

Summary:

This position is responsible for the day-to-day operation of the engineering and construction services area for the District including supervising and directing District staff, engineering design for in-house projects, materials and equipment purchases, coordination with and managing engineering firms and contractors. District projects are “public sector” projects which are mainly related to water supply, water transmission and their associated facilities.

Essential Duties and Responsibilities Include:

- ◆ Manage and supervise the daily activities of the Engineering and Construction Services Area of the District to achieve goals within resources available.
- ◆ Manage projects including planning, design, construction, financing, land and legal matters and schedule.
- ◆ Be constantly aware of and maintain project schedules and budgets.
- ◆ Be constantly aware of situations and resolve issues before they become problems.
- ◆ Manage and coordinate with outside engineers, contractors, vendors and suppliers.
- ◆ Support Operations by providing engineering and construction services support for maintenance projects including planning, design and purchasing materials, supplies and equipment.
- ◆ Represent the District with outside consultants, contractors, vendors, suppliers, water supply customers and applicable Local, State, and Federal officials.
- ◆ Provide engineering and evaluation for design of projects, system hydraulic evaluation and analysis, study and report preparation, field-testing, etc.
- ◆ Prepare specifications and bid documents in accordance with applicable state and federal statutes. Advertise, Receive and Evaluate bids. Make recommendation on award of bid.
- ◆ Purchasing equipment including soliciting and receiving quotes, evaluating bids, identifying appropriate vendor, coordinating the purchase.
- ◆ Organize and maintain District’s engineering, and operations and maintenance files and records.
- ◆ Monitor and evaluate the District’s pumping efficiency, including electric costs, pump efficiency, motor efficiency and pumping schedules as needed. Recommend improvements.
- ◆ Provide assistance in development and update of operations and maintenance manuals.
- ◆ Perform filed surveys as required
- ◆ Develop and update maps and drawing of District’s facilities.
- ◆ Assist in the recommendation, development and implementation of short-term and long-range plans, strategies, and capital improvement 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.

- ◆ Perform other duties as required.

Knowledge Required:

Overall understanding of the District's operation 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, easements, land and right-of-way agreements and permits. Understanding of Public Sector requirements for construction projects in Texas.

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, contractors, 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:

A Bachelor of Science Degree in Civil or Mechanical Engineering or a related field is desired. Eight to fifteen years of progressive engineering and construction management experience is required in the public and/or private sector.

Certification or License:

Valid Texas Drivers License - Class "C" required.
Registration as a Professional Engineer in the State of Texas desired.

Equipment Used:

Personal computer, Microsoft Office, GIS, CAD software, internet, surveying equipment, water quality testing equipment, automobile, and watercraft.

Physical / Mental Demands:

Sight, hearing, speech, use of hands and feet are required. Requires the ability to read, write, reason, and communicate at such a level that management decisions can be made accurately and timely and subordinates can be directed. 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 analytical and speaking skills necessary to make recommendations, decisions and presentations. Requires travel with some overnight stays. Requires negotiation over varying terrain. Work is performed both in an office environment and the field in different types of weather conditions.