



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Graduate Engineer	Opening Date: May, 21st, 2025	Application Deadline: Open until filled	Job #: 250502
Department: Development Services	Starting Salary: \$68,369 - \$70,369/SAL	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: This position is responsible for providing engineering assistance to the County's Development Services Department. Responsibilities will involve reviewing engineering plans for private and public development projects, working with developers, contractors, and consulting engineers as well as coordination with various state and local agencies. This position also reviews development plans including site plans, subdivision plats, etc. for conformance to engineering design standards in the County. The position is technical in nature with a heavy focus on exceptional customer service. The Graduate Engineers primary responsibilities include primary reviewer of development permits that require Engineer review to ensure compliance with County Regulations including but not limited to Drainage Analysis, site plans and construction plans. Other duties include handling telephone calls and email, distributing information, document retrieval, and record maintenance.

Knowledge, Skills and Abilities: This position requires knowledge of personal computer skills and software, to include Microsoft Office Suite, Word, Excel, Access and Outlook; Adobe Acrobat and Reader. With the ability to learn other software packages; and have accurate, efficient keyboarding skills as well as operate standard office equipment, including, printers, plotters, and multifunction copier/scanner/fax machine.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a Bachelor's degree from an accredited college or university with major coursework in Civil Engineering or in a field related to the job, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

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. 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: Graduate Engineer

Department: Engineering

FSLA Status: Non-Exempt

Reports To: Bastrop County Development Services Director/County Engineer

SUMMARY: This position is responsible for providing engineering assistance to the County's Development Services Department. Responsibilities will involve reviewing engineering plans for private and public development projects, working with developers, contractors, and consulting engineers as well as coordination with various state and local agencies. This position also reviews development plans including site plans, subdivision plats, etc. for conformance to engineering design standards in the County. The position is technical in nature with a heavy focus on exceptional customer service.

The Graduate Engineers primary responsibilities include primary reviewer of development permits that require Engineer review to ensure compliance with County Regulations including but not limited to Drainage Analysis, site plans and construction plans. Other duties include handling telephone calls and email, distributing information, document retrieval, and record maintenance.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Bastrop County Development Services Director/County Engineer.

Receives guidance, instructions, and directions from Assistant County Engineer.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Present a professional image as a representative of Bastrop County and Development Services and provide exceptional customer service to internal departments, external associates, and the public.
2. Review and issue development permits that require Engineer review.
3. Communication, customer service activities, coordination of permit application processing, handles telephone phone calls and emails, and direct customers to the proper functional area or staff member.
4. Provide Development related general information and application processes for development, driveway and subdivision inspections.
5. Accurate data entry and retrieval of data.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position though Tele-Working is allowed with the approval of the Development Services Director/County Engineer.** **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:

Personal computer skills and software, to include Microsoft Office Suite, Word, Excel, Access and Outlook; Adobe Acrobat and Reader.

Must show ability to learn other software packages; and have accurate, efficient keyboarding skills. Standard office equipment, including, printers, plotters, and multifunction copier/scanner/fax machine.

Proper English usage, spelling, grammar, and punctuation.

Rules and regulations related to development, driveway and subdivision inspections, floodplain construction, county right-of-way, and endangered species.

Customer service processes.

Standard office policies.

Ability to:

Review Engineering drawings and analysis;

Provide customer service activities, coordination of permit application processing,;

Conduct business with the public in a professional, courteous manner;

Establish and maintain effective working relationships with those contacted;

Demonstrate personal communication skills including effective telephone skills and public speaking;

Record, and disseminate accurate information from telephone conversations and personal contact;

Communicate clearly and concisely, both verbally and in writing;

Complete routine business correspondence;

Understand and follow verbal and written instructions;

Perform multiple tasks simultaneously in a timely manner;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;

Work as part of a team;

Operate equipment and software required to perform essential job functions;

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.

Respond quickly and effectively to changing circumstances.

Become familiar with rules and regulations related to development, driveway and subdivision

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:

Education and Experience:

Bachelor's degree from an accredited college or university with major coursework in Civil Engineering or in a field related to the job.

OR,

Associate's degree in a related Engineering Discipline AND two (2) or more years of experience in the field of development and/or public works engineering

- Prior plan review, construction oversight, drainage investigation, and computer experience (with emphasis on HEC RAS, HEC HMS, AutoCAD, MicroStation, GIS) preferred.

Licensing:

Engineer - In Training Certification desired, but not required.

Candidates must possess a current and valid Texas motor vehicle operator's license.

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 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.