ENEP23

Pay Band: EE

FLSA Status: Non-Exempt

Distinguishing Characteristics

This position is the second level of the Engineering Series which performs standard engineering assignments of limited to moderate complexity in a relevant discipline in accordance with accepted agency practices. The person in this position exercises limited judgment on details of work and in application of standard methods for conventional work. Licensed Professional Engineer will provide general review of all aspects of this person's work and provide close supervision on unusual or difficult problems or work assignments.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline and four (4) years of progressive experience under the direct supervision of a professional engineer. Must possess FE (Fundamentals of Engineering) certification by NMBLPEPS.

Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline and two (2) years of progressive experience under the direct supervision of a Licensed Professional Engineer. Must possess FE (Fundamentals of Engineering) certification by NMBLPEPS.

Essential Duties and Responsibilities*

- Perform basic design and analysis tasks with increased level of responsibility through their tenure.
- Review Contractor submittals for proposed construction projects.
- Interpret technical review of consultant designs, reports and plans.
- Perform field inspections and investigations as needed.
- Collection and review of field tests data for quality assurance purposes and to ensure project construction time schedule is met.
- Provide basic review of project technical specifications and construction drawings.
- Analyze data from laboratory tests and field explorations.
- Preparation of projects (contract, estimates and plans etc.) for supervisor review and approval.
- Assist in the development of field investigation requirements, inspections and testing for projects.
- Assist Professional Engineer with assigned project tasks.
- Prepares written summaries of design reviews and analysis for project documentation, and maintain proper records of design changes.

Engineer Professional I

Jobcode: ENEP26

Pay Band: EF

FLSA Status: Exempt

Distinguishing Characteristics

This position is the third level of the Engineering Series which performs professional engineering work with both standard and varied assignments of a moderate to complex nature representing a significant portion of a large project or an entire project of moderate complexity in accordance with accepted agency practices. The person in this position independently evaluates, selects, and adapts standard techniques, procedures, and criteria and has a general knowledge of principles and practices of related fields. In addition, the person in

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this position over time uses advanced techniques in the modification or extension of theories and practices to complete job assignments and may work on a major project or several projects of moderate scope with complex features.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and six (6) years engineering experience, two (2) years of which must be as a Licensed Professional Engineer. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and four (4) years of engineering experience. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Essential Duties and Responsibilities*

- Development of constructible designs that comply with standards and specifications requirements and producing deliverable plan sets for various stages of project reviews up to bidding.
- Develop project scope with technical staff, design/construction team members, and other organizations as applicable.
- Conduct field visits to projects during design and construction, and communicate conditions with senior engineers, agencies, communities and consultants as required.
- Review and evaluate proposals submitted in response to agency RFPs.
- Initiate consulting service requests with on-call consultants to prepare analysis and design work required for projects issues.
- Tracking consultant progress to meet purpose for the design of the project and verify the engineering estimate of construction and design is within the department's budget.
- Sign and seal with professional engineering seal all final, specific project related contracts, plans and reports.
- Independently prepare overall comprehensive design review package for permit applications.
- Review plans, design contracts, construction contracts, interim and final construction inspections, requests for change orders, and administrative closeout of publicly funded construction projects.

Engineer Professional II

Jobcode: ENEP30

Pay Band: EG

FLSA Status: Exempt

Distinguishing Characteristics

This position is the highest non-management level of the Engineering Series and is a seasoned senior position which is accountable for complex design and design review in a designated engineering discipline. Independently applies extensive and diversified knowledge of principles and practices in broad areas of assignments and related fields. Plans and coordinates detailed aspects of agency work. Receives general direction on key objectives and when necessary on unconventional problems.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and eight (8) years engineering experience, four (4) of which must be as a Licensed Professional Engineer. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

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Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and six (6) years of engineering experience, two (2) of which must be as a Licensed Professional Engineer. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Essential Duties and Responsibilities*

- Review project plans and specifications for conformance with statutes and regulations.
- Conduct on-site, field inspection and investigation of the field conditions of assigned projects.
- Apply engineering principles, practices and methods in development and management of projects and contract administration.
- Provide cost effective project solutions using accurate evaluations of field data for recommended designs.
- Manage statewide specific project design and project management on-call contracts
- Review and negotiate proposals and cost estimates, issuing notice of acceptance, tracking deliverables to ensure scope of the project or services are achieved, modifying task assignments when project scopes change, generating amendment requests to secure funding and extend contract time, and other miscellaneous contract and project management.
- Understand and interpret federal and state regulations as applicable to projects.
- Coordinate trainings/seminars/workshops for training of contractors, consultants and agency employees on federal and state regulations.
- Sign and seal with professional engineering seal all final, specific project related contracts, plans and reports.
- Review plans, design contracts, construction contracts, interim and final construction inspections, requests for change orders, and administrative closeout of publicly funded construction projects.
- Assist with the development of department standard operating procedures that include new techniques and/or improved processes.

