



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### GENERAL MANAGER I – ASSISTANT DISTRICT ENGINEER (ADE) MAINTENANCE

Class Title	Class Code	Pay Band	Alt Pay Band*
General Manager I – ADE Maintenance	X68051	90	

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

#### Purpose of Position

Manages, supervises, coordinates and implements all aspects of Maintenance Program within a District/General Office to ensure that all the goals and objectives of the program are defined, implemented and attained.

#### Nature of Work

General Manager I - ADE Maintenance directs and coordinates the cooperative efforts with local entities, government agencies, tribal entities, legislative officials and the general public to plan, prioritize and fund transportation improvements that benefit the community and meet the requirements set forth by the Federal Highway Administration (FHWA). Directs the safe, quality, cost effective/efficient, timely maintenance projects for benefit of the traveling public as well as the routine, scheduled and emergency maintenance of roadways, right-of-ways and rest areas delivering safe traffic conditions. Works in accordance with all contractual requirements, FHWA and New Mexico Department of Transportation (DOT, NMDOT) policies and procedures. Ensures compliance with New Mexico State and Federal codes and regulations in addition to New Mexico Department of Standards Specification and Special provisions. Makes independent decisions with respect to budget, staffing, equipment, strategic and operational plans and material acquisitions. Plans and coordinates maintenance operations, patrols, special crews and projects, all contractual proceedings and works as an assistant to the District Engineer.

#### Distinguishing Characteristics

*Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Ensure all maintenance activities and projects are managed according to project plans, specifications, contract documents, State and Federal codes, statutes and industry practices.
- Responsible in coordination with Engineering Support Manager for the quality of plan sets, specifications and contract documents for specific projects.
- Responsible in coordination with the State Maintenance Engineer for ensuring statewide roadway construction practices, processes and project management activities are consistent and applicable for roadway and bridge construction
- Develop, implement and maintain a multi-year Preventative Maintenance, Preservation, Rehabilitation and Reconstruction Program for all New Mexico roadways.
- Oversee and direct the financial resources for the Maintenance Program.

## GENERAL MANAGER I – ASSISTANT DISTRICT ENGINEER MAINTENANCE

- Prepare budgets, statistical and other reports related to assigned projects.
- Communicate with contractors, public entities, affected landowners and the traveling public.
- Coordinate cooperative efforts, partnerships and strategic planning/improvements with local government agencies, tribal entities, legislative officials and general public.
- Coordinate operations and communicates with external entities to execute safe and efficient operation during snow removal and/or emergency operations.
- Direct management and supervision of employees assigned to specific maintenance projects.
- Ensure all employees under supervision understand and adhere to Department, District, state and federal policies, procedures and guidelines, goals and objectives.
- Coordinate training
- Perform related work as required.

### General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the General Manager I – ADE Maintenance.

**Scope and complexity of responsibility: *Comprehensive*.** Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

**Types of employees managed:** General Manager I is assigned ***comprehensive and diverse*** staffing resources of mid-level managers and senior professionals.

**Financial accountability:** Objectives managed has an ***extensive*** relationship to the mission of the total organization.

**Strategic planning/decision challenge:** Managing objectives generally ***requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances***. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

### Minimum Qualifications

A Master's Degree in Engineering, Civil Engineering, Civil Engineering Technology, Mechanical Engineering or related field from an accredited college or university and eleven (11) years of professional level experience with a strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fifteen (15) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management and/or specialized experience. Registration as a Professional Engineer by the New Mexico State Board of Registration for Professional Engineers and Land Surveyors.

**Statutory Requirements:** All applicants for this position must be licensed in accordance with

**GENERAL MANAGER I – ASSISTANT DISTRICT ENGINEER MAINTENANCE**

Engineering and Surveying, 61-23.1 (61-23.14.1) through 61-23-32 NMSA 1978 and 10.39.1 through 16.39.8 NMAC, as applicable. Must possess and maintain current license to practice as a Professional Engineer in New Mexico; or the ability to obtain registration within sixty (60) days of hire.

**Conditions of Employment:** Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. Must possess and maintain a valid New Mexico Driver's License.

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

**Bargaining Unit:** Not Represented

**Established:** 10/12/2012                      **Developed:**

*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.*