

The City of Hobbs, New Mexico is currently seeking a **DEPUTY CITY ENGINEER**



Rockwind Community Links, is a 27-hole golf facility owned and operated by the City of Hobbs



When you Fly Hobbs, you can fly "From Here to Anywhere," with flights to Denver and Houston, you can connect to more than 130 U.S. cities and more than 130 international cities



The CORE is a state of the art facility that enhances the quality of life, provides economic development and improves the health of area residents. An intergenerational place for our residents and guests in our community which offers indoor, year-round opportunities for social interaction, learning, fun and fitness for all ages and abilities.

Hobbs, NM, with 24 square miles, has a small town feel, but still has many of the offerings of a large city. Whether you want to play a round of golf at Rockwind Community Links, see a play or musical at Hobbs Community Playhouse, or workout/spend some leisure time at the CORE facility – there is always something to do in Hobbs. Hobbs offers a wide variety of restaurants to satisfy your culinary tastes; whether that is a small local Mexican restaurant, an Asian-American fusion restaurant, or even many of the popular national chain restaurants. The City of Hobbs proudly offers a diverse educational experience for students K-12 ranging from our private schools, to our new Career and Technical Education Center (CTECH) and our various public schools. The University of the Southwest and the New Mexico Junior College are two highly ranked colleges located in Hobbs. Hobbs offers numerous medical facilities to aid the community in their diverse medical needs; whether that is private physicians, specialty physicians, or our new Covenant Medical Facility. The City of Hobbs is home to Lea County Regional Airport which has flights connecting you to anywhere you want to fly. Hobbs is a diverse community of people from all over the world and while it is opportunity that brings people to Hobbs...the sense of community is why they stay here.

Salary – (Full Range) - \$100,713.60 - \$166,171.20

Accepting online applications at www.governmentjobs.com/careers/hobbsnm

ESSENTIAL DUTIES

- Provides responsible and technical staff review and coordination of capital improvement projects (CIP);
- Manages project coordination for capital improvement projects including design, scope of work, cost estimating, contract administration, budgets and schedules. Analyzes and interacts with various City departments on the intent of the capital improvement project and project scope;
- Reviews, develops and writes scopes of work for design and construction contracts between the City, consultants and construction contractors;
- Manages the work of consultants and contractors through the development of project requirements including; project strategies, budget, schedule, land acquisitions, permitting requirements and compliance with City policies, procedures, design and construction standards, regulations and codes;
- Requests, evaluates, negotiates and manages consultant proposals, sets project schedules, design review elements, agency coordination, owner reviews, regulatory agency compliance, budgeting considerations in accordance with appropriate engineering standards;
- Prepares and reviews project schedules;
- Investigates and resolves schedule conflicts on capital improvement projects. Negotiates contract amendment/change order requests and proposed additions/deletions to contracts throughout the process;
- Implements and manages alternate project delivery methods per City procurement and administrative regulations as well as State statutes;
- Develops project schedules, construction and cost estimates, manages construction contracts, conducts pre-bid meetings bid openings, evaluates bidders and conducts pre-construction meetings;
- Provides technical advice and assistance to other City departments, engineers, architects, and contractors for conformance with City policies and guidelines;
- Ensures persons and agencies affected by projects are informed and processes established; coordinates and communicates design development, plan reviews, permitting, changes in design or construction and internal or external agency involvement and approval;
- Prepares memos and reports on public works projects for City management and the public;
- Facilitates public meetings to keep the public informed of direction and progress of public works capital projects;
- Acts as the point of contact responding and resolving inquiries regarding engineering projects from residents, business owners, contractors and city staff;
- Performs all work duties and activities in accordance with City policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook;
- Assist the City Engineer in updating the 5-year Capital Improvement Plan and the City Commission adoption process with each budget cycle. Establishes project priorities and schedules; monitors and evaluates work products contractors; participates in the development and administration of project budgets; prepares cost estimates; assists in the research, development and administration of revenue sources;
- Prepares bid specifications and requests for proposals; coordinates multiple projects with other City departments, developers, architects, engineers and outside agencies;
- Analyzes and makes reports and recommendations concerning CIP and other projects as assigned;
- Participates in assessing legislative, regulatory, and funding opportunities and constraints; monitoring of professional, sub-professional, and contract personnel;
- Prepares staff reports and makes presentations to various commissions and the City Council;

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ESSENTIAL DUTIES CONTINUED...

