



<b>DATE</b>	FEBRUARY 2024
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Senior Engineer  
 DEPARTMENT/DIVISION: Engineering  
 REPORTS TO: Varies

**SUMMARY:** Responsible for performing complex engineering duties related to project management and plan design and review. Duties include managing projects through the design and construction phases. Incumbents receive projects and determine how to work out the details. Projects differ from Engineers’ projects in that they contain a variety of disciplines and design criteria and are typically larger in size and scope making them complex in nature. Work is performed with general direction, working from broad goals and policies.

**ESSENTIAL JOB FUNCTIONS:**

- Manages large-scale projects, involving multiple disciplines and design criteria, which includes: developing project scopes; managing the design, bidding, and construction phases of projects; participating in the selection of design consultants; reviewing plans; managing construction bidding processes; administering construction contracts; responding to technical project inquiries; managing project budgets; ensuring conformance with project timelines and fiscal constraints; authorizing payments to contractors; administering construction contracts; and/or, performing other related activities.
- Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues. Gathers and analyzes data in order to respond to complaints from citizens. Makes recommendations for solutions based on research findings.
- Participates in/on a variety of meetings, committees, and/or task forces to provide expert-level technical engineering advice and information based on assigned area of responsibility. Provides expertise by analyzing, reviewing, and critiquing development projects and plans.
- Develops and implements engineering plans in assigned area of responsibility.
- Performs in-house design, detail, and drafting of capital improvement projects.
- Participates in amending, interpreting, and implementing City ordinances and policies to improve and provide a reasonable degree of safety in response to the changing market demands in development.
- Provides expert-level technical assistance to applicable Boards.
- Designs, draws, and prepares a variety of engineering plans in assigned area of responsibility.
- Performs other duties as assigned.

## **POSITION SPECIFIC JOB FUNCTIONS:**

### **Civil Engineering**

- Reviews paving, drainage, grading, water and sewer, erosion control and plat drawings to ensure that they comply with the City's general design standards. Responsible for managing all aspects of Capital Improvement Projects from the design phases through to the final acceptance.

### **Transportation**

- Responsible for managing all aspects of projects related to Transportation which include but are not limited to TxDOT administered projects, DART Light Rail System and other DART projects, Transportation and Rail studies for Transit Oriented Development, and local transportation control and operations programs (e.g., Neighborhood Traffic Management Program and Quiet Zone Rail Crossing Program.)

## **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Provides guidance and instruction to lower level engineers.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of civil engineering principles and practices;
- Knowledge of construction principles and practices;
- Knowledge of large-scale project management principles;
- Knowledge of contract management principles, including contract preparation, negotiation, and implementation;
- Knowledge of engineering models in assigned area of responsibility;
- Skilled in reading and interpreting a variety of engineering documents, including construction plans and schematics;
- Skilled in leading negotiations;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in interpreting and applying applicable laws, codes, rules, regulations, and design standards;
- Skilled in utilizing AutoCAD, ArcINFO and/or GIS software applications; Skilled in designing and constructing engineering documents;
- Skilled in interpreting and comprehending highly technical engineering plans;
- Skilled in analyzing and evaluating the relevance and importance of theories, concepts, and principles;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in managing projects; Skilled in managing contracts;
- Skilled in prioritizing, organizing, and managing multiple projects; Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;

- Skilled in operating a computer and related software applications;  
Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Engineering.
- Six years of Engineering Experience.
- Texas Professional Engineering (PE) License or ability to obtain within nine months of employment.
- Must possess a valid Texas Must possess a valid Texas Driver's License.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.