

City of Prairie View

Job Title: City Engineer

Exempt

Reports To: Mayor

Department: Public Works

GENERAL PURPOSE:

Under supervision of the Mayor, this position is responsible for establishing and maintaining engineering design standards and master plan for all public infrastructure improvements within the City Limits. This includes improvements in water, wastewater, paving drainage, and traffic constructed by the City and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reviews, researches and recommends action to the Mayor and City Council regarding the engineering of public improvements. Ensures that private and public construction is designed and constructed according to City design standards. Maintains and recommends revisions to the Design Standards. Conducts special engineering studies and supervises the selection of professional services consultants. Coordinates with the State, County and City Engineers (of adjacent municipalities) where joint jurisdiction or shared rights-of-way are involved (traffic, drainage, etc.). **Physically inspects sites.** Confers with and advises developers and design consultants regarding infrastructure requirements and city approval processes regarding City requirements. Addresses community and citizen groups to discuss concerns, requests, or to inform them of current standards and projects. Recommend technology needs for engineering services Administer contracted projects for the City as directed. Prepares and administers annual operating budget. Preparation of cost estimates and specifications, letting of contracts, inspection of construction projects, and preparation and maintenance of necessary plans, maps, notes, plat profiles, and other engineering records. Performs any other tasks, as required or assigned by the Mayor. **Regular attendance is an essential function of the job.**

PERIPHERAL DUTIES:

Broad working knowledge of municipal systems: water, waste water, drainage, streets and traffic. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans. Knowledge of Texas Statutes that relate to regulating development. Knowledge of process management. Ability to evaluate and project immediate and long-term cost estimates. Ability to analyze statistical information and organize data. Knowledge of engineering and construction concepts, principles and practices. Knowledge of municipal engineering practices. Ability to take council and the

Mayor's vision and translate it into a clear, actionable and creative departmental vision. Demonstrated managerial skills including the ability to develop and administer budgets and business plans. Ability to drive organizational performance. Proven track record in developing organizational talent, encouraging continuous improvement, and developing loyalty and commitment in others. Ability to conduct engineering and safety studies and present complex engineering or policy issues in a clear and understandable way. Experience with reading and interpreting diagrams, construction plans, and technical reference material. Ability to identify and correct potential safety hazards.

TOOLS AND EQUIPMENT USED:

Skill in use of standard planning office equipment, including personal computers, large format printers, networked devices, photocopier, fax, automobile etc.

SELECTION GUIDELINES:

Formal application with resume and cover letter; review of education and experience; oral interview; background check; successful completion of a drug screen. **Job related tests may be required.**

Applications, with supporting documentation, must be received no later than July 12, 2019 at 5PM.

PHYSICAL DEMANDS:

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various capital improvement projects including construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must be physically capable of moving about on construction work sites and under adverse field conditions. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet while in the office. While in the field, the work environment may be noisy and distracting with multiple areas that need attention to detail.

The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The employee will be exposed to construction sites and hazards associated with ongoing construction. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REQUIREMENTS:

Graduation from an accredited four-year college or university with a degree in Civil Engineering or other Engineering Discipline, Master's Degree preferred.

A minimum five years of extensive experience designing water, wastewater, paving and drainage improvement projects for municipalities.

Must have completed the TxDOT Local Government Project Procedures Training.

Registered Professional Engineer Licensed to practice in Texas.

Must possess a valid Texas Driver's License.

Job Type: Full-Time

Job Duration: Indefinite

Minimum Experience: 5 years

Required Travel: Up to 25%

Salary: TBD

Benefits: Medical, Dental, Vision, Retirement (TMRS), Disability, Life, Paid Holidays, Vacation and Sick Leave.