



NEW MEXICO STATE PERSONNEL OFFICE  
invites applications for the position of:

# Civil Engineer-Basic (DOT/D3 #20966)

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**SALARY:** \$17.01 - \$29.60 Hourly  
\$35,380.80 - \$61,568.00 Annually

**OPENING DATE:** 04/20/15  
**CLOSING DATE:** 05/04/15 11:59 PM  
**DEPARTMENT:** Department of Transportation  
**LOCATION:** Albuquerque

**JOB DESCRIPTION:**  
**IMPORTANT NOTICE:**

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

**Purpose of Position:**

Position will assist with project supervision of employees and provide direction on highway construction inspection, surveying, materials testing, project documentation and contract administration activities for highway construction projects for District Three.

This position is a Pay Band 70.

**CLASSIFICATION DESCRIPTION:**  
[Civil Engineers-Basic](#)

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Engineering or New Mexico State Board of Professional Engineers and Surveyors approved 4-year curriculum as outlined in New Mexico Engineering and Surveying Practice Act, Sections 61-23-1 to 32.

**Employment**

Must possess and maintain a valid New Mexico Driver's License. Certification as an Engineer Intern (EI) issued by the New Mexico State Board of Registration for Professional Engineers and Land Surveyors. Business reference check and Driver's License verification are also required and employment is conditional pending results.

**Requirements:**

**Statutory**

All applicants for the Operational and Advanced roles must be licensed in accordance with Engineering and Surveying Practice Act, Sections 61-23-1 through 61-23-32 NMSA 1978 and 16.39.1 through 16.39.8 NMAC, as applicable. Registration as a Professional Engineer by the New Mexico Licensing Board.

**Requirements:**

**SUPPLEMENTAL INFORMATION:**

**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

**Working Conditions:**

Work performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and telephone usage. Some field work will be required in varying weather conditions – hot or cold, humidity, wind, rain, and snow, exposure to sunlight, dust, pollen, chemicals, exposure to moving mechanical parts, high precarious places, toxic fumes/chemicals and/or airborne particles, rough/rugged terrain, noxious plants and infected trash, exposure to hazardous chemicals, insects, reptiles, loud noises, confined spaces, stressful situations, subject to falls and bruises, considerable physical strain, high speed/high volume traffic, interaction with the public, local county, school and city officials by phone or in person, sitting/standing, bending squatting, climbing, reaching, kneeling, and crawling for extended periods of time may be required. Ability to lift up to 50 pounds. Work extended hours to include weekends, holidays, and overtime if required.

**Conditions of Employment:**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:**

Exempt.

**Bargaining Unit:**

This position is not covered by a collective bargaining agreement.

**Agency Contact Information:**

Stella Sweeney, (505) 798-6620.

**Link to Agency:**

<http://www.dot.state.nm.us/>

**Applicant Help/How to Apply:**

[http://www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)

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APPLICATIONS MAY BE FILED ONLINE  
AT:  
<http://www.spo.state.nm.us>

Job #2015-01898  
CIVIL ENGINEER-BASIC (DOT/D3  
#20966)  
AS

2600 Cerrillos Road  
Santa Fe, NM 87505

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## Civil Engineer-Basic (DOT/D3 #20966) Supplemental Questionnaire

- \* 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- Eighth Grade
  - Tenth Grade
  - High School Diploma or GED
  - Associates Degree or Technical/Vocational Certificate
  - Bachelors
  - Masters
  - Juris Doctorate
  - Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- \* 2. \*How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- None
  - 3 months of experience
  - 6 months of experience
  - 1 year of experience
  - 2 years of experience
  - 3 years of experience
  - 4 years of experience
  - 5 years of experience
  - 6 years of experience
  - 7 years of experience
  - 8 years of experience
  - 9 years of experience
  - 10 years of experience
- \* 3. G1099S-705 Do you have a valid NM Driver's license?
- Yes
  - No
- \* 4. E2051B-805 Do you possess certification as an Engineer Intern (EI) issued by the New Mexico State Board of Registration for Professional Engineers and Land Surveyors?
- Yes
  - No
- \* 5. E2051B Have you collected and analyzed data and prepared building mechanical system plans and specifications?
- Yes

No

- \* 6. E2051O-805 Do you have experience with computing cost estimates for bridge/structural projects?
  - Yes
  - No
- \* 7. E2051O-805 Have you performed engineering assignments in materials design, services, planning and construction?
  - Yes
  - No
- \* 8. E2051B-805 Do you have experience working and assisting in the coordination with other agencies such as federal and local government agencies?
  - Yes
  - No
- \* 9. E2051B-805 Do you have experience in construction surveying?
  - Yes
  - No
- \* 10. E2051O-805 Do you have experience performing engineering duties relating to project development, design, surveying, construction, traffic engineering, and roadway construction and maintenance?
  - Yes
  - No
- \* 11. E2051O-805 Do you have experience being responsible for the application of principles and practices of engineering laws, rules, regulations, policies, standards and specifications governing roadway design?
  - Yes
  - No
- \* 12. E2051O-805 Do you have experience with engineering project scheduling?
  - Yes
  - No
- \* 13. E2051B-505 Do you have experience in civil engineering design and/or construction?
  - Yes
  - No
- \* 14. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited). PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection). I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application. I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement. I understand that my application will not be further

considered if I fail to provide this required information and documentation at the time my application is submitted.

I understand

\* Required Question