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Associate Engineer

JOB CODE	JOB FAMILY	PROFILE
JCP401	**Engineering & Capital Projects**	**Associate Engineer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**April 10, 2026**

The Associate Engineer performs engineering functions in various fields, including construction, utilities, project planning and development, special assessments, and other related areas.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

CONSTRUCTION

- Ensures compliance with project schedules and contractor submittal requirements; computes quantities; prepares construction documents; verifies the accuracy and completeness of daily project reports; gathers and maintains project records; and ensures adherence to contract provisions.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

UTILITIES

- Reviews designs and contract documents prepared by others; coordinates with agencies involved in water, sewer, and drainage management projects; provides technical assistance for sewer and water districts; conducts planning, design, and specification preparation for new or expanded wastewater treatment, water supply, and drainage systems.

- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

PROJECT PLANNING AND DEVELOPMENT

- Assists in supervising the coordination, monitoring, and reviews of plans, standards, and specifications for utilities, roadways, bridges, drainage, and other County Public Works improvement projects; contributes to the development of master plans, capital improvement plans, and related planning documents; assists in preparing and conducting public hearings, design and location meetings; and coordinates and oversees the work of consultants, planners, and engineers.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

SPECIAL ASSESSMENT

- Performs and monitors planning and design activities for public improvements through special assessment and other programs; coordinates and monitors Special Assessment District proceedings; attends public meetings and protest hearings; collaborates with relevant agencies and departments; and reviews and comments on proposed subdivisions and vacation requests.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Civil Engineering or related field, as recognized by the State Board of Professional Engineers and Land Surveyors, certification as an Engineer-in-Training (EIT).
- Eight (8) years of related work experience in an engineering or construction role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- College transcripts and proof of Engineer-in-Training certification must be submitted with the application.

WORKING CONDITIONS

- Duties are performed 80% indoors and 20% outdoors, which entails exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces, which may be either wet or dry. Surfaces may be inclined or flat, and range from natural, undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mist, and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, paper forms, writing instruments, computer, and computer-aided design equipment (CAD) are used in the performance of duties.
- County vehicles and two-way radios are used by employees in traveling from site to site throughout the County.
- Safety vests and hard hats are used by workers in the performance of outdoor duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.