



# Position Announcement

**Position:** Project Engineer

**Date Officially Opened:** 10/17/2022

**Starting Salary Range:** \$85,530 to \$106,057 (DOQ)

(Full Salary Range to \$126,584)

**Direct Supervisor:** Deputy Director of Engineering & Construction

**Department:** Engineering & Construction

**Section:** Engineering

**Normal Work Hours & Location:** 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

**Position Function:**

Performs assigned duties necessary to assist both, the Engineering and Construction Department and the Operations Department with the management, administration and completion of assigned engineering related projects and activities of the District.

**Typical/Essential Duties:**

- 1) Management of capital improvement projects by guiding and overseeing activities performed by engineering consultants, construction managers, inspectors, and contractors as they relate to rights-of-way acquisition, design, construction, and initiation of service. Also assists with the administration of construction contracts by conducting meetings, reviewing periodic contractor pay applications, administering change orders, and estimating and negotiating change order prices.
- 2) Assists with capital improvement project planning, budget development, scheduling of design and construction activities. Reviews studies and other documents prepared by consultants, developers, and others, and assist with preparing staff recommendations for review by the Director of Engineering & Construction, Business/Finance and other members of the Executive Staff.
- 3) Maintains project quality assurance by reviewing and interpreting plans, specifications and inspection reports. Acts as a liaison with contractors, design engineers, various government agencies and other utilities as assigned.
- 4) Assists with certain strategic or special projects in the areas of water resource planning and water supply acquisition and wastewater reuse.
- 5) Provides process, system, and other forms of engineering technical support to the Operations Department. Reviews and evaluates various types of operating systems, processes and procedures for the purpose of identifying potential problems and recommends appropriate solutions. Work with consultants and contractors as needed to ensure proper implementation of approved corrective actions. Provides other forms of engineering related technical assistance to the Operations Department as needed and requested.
- 6) Performs additional duties as assigned.

**Knowledge, Skills and Abilities:**

Required knowledge is normally obtained through the completion of four years of college resulting in a Bachelor's degree in Civil Engineering or other related field of engineering. Three (3) to five (5) years of specifically related experience is required. Must be licensed as a Professional Engineer in Texas. Must be able to read, write, interpret and understand complex contracts and construction specifications. Must be able to communicate effectively to staff, customers, consultants and Board Members in writing. Must be able to perform routine and complex mathematical calculations critical to operations and system designs which may include but are not necessarily limited to flow rates, volumes, pressures, cost analysis, etc.

Experience managing utility relocations related to highway improvements and development reviews is preferred.

May be responsible for supervising activities of construction inspection staff and Graduate Engineers as well as mentoring Graduate and Professional Engineering staff. Must possess at least the equivalent of a valid Texas 'Class C' Driver's License. Must pass pre-employment Drug Screen, Physical Exam, and applicable Background Checks.

Position is considered "Open Until Filled."

**Note:** All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment. Please visit the District's website at [www.utrwd.com](http://www.utrwd.com) to obtain an application and for instructions on how to apply.