



SOUTHERN SANDOVAL COUNTY
ARROYO FLOOD CONTROL AUTHORITY
(SSCAFCA)

Job Description

Position:	Field Technician
Status:	Classified Hourly
Funding:	Term – Capital Projects Funds
Reports To:	Facility Operations Director

Job Summary

The essential functions of the Field Technician will be to:

1. Provide Construction Observation and Reporting of SSCAFCA Flood Control Improvement Projects, including Construction General Permit compliance monitoring

Conduct field observations, review shop drawings and Operation and Maintenance Manuals, and provide construction services support for SSCAFCA. Reviews technical plans and specifications to determine scope of work required; conducts field observations and measurement of work performed; coordinates work with planning, inspections and utilities departments, contractors, and city agencies; attends job meetings and assists supervisor in coordinating/conducting meetings as required; maintains written reports and photo log of all observations; reports verbally and promptly to SSCAFCA Project Engineer significant problems detected in the construction process; monitors testing of construction materials (i.e. concrete, soil, etc.) and inspects correction of deficiencies identified at final inspection., and other field data as assigned. Obtains training to become a certified stormwater inspector and oversees implementation of Stormwater Pollution Prevention Plans by SSCAFCA's construction contractors.

2. Perform routine and post-storm inspections of SSCAFCA owned and operated flood control facilities

In coordination with other Facility Operations Division personnel, conduct regular inspections of SSCAFCA facilities to determine the condition of the facility to receive stormwater flows. Evaluations will include a determination of current facility capacity vs design capacity, overall condition of the facility, identify needed corrective actions, and identify potential illicit discharges to SSCAFCA facilities. Provide monitoring of arroyos and SSCAFCA facilities for compliance with the EPA MS4 permit and USACE Annual Maintenance Permit. Complete reports for each facility inspection on prescribed forms and format and file.

3. Perform Inspection of Other Drainage Projects.

Conduct inspections of drainage facilities constructed by others as needed to determine compliance with any turnkey agreements for acceptance by SSCAFCA. Conducts field observations and measurement of work performed; maintains written reports and photo log of all observations; meets with contractors, developers, and engineers to evaluate and discuss field construction challenges. Complete reports for each facility inspection on prescribed forms and format and file.

4. Serve as Safety Officer Designee for the NM Self-Insurer's Fund (NMSIF).

Act as the point of contact for the NMSIF for scheduling and tracking of safety training required by the NMSIF for SSCAFCA to complete. Work with staff to identify and select the most appropriate training options on an annual basis.

5. Other Essential Functions Expected of the Position.

Consistent and timely attendance is required.
Prompt completion of documentation and reports.
Other work-related duties as assigned.

Job Qualifications

Qualifications We Require:

- High School Diploma or equivalent.
- Minimum 2 years' experience in construction observation and reporting.
- General knowledge of the occupational hazards and necessary safety precautions involved in construction equipment operation.
- Must be computer literate and have experience in Microsoft Office.
- Physical ability to perform field work, including site visits and inspections.
- Proficient in written documentation of construction activities.
- Must possess a valid New Mexico State driver's license.
- Strong work ethic and the ability to work independently and collaboratively as part of a diverse team.
- Pre-employment background investigation is required and is conditional pending results.

Qualifications We Prefer:

- Associates or bachelor's degree in a related field.
- Experience in construction, operation or maintenance of heavy utility or flood control projects.
- General knowledge of math and surveying methods
- Experience with AutoCAD
- Proficiency with field data collection & reporting software/apps

Tools and Equipment Used

Personal computer, including word processing; motor vehicle; phone; camera; and tablet. Outdoor equipment used may include survey and measuring devices; hand-held construction/maintenance equipment (e.g., shovel, rock rake, sledge hammer, etc.).

Work Environment

Work is performed in an outdoor setting. While performing the duties of this job, the employee mostly 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. Work will require the ability to safely operate a motor vehicle within an active construction work area.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand, walk; feel or operate objects, tools or controls; and reach with hand and arms. The employee is frequently 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 constructed irregularities 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: _____

Approved: _____
Charles Thomas, Executive Engineer