Summary: Provides engineering support for District facilities and system operations. District projects are "public sector" projects which are mainly related to water supply, water transmission and their associated facilities.

Essential Duties and Responsibilities Include:

- Provide engineering and evaluation for design of projects, system hydraulic evaluation and analysis, study and report preparation, field-testing, etc. as needed.
- Prepare specifications and bid documents in accordance with applicable state and federal statutes. Advertise, Receive and Evaluate bids. Make recommendation on award of bid as needed.
- Provide project management on assigned project projects including planning, design, construction, permitting, land or easements, financing, budget and schedule.
- Work with field personnel and/or outside consultants on assigned projects as required.
- Purchasing equipment including soliciting and receiving quotes, evaluating bids, identifying appropriate vendor, coordinating the purchase of equipment.
- 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 with the recommendation of system modifications and improvements.
- Maintain good working relationship with District's customers; local, state, and federal agencies; and outside vendors.
- 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 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. 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, 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:

Bachelor's Degree in Civil Engineering or related field required. Successful completion of the Fundamentals of Engineering and Principals and Practice examinations or successful completion of both within eighteen months of employment is required. This is an intermediate position with prior engineering experience desired.

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, watercraft and automobile.

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 decisions can be made accurately and timely. Requires frequent negotiation over varying terrain. May require exerting up to 20 lbs. occasionally, 10 lbs. frequently, requires walking or standing to a significant degree. Requires some travel with overnight stays. Work is performed both in an in an office environment and the field in different types of weather conditions.