



SOUTHERN SANDOVAL COUNTY  
ARROYO FLOOD CONTROL AUTHORITY  
(SSCAFCA)

## Job Description

---

**Position:** Staff Engineer (Operations)  
**Status:** Classified Exempt  
**Reports To:** Facility Operations Director  
**Salary Range:** \$50,000 - \$87,500 (DOE)

---

## Job Summary

*The essential functions of the Field Engineer will be to:*

**1. Perform SSCAFCA regulatory compliance activities.**

Implement SSCAFCA's agency-wide regulatory compliance activities, including the Storm Water Pollution Prevention Program under the National Pollutant Discharge Elimination System (NPDES), Municipal Separate Storm Sewer System (MS4) Permit and the National Environmental Policy Act (NEPA); Coordinate the authority's response in regulatory action with regulatory agencies, including but is not limited to the EPA, Region 6 (MS4 permit), New Mexico Environment Department (water quality standards, Total Maximum Daily Load), Fish and Wildlife Service (Endangered Species Act), Army Corps of Engineers (404 permitting, compensatory habitat mitigation);

Conduct internal compliance audits, surveys or reviews, reporting to the Facility Operations Director the compliance status with federal, state and local regulatory requirements; recommend corrective action to change or improve procedures and program performance; maintain records of audits and compliance reports, and conduct or oversee, as needed, special analyses or studies of water quality

assessment and/or monitoring, illicit discharge detection and elimination, watershed modeling, Best Management Practice evaluation, development of stormwater quality specifications and standards and other related issues.

Manage public involvement and outreach activities in conjunction with other entities regulated under the watershed based MS4 permit to address compliance requirements listed in the permit; Oversee the development of public workshops and meetings to disseminate information and receive public input; manage the development of materials for distribution in written format and for use electronically through websites, video and local television which support storm water quality. Increase the public's awareness of watershed health and their role in improving and maintaining storm water quality.

**2. Implementation of the Quality-of-Life Master Plan.**

With guidance from the Executive Engineer and Facility Operations Director, identify and apply for grant funding and other opportunities for implementation of the Quality-of-Life Master Plan and update. Oversee project development, design, and construction of QOLMP elements. Coordinate efforts with other local jurisdictions. May include connection to existing facilities owned by other jurisdictions, planning/mapping, and/or marketing/branding.

**3. Provide technical review of private and public development within SCAFCA's jurisdiction.**

Review of all submittals for compliance with local, state and federal drainage requirements. Assist in the preparation of development agreements for SCAFCA acceptance of flood control infrastructure; Track of all development submittals in GIS program; provide technical review of development or infrastructure improvements submittals and compile comments for coordination with developers, engineers, and local agencies; work closely with peers from local municipalities and counties on development- related projects; coordinate and assure communication between agencies regarding land development and flood control projects..

**4. Assist with design services for SCAFCA facility maintenance solutions.**

Work with the Facility Operations Director, other SCAFCA staff and consulting engineers to prepare preliminary engineering reports, engineering plans, specifications and bidding documents for facility deficiencies requiring an engineered solution. Collect and present technical data in reports, memos and public forums; produce design calculations, cost estimates and technical reports to support assigned projects.

- 5. Other Essential Functions Expected of the Position.** Consistent and timely attendance is required.
- a. Prompt completion of documentation and reports.
  - b. Consistent and timely attendance is required
  - c. Other work-related duties as assigned

## **Job Qualifications**

### *Qualifications We Require:*

- BS in Civil/Environmental/Construction Engineering or Engineering Technology from an accredited college, or ability to obtain a BS in Civil/Environmental/Construction Engineering or Engineering Technology from an accredited college by June 1, 2023.
- Excellent oral and written communication skills
- Strong work ethic and the ability to work independently and collaboratively as part of a diverse team
- Physical ability to perform field work, including site visits, and inspections
- Must possess a valid New Mexico State driver's license
- Pre-employment background investigation is required and is conditional pending results

### *Qualifications We Prefer:*

- Registration as an Engineering Intern (EI) or Professional Engineer (PE) in the State of New Mexico
- Minimum 3 years' experience involving water resources and/or drainage-related projects, including project management and/or regulatory compliance. Education beyond bachelor's degree may be substituted for experience requirements on a year for year basis
- Experience in design of flood control infrastructure and storm water systems
- Experience with AutoCAD Civil 3D or AutoCAD
- Proficiency with ESRI ArcGIS, ArcCatalog, Collector, or field data collection & reporting software/apps
- Experience with US Environmental Protection Agency National Pollution Discharge Elimination System stormwater permits (NPDES)
- Experience with US Army Corps of Engineers Clean Water Act (404 Individual, Nationwide, Regional) permitting

## **Tools and Equipment Used**

Personal computer, including word processing, spreadsheet software, AutoCAD design, GIS software; motor vehicle; phone; camera; UAV. Outdoor equipment used may include survey and measuring devices, shovel, and geologist's pick.

## **Work Environment**

Work is performed partly in an office setting. While performing the duties of this job, the employee frequently works in outdoor settings with active construction activities, possible inclement weather conditions and the possibility of higher noise levels. The noise level in the office environment is usually quiet to moderate.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk; feel or operate objects, tools or controls; and reach with hand and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and communicate in office and outdoor settings. Ability to climb and descend stairs is desirable. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Ability to discern shades, colors, texture, vegetation, soil and geologic features on photographs and natural terrain.

Frequently the employee will be required to drive to field sites, walk on rough, sandy, and rocky terrain and make measurements, take photographs, or make notes, all in weather conditions representative of the Sandoval County area. Frequent inspection trips involving hiking in natural arroyos, inspection of construction sites, inspection of existing dams, channels, and underground storm water facilities, some with steep slopes and precarious footing. Occasional use of ladders to ascend or descend, both above and below ground level.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required of this position.

## **Other**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

New employees serve a probationary period of twelve (12) months or more, during which time supervisors will have an opportunity to evaluate the employee's ability and general suitability. An employee may be dismissed without cause at any time while in probationary status.

Adoption Date: January 24, 2023

Approved: \_\_\_\_\_  
David Gatterman, Executive Engineer

