

JOB DESCRIPTION

Job Title: Staff Civil Engineer
Reports To: Engineering Manager
FLSA Status: Exempt
Department: Engineering
Date: January 28, 2025
Salary: TBD based on experience

Summary:

Under direction of the Engineering Manager, plan, manage, direct, and coordinate engineering operations for water and wastewater treatment systems and facilities, capital improvement projects, and right-of-way functions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist in planning, managing, and directing the Capital Improvement Projects (CIP) program including planning, budgeting, scheduling, design and bidding processes, construction contracts, construction, and all other related functions.
- Assist in coordinating CIP activities with company personnel, engineering firms, contractors, landowners, developers, Texas Department of Transportation (TxDOT), surveyors, and others, to ensure completion of project within budgetary, regulatory, and time constraints.
- Assist in the development and administration of CIP budgets and forecasts for staffing, equipment, materials, and supplies. Monitor and approve expenditures and recommend needed adjustments when necessary.
- Assist in the review and approval of all engineering project plans, specifications, estimates, and contracts for assigned projects, including right-of-way plans, legal documents, contract documents, technical reports, project schedules, and project cost estimates.
- Assist in the review and completion of feasibility study requests for service by way of hydraulic modeling.
- Assist in overseeing all right-of-way acquisitions and issues associated with capital improvements, relocations, extensions, and new meters to include surveying, appraisals, negotiations, re-routing lines, compensation, and condemnations.
- Assist in the establishment and implementation of operating policies and procedures.
- Prepare and make recommendations for water projects and improvements, project budgets, personnel and equipment requirements, and project schedules.
- Assist in the administration of the Engineering department's annual budget and scheduling requirements.
- Attend meetings and give presentations to the Board of Directors as required.
- When necessary, meet with officials of state, county, and special districts as required to coordinate Capital Improvement Projects and operational requirements.
- Remain current with trends and innovations in engineering for water treatment facilities, distribution operations, and associated activities.
- Prepare reports and correspondence as required by the position.
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (BS) in Civil Engineering from an accredited four-year college or university. Three (3) years' experience in water design is preferred but not required.

Language Ability:

Ability to read, analyze, and interpret technical procedures, professional journals, written procedures, and instruction manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to develop presentations and written materials for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

Math Ability:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Database Software, Work Order Processing, Word Processing, Excel, E-Mail, Internet Software, and Hydraulic Modeling Software.

Other Knowledge, Skills, & Abilities:

Additional specialized engineering training may be required. Specialized knowledge of hydraulics and hydrology is preferred.

Certificates and Licenses:

Valid State of Texas Driver License. Texas Class C Water Operator Certificate is desired. A Texas Registered Professional Engineer is desired.

Supervisory Responsibilities:

Not applicable.

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 is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform 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 regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth

perception, and ability to adjust focus.