



Position Announcement

Position: Sr. Professional Engineer

Date Officially Opened: 08/06/2024

Starting Annual Salary Range: \$96,101 to \$119,166 (DOQ)

(Full Salary Range to \$142,230)

Direct Supervisor: Deputy Director of Engineering & Construction

Department: Engineering & Construction

Section: Engineering & Construction

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) Assists the Deputy Director of Engineering and Construction with capital improvement planning, project budget development, and project management. Commissions and reviews studies and other documents prepared by consultants, developers, and others
- 2) Manages construction projects and consultants.
- 3) Develops board agendas and participates in Board Meetings by presenting items for consideration and action.
- 4) Provides process, system and other forms of engineering related technical support to the Operations Department. Reviews and evaluates varying types of currently active operating systems, processes and procedures for the purpose of identifying potential problems and recommending appropriate solutions. Works with consultants and contractors as needed to ensure proper implementation of approved correction actions. Provides other forms of engineering related technical assistance to the Operations Department as needed or requested.
- 5) Assists with the preparation of internal policies and procedures designed to ensure compliance with engineering, construction, and operations related regulatory requirements, as well as enhance organizational efficiency and effectiveness.
- 6) Directs the efforts of other members of the Engineering and Construction staff. Assists in the selection of Engineering and Construction staff.
- 7) Performs additional duties as assigned.

Knowledge, Skills and Abilities:

Required knowledge and experience is normally obtained through the completion of four (4) years of college resulting in a Bachelor's degree in Civil Engineering or other related field of engineering. Five (5) years of specifically related experience is required. Three (3) years working in a supervisory/management position for a public water and/or wastewater utility is preferred. Registered Professional Engineer in Texas is required. Must possess at 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 to obtain an application and for instructions on how to apply.