



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Engineering and CIP Project Management Director</b>	<b>Opening Date:</b>  <b>July 28, 2022</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job #:</b>  <b>220328</b>
<b>Department:</b>  <b>Development Services</b>	<b>Starting Salary:</b>  <b>\$100,000 - DOQ</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**Brief Job Description:** This position is responsible to the Commissioners Court for the supervision and management of the Development Services Department, Engineering Services, Capital Improvement Project planning & management, Flood Plain and Development Permitting, Health and Sanitation, and special projects as assigned by the Court. Includes coordinating with local, state, and federal agencies/entities with regard to flood plain management and storm & wastewater drainage systems. Requires the ability to effectively communicate with people at all levels of the organization, as well as vendors, contractors, representatives of other governmental agencies, and the general public.

**Knowledge, Skills and Abilities:** 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. Knowledge of civil engineering and applications of engineering theory and surveying principles. Understanding of urban and rural public works (roads, bridges, drainage systems, etc.) infrastructure; Project management software, productivity software including word processing, spreadsheet, and presentation software.

**Minimum 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.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county.

This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview.

Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

**Job Title:** County Engineer & Development Services Director

**Department:** Development Services      **FSLA Status:** Exempt

**Reports To:** Bastrop County Judge and Commissioner's Court

**SUMMARY:** This position is responsible to the Commissioners Court for the supervision and management of the Development Services Department, Engineering Services, Capital Improvement Project planning & management, Flood Plain and Development Permitting, Health and Sanitation, and special projects as assigned by the Court. Includes coordinating with local, state, and federal agencies/entities with regard to flood plain management and storm & wastewater drainage systems. Requires the ability to effectively communicate with people at all levels of the organization, as well as vendors, contractors, representatives of other governmental agencies, and the general public.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Exercises direct supervision over all Engineering Department employees, the Floodplain Administrator and the Environmental & Sanitation Manager.

Receives general supervision from Commissioner's Court..

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Determines technical scope of Capital Improvement Projects (CIP), reviews plans of architects, engineers and general contractors; makes technical engineering decisions, ensures that County standards and specifications are followed; coordinates CIP and engineering activities with other county departments and outside agencies. Provides feedback and support to Commissioners Court on the status of CIP milestones;
2. Provides quality assurance for CIP and various construction projects for other County departments. Presents schedules of work, often using visual aids such as charts and diagrams. Monitors progress throughout project and compares it with the projected schedule of work, using specialized project/planning software such as Microsoft Project. Will work in conjunction with the Purchasing Department for advertising, bidding, and award of contracts;
3. Oversees the floodplain program and supervises the Floodplain Administrator;
4. Reviews subdivision plans/plats for drainage & infrastructure issues, and conformance with county standards; recommends changes to the subdivision rules and guidelines when appropriate. Inspects infrastructure anticipated to be maintained by the County in newly developed subdivisions. Monitors state and federal legislative changes which affect local land and water usage policies and procedures;
5. Prepares technical specifications and estimates quantities for advertising for bids on equipment, materials, and services for other County departments as needed; presents bids to the Commissioners Court for approval, in conjunction with the Purchasing Department. Reviews bids received to

determine compliance with specifications and makes recommendations to the Commissioners Court for awarding contracts for equipment, material, and services;

6. Manages special projects as assigned by Commissioners Court. Provides support to Commissioners Court on the status of project milestones and adjusts schedules accordingly; conducts studies and surveys on problems and prepares reports for review by Commissioners Court;
7. Responsible for the development, On-Site Sewage Facility, and drive-way permitting processes;
8. Develops and administers budget for assigned function(s) and projects; monitors and approves expenditures; participates in preparation of annual capital improvements budget.
9. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public;
10. Maintains the confidentiality and security of all information and systems encountered in the scope of this position;
11. Responds to complaints and requests for information from the general public with an organizational mindset for pro-action, innovation, service excellence and results that offer better services with the least overhead costs to our citizens and taxpayers;
12. Preserves the public health, safety and welfare of citizens of the county by overseeing all health and sanitation regulations.

**SUPERVISORY RESPONSIBILITIES:** Directs daily activities and assignments of departmental staff and the floodplain administrator. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employee(s); planning, assigning, and directing work; appraising performance; rewarding and disciplining employee(s); addressing complaints and resolving problems under the direction and approval of the Commissioners Court.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM 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.

**Knowledge of:**

Civil engineering and applications of engineering theory and surveying principles;  
Advanced principals of project management;  
Understanding of urban and rural public works (roads, bridges, drainage systems, etc.) infrastructure;  
Project management software, productivity software including word processing, spreadsheet, and presentation software;  
Principles and practices of accounting, budget administration, and auditing;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;

Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Interpret and implement construction plans, compile specifications, and inspect field construction;  
Read, analyze and interpret scientific and technical journals, financial reports, and legal documents;  
Make effective and persuasive presentations on controversial or complex topics;  
Define and solve practical problems and deal with several abstract and concrete variables in situations where only limited standardization exists;  
Synthesize complex or diverse information; collect and research data;  
Generate creative solutions; use feedback to modify designs and apply design principles;  
Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete complex business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional and courteous manner;  
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;

Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Minimum of five (5) years experience in public and governmental affairs including capital improvement planning and construction project management, floodplain analysis, and roadway construction and maintenance ;

Minimum of two (2) years supervisory and management experience.

#### **Education:**

Bachelor's degree (B. S.) from an accredited four-year college or university in Civil Engineering or related field;

High School diploma or equivalent.

#### **Licensing:**

Registration as a Professional Engineer (P.E.) in the state of Texas; Texas Drivers License with acceptable driving record; should meet the qualifications required by TxDOT for district engineers.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job 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. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*