

Reports To: Assistant Manager

Supervises: N/A

Summary: Provides Support for Engineering and Operations

Essential Duties and Responsibilities Include:

- ◆ Assist Assistant Manager, Assistant General Manager and General Manager on assigned projects.
- ◆ Monitoring and inspecting District construction projects by coordinating projected work with contractors and consultants, measuring performance based on required procedures, maintaining relevant detailed records.
- ◆ Coordinate with landowners and developers to ensure District assets are protected from pipe crossings and development.
- ◆ Monitor Project Cost against Project Budget.
- ◆ Assist with contract administration.
- ◆ Direct and coordinate activities of field personnel and/or outside consultants on assigned projects as required.
- ◆ Provide support for evaluation and design of small projects, evaluation and analysis, study and report preparation, field-testing, etc.
- ◆ Prepare specifications and bid documents in accordance with applicable state and federal statutes. Receive and evaluate bids.
- ◆ Purchasing equipment including soliciting and receiving quotes, evaluating bids, identifying appropriate vendor and coordinating the purchase of equipment.
- ◆ Assist with organizing and maintaining District's engineering, and operations and maintenance files and records.
- ◆ Provide assistance in development and update of operations and maintenance manuals.
- ◆ Perform field surveys as required.
- ◆ Develop and update maps and drawings of District's facilities.
- ◆ Maintain good working relationship with District's customers; local, state, and federal agencies; and outside vendors.
- ◆ Perform other duties as required.

Knowledge Required:

Good understanding of project planning, purchasing, contracting and construction. Overall understanding of the District's operations including local, state and federal laws, regulations and policies governing the District including the District's enabling legislation (CRMWD Act), TCEQ rules and regulations, Mission of CRMWD, water supply contracts and agreements, easement, land and right-of-way agreements and permits.

Coordination and Communication:

Activities of the District require continual communication and coordination. Communication and coordination may include Board members, managers, employees, customers, landowners, elected officials, local, state and federal agencies, consultants, vendors and the general public. If unusual or emergency situations arise, the appropriate person(s) should be notified as soon as possible.

Education, Training, and Experience:

Strong technical background required. Bachelors or Associates Degree desired. Entry level to five years' experience in project management, purchasing, contracting and construction desired.

Certification or License:

Valid Texas Drivers License - Class "C" required.

Equipment Used:

Personal computer, Microsoft Office, GIS, CAD software, Internet, surveying equipment and automobile.

Physical / Mental Demands:

Sight, hearing, speech, use of hands and feet are required. Ability to touch type. Requires the ability to read, write, reason, and communicate at such a level that decisions can be made accurately and timely. Requires frequent negotiation over varying terrain. May require exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. Requires some travel with overnight stays. Work is performed both in office and field environments.