City of Santa Fe, New Mexico
P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov

Recruitment Announcement # 2020 – PW18

POSITION TITLE: Engineer Supervisor
DEPARTMENT: Public Works/Engineering/Traffic
PERIOD TO APPLY: 8/26/2019-9/26/2019
SUPERVISOR: John Romero
SALARY RANGE: $33.421-$50.132
FLSA/UNION STATUS: Exempt/Non Union
POSITION STATUS: Classified/Full Time
LOCATION: Engineering/Traffic

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GENERAL PURPOSE

Performs a variety of professional engineering and related supervisory tasks in the area of assignment.

SUPERVISION RECEIVED

Works under the general direction of the department director of other assigned supervisor.

SUPERVISION EXERCISED

Provides close, general, and indirect supervision to assigned subordinates as needed.

ESSENTIAL FUNCTIONS(A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Communicates with City Council, the public and various other government entities regarding engineering related issues.

Additional essential functions for assignment in Public Works/Traffic Section:

Responsible for Traffic Project Development including Traffic Calming Projects.

Manages planning design, right-of-way acquisitions; coordinates bidding and award of construction contracts; administers construction contracts, change orders, inspections, contract compliance, project close-out, and warranty inspections with follow-up remedial work.

Supervises staff in assigned section.

Performs other traffic engineering related functions as assigned.

Responsible for development review as it relates to traffic operations, safety, and mitigation measures.

Reviews and prepares traffic impact analyses to determine impacts to infrastructure and evaluates studies prepared by others to determine sufficiency of findings and recommendations.

Reviews plans for traffic impacts to infrastructure and assures compliance with laws, rules, regulations and specifications; and develops mitigation measures for traffic impacts to infrastructure.

Responsible for issuing access and driveway permits.

Responsible for preparing traffic related ordinances.

Responsible for providing traffic counts.

Responsible for providing general traffic knowledge for the City of Santa Fe.

Performs other traffic engineering related functions as assigned.

Manages signal and sign shop operation.

Responsible for the preparation and review of traffic engineering studies.

Responsible for School Crossing Guard Program.

Develops bid specifications and plans relating to signal equipment, and other related systems including school advance warning systems, video vehicle detection and other ITS relates systems.

Insures that current and applicable Federal, State and Local engineering standards are applied to signal construction and maintenance.

Analyzes, monitors, and manages the implementation and maintenance of operations relating to the city's traffic signal system, ITS systems and school zone advance warning systems.

Analyzes, monitors, and manages the implementation and maintenance of operations relating to the city's pavement marking and signing activities.

Reviews and approves specifications for pavement marking materials, signing material and equipment.

Reviews and approves specifications and plans relating to signal equipment and systems.

Insures that current and applicable Federal, State and Local engineering standards are applied to pavement marking and signing material and installation.

Develops and implements and maintains traffic signal synchronization plans.

Develops bid specifications for the design and implementation of signal timing plans.

MINIMUM QUALIFICATIONS

1. **Education and Experience**:

   A. Graduation from an accredited college or university with a Bachelor's degree in civil engineering, transportation/traffic engineering, or construction engineering;

   AND

   B. Three (3) years of progressively responsible engineering experience, two years of which must have been in subdivision design and/or development, water or wastewater system design, project engineering, transportation/traffic engineering, civil engineering design, or construction management with experience in hydrology, municipal arterial design projects, and/or floodplain management.

2. **Knowledge, Skills, and Abilities**:

   Extensive knowledge of: the principles and practices of project planning, scheduling, and public involvement; civil engineering design in the area of specialty; engineering analysis, studies, and design; relevant computer simulation techniques and models; engineering construction techniques, inspections, materials testing (as applicable), and contract compliance; federal, state, and city laws, rules, and regulations; the principles and practices of program administration and budget preparation; office management; and documentation requirements and standards.

   Skill in: effective communication, and interpersonal relations.

   Ability to: prepare construction drawings, contracts, bids, studies, and budgets; read, interpret, and work from field notes, land descriptions, surveys, aerial photographs, plans, specifications, and other data; plan, assign, coordinate, and review the work of other professionals; organize and complete work independently; handle multiple demands; and meet severe time constraints. Ability to present information verbally and orally to City Council, public and other government entities.

3. **Special Qualifications:**

   Must possess a New Mexico Professional Engineer's license or be eligible to obtain licensure through reciprocity. Must possess a valid driver's license

WORK ENVIRONMENT

Work is performed in an office setting and in the field with potential exposure to inclement weather, unpredictable site conditions, loud noise and vibration, sunlight, UV rays, electrical energy and/or shock, allergens, dust, animal or insect bites, fumes, oils and/or petroleum products. Position involves regular interaction with the public and frequent walking, standing, and sitting. Occasional bending, twisting, squatting, reaching, and repetitive hand, arm, or finger motion are required in the normal course of essential job duty performance. During site investigations, climbing, lifting, driving, hand/grip strength, and manual and finger dexterity are involved. Must be able to lift, push, and/or pull up to 50 pounds. Good visual acuity, color vision, and the ability to hear and

speak are required. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic local travel is required in the normal course of job performance. Evening, weekend, and irregular hours may be necessary.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out an application at the Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov**; or apply online at** www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at the time of interview. Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***