



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

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|---|---|---|---------------------------|
| <b>Title:</b><br>Assistant County Engineer              | <b>Opening Date:</b><br>December 11th, 2025     | <b>Application Deadline:</b><br>Open until filled | <b>Job #:</b><br>251201   |
| <b>Department:</b><br>Development Services- Engineering | <b>Starting Salary:</b><br>\$54.01 - \$56.01/hr | <b>Location:</b><br>Bastrop, TX                   | <b>Travel:</b><br>Minimal |

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** This position is responsible to the Development Services Director/County Engineer for the supervision and management of Development Permitting and Subdivision/Land Division. Includes coordinating with local, state, and federal agencies/entities with regard to floodplain management and storm 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:** Possesses a strong foundation in civil engineering, including the application of engineering theory and surveying principles, with a comprehensive understanding of urban and rural public works infrastructure such as roads, bridges, and drainage systems. Demonstrates proficiency in project management and productivity software, including word processing, spreadsheets, and presentation tools. Skilled in interpreting and implementing construction plans, compiling detailed specifications, and conducting thorough field inspections. Able to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents to support sound engineering judgment and effective project execution.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a Bachelor's degree (B. S.) from an accredited four-year college or university in Civil Engineering, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). 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:

[Bastrop County Employment Application](#)

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:** Assistant County Engineer

**Department:** Development Services

**FSLA Status:** Exempt

**Reports To:** Bastrop Development Services Director/County Engineer

**SUMMARY:** This position is responsible to the Development Services Director/County Engineer for the supervision and management of Development Permitting and Subdivision/Land Division. Includes coordinating with local, state, and federal agencies/entities with regard to floodplain management and storm 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 Development Services Technicians, Plan Reviewers, Land Division Planners, GIS Address Personell, and Floodplain Administration.

Receives Direct supervision from the Development Services Director/County Engineer.

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

1. Coordinates development permitting process including but not limited to, leading pre-development meetings, providing guidance on permit reviews and land division reviews. Recommends revisions to department rules and guidelines as appropriate. Monitors state and federal legislative changes which affect local permitting and land division policies and procedures.
2. Reviews subdivision plans/plats for drainage & infrastructure issues, and conformance with county standards; recommends changes to the subdivision rules and guidelines when appropriate. Monitors state and federal legislative changes which affect local land and water usage policies and procedures.
3. Collaborate with outside agencies to provide consistent direction to permit applicants and subdivision developers.
4. 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.
5. Attends construction related meetings, walkthroughs, site evaluations as assigned by the Development Services Director/County Engineer. Reviews aspects of subdivision construction plans as assigned by the Development Services Director/County Engineer
6. Manages special projects as assigned by the Development Services Director/County Engineer. Provides support to Development Services Director/County Engineer on the status of project milestones and adjusts schedules accordingly. Conducts studies and surveys on problems and prepares reports for review by Development Services Director/County Engineer.
7. Assists the County Engineer with the preparation of the Annual Budget as needed.

8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public.
9. Maintains the confidentiality and security of all information and systems encountered in the scope of this position.

**SUPERVISORY RESPONSIBILITIES:** Directs daily activities and assignments of Development Services Technicians, Plan Reviewers, Land Division Planners, GIS Address Personnel, and Floodplain Administration staff. 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 Development Services Director/County Engineer.

**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, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). 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;  
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;  
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;  
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 six (6) years of experience in public and governmental affairs including capital improvement planning and construction project management, floodplain analysis, and roadway construction and maintenance.

**Education:**

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

**Licensing:**

Licensed as a Professional Engineer (P.E.) in the state of Texas.  
Texas Drivers License with acceptable driving record.

**SELECTION GUIDELINES:**

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

**Drug and Alcohol Testing:**

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

**Employment At-Will:**

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.