- Monitors contracted services; makes public presentations to business organizations, community groups, development associations and others regarding the City's development projects, schedules, goals and objectives;
- Within assigned areas of accountability, serves as the City's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals;
- Facilitates complaint and problem resolution;
- Develops and maintains project records;
- Provides assistance to other employees or departments as needed;
- Performs other duties as assigned.

NON-ESSENTIAL DUTIES

Coordinate CRS program, Floodplain Management, asset management, sidewalk inspection, and maintenance and enforcement programs. Assists in the training of other city personnel in public works design and construction techniques. Prepares and submits to City Engineer reports as may be required or as deemed advisable to submit. Attends seminars and workshops related to area of responsibility, which may require out of town travel; participates in professional organizations related to areas of responsibilities. Other duties as assigned.

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.

WORK BEHAVIORS

Follow and comply with all instructions given by supervisory staff and chain of command. Exhibit a positive attitude and display appropriate conduct. Create positive relationships with the public, co-workers and supervisors and treat all persons with appropriate respect. Comply with work schedule and fulfill job responsibility commitments. Complete job assignments in a conscientious and thorough manner. Adhere to Laws, Department and Division policies and procedures and support organization objectives. Listen with comprehension and communicate accurately, clearly, and concisely to facilitate an efficient operation. Comply with safety rules and appropriately maintain and use equipment and material. Maintain confidentiality of matters relating to the City at all times. Maintain insurability and operate city vehicles in accordance with insurance policy. (If required of the position) Demonstrate self-initiative in performing routine tasks as in accordance with standard operating procedures and standard operating guidelines. Perform other duties as assigned by supervisor and chain of command.

QUALIFICATIONS

This position is subject to the City of Hobbs' Drug and Alcohol Testing Policy which includes one or more of the following: pre-employment testing, post accident testing, random testing, reasonable suspicion testing, return to duty testing and follow-up testing.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Graduation from a four-year accredited college or university with a degree in civil engineering or a closely related field required.
- Minimum of 5 years of post-graduate work in a closely related field required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities.
- Considerable skill in arriving at cost estimates on complex projects.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Skill in operation of below listed tools and equipment.

LICENSING AND CERTIFICATIONS:

- Valid State issued Driver's License
- NM Professional Engineering Registration/License or ability to obtain within 12 months of hiring

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software, standard drafting tools, surveying equipment including level, total station, GPS equipment and electronic distance measuring devices, motor vehicle, phone, mobile radio.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Engineer.

SUPERVISION EXERCISED

Exercises general supervision over clerical, administrative and professional staff as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Must be physically capable of moving about on construction work sites and under adverse field conditions.

Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. The employee must occasionally lift and/or move up to 25 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.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works outdoors. The employee is occasionally exposed to adverse weather conditions, fumes or airborne particles, raw sewage, pressured water and blood-borne pathogens. While performing the duties the employee is occasionally working in moving traffic and moving construction equipment.

The noise level in the work environment is moderate to loud, depending on duties performed.



City Park Basketball Courts at night.



City of Hobbs Public Library



City of Hobbs - Lovington Highway
Health Trail

BUILD A MEANINGFUL CAREER WITH THE CITY OF HOBBS

The primary function of an employee in this position is to perform professional engineering and project management duties as it relates to the coordination of construction projects. Performs complex analytical work in providing office and development review and engineering support and construction and field engineering support for environmental, drainage, water, sewer, street, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; assists the City Engineer as needed and directed.

Along with your base salary, you will be eligible to receive the following:

- Relocation reimbursement to move to Hobbs, New Mexico (up to \$3,500.00);
- Monthly phone stipend;
- Annual licensing fees/costs provided by employer;
- Annual dues and subscriptions for professional memberships provided by employer;
- Annual salary increases (if approved by the governing body);
- Annual bilingual incentive payment (if applicable);
- 13 paid holidays;
- 12 hours Paid Time Off accrued monthly (144 hours annually = 18 days Paid Time Off annually to start)
- Paid short-term disability;
- PERA retirement with employer contribution;
- Excellent insurance benefits package.

Our Leadership Philosophy

**We are a diverse, ethical, and united team committed
to our mission of SERVICE**

We are all leaders

We are the foundation of our organization and its most valuable asset

We achieve greatness by working together

We promote professional growth, collaborative decision making and open communication

We are committed to our residents, visitors and businesses to provide the best services

We hold our community's interest paramount

Our collective accomplishments are larger than any individual.

We hold ourselves mutually accountable for the success of the organization.

We are the City of Hobbs!



Apply Today!

To apply online, go to www.governmentjobs.com/careers/hobbsnm
The City of Hobbs is an Equal Opportunity Employer and a Drug-Free work place.