



Position Announcement

Position: Professional Engineer

Date Officially Opened: 07/11/2024

Annual Salary Range: \$83,963 to \$127,624 (DOQ)

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:

Under the supervision of the Deputy Director of Engineering & Construction and working as part of a team, 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 with 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. Assists with the administration of construction contracts by conducting meetings, reviewing periodic contractor pay applications, administering change orders, and negotiating change order prices.
- 2) Maintains project quality assurance by reviewing and interpreting plan documents, specifications, and inspection reports, and acts as a liaison with contractors, design engineers, various governmental agencies and other utilities as assigned.
- 3) 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 then recommends appropriate solutions. Works 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.
- 4) Under the direction of the Deputy Director of Engineering & Construction assists with capital improvement project planning, budget development and scheduling of design and construction activities. Reviews studies and other documents prepared by consultants, developers and others, and assists with preparing recommendations for review by the Director of Engineering and Construction and other members of the Executive Staff.
- 5) 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, and three (3) to five (5) years of specifically related professional experience. Licensure as a Professional Engineer in Texas is required. Professional experience working for a water and/or wastewater utility, or in utility construction management is preferred. Must be able to read and interpret construction plan documents, license agreements, survey field notes, and contract documents. 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.** Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.