



## Manager (Engineering) #202

Engineering

\$25.63 per hour to \$29.47 per hour (DOE) (Hiring Range)

\$25.63 per hour to \$42.62 per hour (Full Range)

SHIFT: 8:00 a.m. to 5:00 p.m. – Monday thru Friday

**POSTED: July 31, 2014 – Position will remain open until filled and may close any time 5 days after the posting date.**

### ESSENTIAL DUTIES

Develops and implements projects dealing with City staff and external contractors and/or consultants, managing cost controls and administering projects. Performs project management from the initial planning stages of construction through completion. Researches records, maps, and other data to obtain information to develop acquisition and right-of-way documents. Contacts property owners, financial institutions, and attorneys to negotiate and execute right-of-way purchase and/or acquisition. Completes the required documentation and executes process to ensure compliance with State and Federal agency guidelines. Prepares contract documents and technical specifications for capital improvement projects such as roadway and utility construction, fencing, electrical, traffic signals, paving and concrete work. Prepares and/or reviews proposal requests for various outside professional services provided to the City such as engineering, surveying, architectural, and landscaping services. Oversees and/or performs duties of other staff members engaged in project management, inspection, surveying and material testing analysis. Develops and reviews project records, pay estimates, change orders and negotiations, processes invoices and/or monthly pay estimates for payment. Performs field inspections ensuring compliance with specifications and plans. Attends and/or conducts project development meetings with private consulting firms, private companies and City departments to establish and implement design elements, coordination efforts and timeline specifics for a variety of capital improvement projects. Communicates with the general public, state agencies, consultants, businesses, and firms to address issues regarding on-going projects, concerns, problems or complaints.

### PREFERRED MINIMUM QUALIFICATIONS

#### Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in engineering, engineering technology, construction technology, environmental science or related field plus four (4) years of professional experience in public works, planning or development, right-of-way, or related professional duties. An equivalent combination of experience and higher education may also be considered.

#### Knowledge, Skills, and Abilities:

- (A) Thorough knowledge of civil engineering principles and practices applied to public works and utilities design and construction.
- (B) Thorough knowledge of principles and practices of project management applicable to managing engineering design and construction projects to meet completion deadlines.
- (C) Thorough knowledge of survey principles, techniques, mathematics and procedures; principles and practices of public administration, including budgeting, contracting and program management.
- (D) Ability to gain knowledge of local, state, and federal grants and regulations.
- (E) Ability to gain knowledge of applicable City, state and federal policies, laws and regulations.
- (F) Working knowledge of the construction and engineering field and office work, including drafting and surveying.
- (G) Knowledge of problem-solving techniques used in construction, engineering, inspection and compliance processes.
- (H) Knowledge and experience with AutoCAD, GIS, and standard Microsoft software.
- (I) Ability to manage and oversee the design and construction of multiple, diverse engineering projects, through staff and outside consultants, to meet project completion deadlines.
- (J) Ability to prepare and interpret plans and specifications and to perform or supervise the engineering inspection of contract construction.
- (K) Ability to effectively negotiate and interact with a variety of consultants, contractors, agencies and others to interpret, explain and apply complex rules, regulations, laws and ordinances.
- (L) Ability to establish and maintain an effective working relationship with other City departments, contractors, developers, property owners, consultants, other governmental agencies, and the general public.

### LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.

Apply: Human Resources Department  
City of Hobbs  
200 E. Broadway  
Hobbs, NM 88240

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Email: [personnel@hobbsnm.org](mailto:personnel@hobbsnm.org)