Engineer Manager I

Jobcode: ENEX30

Pay Band: EG

FLSA Status: Exempt

Distinguishing Characteristics

This position is the first level of management in the Engineering Series which provides supervision over subordinate engineers in which the primary focus is on resource management and the leadership of staff.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and eight (8) years engineering experience, four (4) of which must be as a Licensed Professional Engineer including two (2) years of experience in a supervisory/managerial role. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and six (6) years of engineering experience, two (2) of which must be as a Licensed Professional Engineer. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

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Essential Duties and Responsibilities*

- Responsible for managing all aspects of a specific agency project. This function requires having knowledge of Federal regulations & engineering requirements for this program area; coordinating with the Federal oversight agency and other agencies/departments & outside contracted firms; managing & analyzing SCL and PDA rating data; managing subordinates' & others' work; & preparing progress reports.
- Develop scope and evaluate fee proposals submitted in response to agency RFPs.
- Develop independent man-hours for negotiation with consultants and identification of funding needs for drainage study projects.
- Manage the Agency or District's on-call contract, which includes defining scope of tasks, assigning tasks and approving consultants to proceed with the work, managing the work as it proceeds, reviewing final work products, reviewing invoices and approving for payment.
- Provide detailed updates on all projects for Program Management Team Meeting (PMTM).

Engineer Manager II

Jobcode: ENEX35

Pay Band: EH

FLSA Status: Exempt

Distinguishing Characteristics

This position is the second level of management in the Engineering Series which focuses on the supervision of subordinate managers and staff. Incumbents at this level have managerial and technical accountability for the overall results of assigned organizational units.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and ten (10) years of engineering experience, five (5) of which must be as a Licensed Professional Engineer and four (4) years in managing other engineers in a supervisory/managerial role. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and eight (8) years of engineering experience, four (4) of which must be as a Licensed Professional Engineer and (2) years of experience in a supervisory/managerial role. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Essential Duties and Responsibilities*

- Responsible for managing the day to day operations of the assigned agencies bureaus/sections; works in collaboration to coordinate testing processes with agency sections; provides support to agency management, District Offices and functional groups; and actively participates on the agency specific Subcommittee.
- Signing off on plans and specifications after ensuring they are complete and ready.
- Meeting specific inspection standards as required in the Code of Federal Regulations, other National Safety Standards.
- Implement quality assurance (training) and provide quality control of project inspection data. Oversee and approve analysis for project permit standards.
- Taking all the data received, analyzing it, and determining the most appropriate and cost effective process to be implemented for the development of the maintenance plan.

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- Review specifications and project designs to assure that most current specifications are in being used
- Ensure staff is coordinating project design work with other sections and bureaus in timely manner.
- Provide recommendations for allocation of available budget based on agency and district needs and priorities.

Engineer Manager III

Jobcode: ENEX40

Pay Band: EI

FLSA Status: Exempt

Distinguishing Characteristics

This position is the highest level of management in the Engineering Series which focuses on the supervision of subordinate managers and staff and the allocation of resources. Incumbents at this level have considerable managerial and technical accountability for the overall results of assigned organizational units.

Recommended Education and Experience for Full Performance

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and twelve (12) years of engineering experience, six (6) of which must be as a Licensed Professional Engineer and four (4) years in managing other engineers in a supervisory/managerial role. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Minimum Qualifications

Bachelor of Science Degree from an accredited college or university in a relevant engineering discipline with licensure and ten (10) years of engineering experience, five (5) of which must be as a Licensed Professional Engineer and (2) years of experience in a supervisory/managerial role. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing.

Essential Duties and Responsibilities*

- Supervise and manage engineers and programs that are responsible for the scheduling, development and delivery of assigned design projects for assigned geographic area.
- Manage the office and project budgets, staff and available resources in order to assure professional work ethic and prudent use and expenditure of state resources.
- Oversee and manage the responsibilities for internal and consultant planning, project development, design, and preparation of construction plans for agency projects and the Tribal/Local Public Agency (T/LPA) program.
- Approval of payment to consultants based on percentage of work performed. Assessing a project's integrity and its placement on the fiscal letting schedule.
- Develop projects within budget and measured against the project's planning estimate and engineer's estimate throughout the development process and onto bid letting. Minimize change orders that are design related and develop strategies to prevent or minimize occurrences.
- Responsible for contract negotiations and coordination with design working group to execute contracts.
- Manage multiply managers/supervisors requests for hire and other HR transactions is a regular part of my day.
- Maintaining sufficient staffing levels in the Engineering Support Bureaus and Districts due to mid-grade engineering positions.

Bargaining Unit:

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Statutory Requirements: All applicants for the Engineer Professional I, II and Engineer 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. Must be certified by the NMBLPEPS as a Licensed Professional Engineer in good standing. 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.*