



Job Title:	<b>Engineer</b>	Status:	<b>Classified</b>
Department:	<b>Planning &amp; Zoning</b>	Job Code:	
Revised Date:	<b>3/2/2022</b>	Handles Confidential Info:	<b>Yes</b>
Union Code:	<b>Non-represented</b>	FLSA:	<b>Non Exempt</b>

**GENERAL PURPOSE:** Performs a variety of professional engineering duties involving ensuring compliance with the county Subdivision Ordinance, Road Ordinance and Floodplain Ordinance as well as performing engineering functions in a variety of development and transportation projects.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree from an accredited college or university in Civil Engineering or related field, as recognized by the State Board of Professional Engineers and Land Surveyors.
- Minimum of 2 years of experience in civil engineering or similar field involving engineering work.

**Required Licenses or Certifications:**

- Valid New Mexico driver's license or ability to obtain a valid New Mexico driver's license within 30 days of hire.
- Registered as a Professional Engineer by the State of New Mexico, or as a Professional Engineer in another state with a binding commitment to apply for and receive registration as a Professional Engineer in the State of New Mexico, by endorsement, within 60 days of the date of hire.
- Certified Floodplain Manager (CFM) or obtain this certification within one (1) year of the date of hire.

**Additional Requirements:**

- Ability to maintain a valid New Mexico driver's license.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Director of Planning & Zoning and does not exercise supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists members of the public, county departments, and other governmental agencies regarding compliance with County subdivision and floodplain regulations.
- Provides technical support and coordination with other County employees and departments with engineering related tasks, including platting, floodplain, drainage, grading and construction management.
- Conducts field investigations of properties under consideration for subdivision, floodplain and construction management, variance applications, requiring detailed review of hydrology studies, terrain management, and drainage plans.
- Coordinates and works with the Public Works department on county transportation projects. Assist with review, analyze, evaluate roadway construction plans, and other infrastructure projects when needed. Assist with project inspections; development, and analyzes of current and proposed county transportation infrastructure.
- Supports and assists the Planning and Zoning Commission; maintains records of Planning and Zoning Commission actions related to land planning; reviews, analyzes, evaluates, and interprets data in order to form conclusions and make recommendations to the Planning and Zoning Commission and Board of County Commissioners on land use related issues.

## **JOB DESCRIPTION**

### **Planner, Senior**

- Serves as County Floodplain Manager and assists members of the public and other County departments with floodplain related issues.
- Reviews proposals for land development and applications for approval under County land use, subdivision, road, floodplain and any other applicable ordinances.
- Conducts field investigations of sites for compliance with County related engineering regulations; coordinates with the Director and other department employees to identify and address unmet needs; coordinates with state reviewing agencies.
- Performs other job-related duties as assigned.

#### **Required Knowledge of:**

- Principles and practices of civil engineering, land use/planning, road, subdivision and floodplain.
- General knowledge of Federal, State, and county laws affecting planning and public works, and a demonstrated ability to interpret these practices, floodplain management, traffic engineering or any other related engineering field that focuses on land development and transportation.
- Structure, organization, and inter-relationships of county departments and related governmental agencies and offices affecting assigned functions.
- Land use regulations and zoning codes.
- Basic statistical methods.
- Research methods and report presentation.
- Effective communication principles and practices including oral and written communication; to include customer service and public relations.
- Program/project management techniques and principles.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Applying the principles and practices of civil engineering.
- Compiling statistical information and preparing technical reports.
- Interpreting engineering and/or floodplain regulations to interested groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Researching and preparing reports and evaluations.
- Applying project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Researching and preparing reports and evaluations.
- Applying project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations and public speaking.
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#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment with some occasional outside work.

**JOB DESCRIPTION**

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- Occasionally may be exposed to large or working machinery and potential physical harm when conducting fieldwork, inspections, and visits to active construction sites.
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting books or files of approximately 10 pounds or less.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties; occasionally may be exposed to extreme weather conditions when traveling to County facilities or remote locations to perform work.

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date