

CITY OF SAN MARCOS

JOB DESCRIPTION

Job Title: Project Engineer - Watershed
Department: Engineering and Capital Improvements
Salary Grade: 30

Schedule: 8 a.m. – 5 p.m., M-F
FLSA Status: Exempt
Date: July 5, 2019

JOB SUMMARY

Coordinates and conducts a variety of professional engineering functions with a focus on watershed protection, flood modeling analysis and storm water management on behalf of the City's Engineering & Capital Improvement Department; performs reviews, permits and provides support on private development projects to ensure compliance with City ordinances and technical manuals; develops standards and collaborates with other City departments in the identification and design of public works required to serve private development, and/or other municipal projects; prepares various types of engineering/project records and documentation; and performs other duties relative to area of assignment.

ESSENTIAL FUNCTIONS

1. Performs development services engineering to ensure private development and public infrastructure is designed and constructed in conformance with City of San Marcos requirements.
 - Provides plan review and permitting of Watershed Protection Plans, floodplain impact analyses, Site Preparation Permits, and Public Improvements Construction Plans. Must be able to monitor multiple projects at a time.
 - Provides support to private developments on low impact development measures, 2D floodplain modeling and other stormwater measures to ensure compliance with City of San Marcos Land Development Code, Technical Manuals and other City Ordinances.
 - Conducts presentations of proposed developments to Planning and Zoning Commission and City Council for consideration of approval.
 - Develops standards to ensure permit requirements are consistent with Land Development Code.
 - Assists with community outreach and engagement on development standards and public improvement projects.
 - Collaborates in code updates and revisions to correlate with policy direction.
2. Assist with internal and external public awareness efforts through community presentations and make formal presentations to the City Council, Planning and Zoning Board, Neighborhood, University, TXDOT, County, State and Federal agencies.
3. Plans, designs, implements, and oversees construction for assigned capital improvement projects:
 - Reviews design plans, project specifications, and cost estimates.
 - Develops and prepares construction specifications and bid documents for minor construction contracts.
 - Requests and evaluates consultant scopes of service and fee proposals.
 - Reviews and evaluates construction bids prepared by consultants; recommends the award of bids; attends pre-bid conferences.
 - Manages construction and close-out phase of assigned projects.
 - Provides engineering solutions during design and construction phases.
 - Reviews and approves consultant/contractor pay requests.
4. Miscellaneous:
 - Provides engineering support; directs the development and maintenance of standard construction details; develops/assists in maintaining technical specifications for CIP and Public Improvement Projects.
 - May hire, train, supervise, and evaluate the performance of assigned personnel.
 - Performs other routine and/or specialized duties relative to area of assignment as required.

DECISION MAKING

- Must be able to set goals and objectives with City clients and provide the client a can do approach.
- Must master the art of focused listening and allow the client the time to understand how the project will be managed as well as resolve any problems that may develop during the project.

The job description is not an employment agreement or contract. The activities listed above describe the general nature and level of work being performed, and do not limit any additionally assigned responsibilities and may be altered as deemed necessary by the City of San Marcos.

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- Ability to prioritize workload.
- Manages assigned engineering projects, consultants and/or programs.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Civil Engineering or related field required.
- Professional Engineer License issued by the Texas Board of Professional Engineers required.
- Six (6) years progressive responsible experience in engineering/project management required.
- Must possess a valid Texas Driver's License with an acceptable driving record.

PREFERRED QUALIFICATIONS

- Familiarity with CADD, GIS, Microsoft Project and various modeling programs is desirable.
- Familiarity with 1D & 2D storm water modeling including HEC-HMS, HEC-RAS, Infoworks, & StormCAD
- Familiarity with Low Impact Development and Green Infrastructure design and construction.
- Certified Floodplain Manager

JOB DIMENSIONS

- Must be able to read/comprehend regulations, municipal codes, technical specifications, reference manuals, budgets, contracts, and project/engineering documentation.
- Effective verbal and written communication skills are required.
- Must have the ability to build an effective project delivery team for the client that is focused on treating people with dignity and respect and making each team member feel that they are included in the project.
- Must provide the leadership to build an optimistic team that meets the needs of the client.
- Must be motivated, punctual and be able to communicate and proactively provide information effectively and listen to the other team members.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 25 pounds occasionally. Subject to vision constantly; fine dexterity, hearing and talking frequently; standing, sitting, walking, lifting, carrying, pushing/pulling; reaching, balancing and foot controls; kneeling, crouching, bending, twisting and climbing rarely.

Working conditions involve exposure to variable and/or extreme weather conditions, vehicle traffic, general construction hazards, heavy equipment, and open trenches when visiting job sites.