

TRAVIS COUNTY, TEXAS

Engineer – Development Services

Transportation and
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Engineer position in Development Services to come work for one of Forbes' 2019 Best Large Employers in Austin, Texas.

This position is eligible to work remote!



Job Summary

The Engineering Division Manager is seeking to hire two (2) new Engineers for Development Services to join the Travis County team. These positions were added during the FY23 budget process due to the unprecedented construction growth in Travis County.

These new positions will join a team comprised of the Engineering Division Manager (Senior Engineer), five Engineers, one Hydrogeologist, along with four Engineering Technicians and an Engineering Technician Senior. The team is responsible for overseeing the Non-Residential Permit Review. Due to the increased number of permit applications, the additional review processes, and shortened subdivision construction review timelines mandated by the passage of HB 3167, the County is focused on improving the non-residential permit review period and meeting the expectations of their clients and residents. Projects that are subject to HB 3167 (engineering review of preliminary plans, final plat, and subdivision construction plans) are a high priority due to requirements of HB 3167.

The Engineer position in Development Services will function as a project manager over highly complex small to medium-scale public works projects, along with projects inside a private lot. The ideal candidate for this role shall have land development design and review experience. This role manages multiple public works projects simultaneously and continuously, including short or long-term projects; develops, prepares, establishes, and implements project management plan, scope of work, work plans, schedules, and cost estimates to ensure projects are delivered on time, within budget, adhere to established plans, specifications and quality goals; responsible for project planning, monitoring and tracking key project progress and performance measures, final reports and adjusting project plans and resources.

This role provides Professional Engineering certification for numerous development projects in various stages of completion; provides technical guidance, consultation and evaluates qualifications of engineering firms to determine the best qualified firms for providing professional services for a variety of projects; serves as the team leader, or team member, or field supervisor in an interdisciplinary group of professionals and technicians involved with project planning, environmental review, design, construction management, and production of project plans, specifications, and estimates as well as on-site inspections and field engineering; measures and monitors projects to identify variances from the Project Management Plan and initiates corrective action as needed; and performs all work using appropriate safety procedures.

In addition, the ideal candidate is one who has the ability to quickly acquire business acumen, successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an innovative, efficient, and quality manner. The ideal candidate is (a)...

- Change Leader
- Relationship Builder
- Influencer
- Collaborator
- Resourceful
- Inclusive
- Politically Savvy
- Persuasive Communicator
- Cooperative
- Consensus-Building
- Results-oriented
- Motivator
- Coach
- Dependable
- Objective
- Resilient

What additional responsibilities will you be expected to do in this role?

This role:

- Functions as project manager over small to medium public works projects. Develops scope of public works projects, project schedules and budgets. Conducts feasibility research studies and analysis of site, ownership, required permits and available utilities. May analyze roadway conditions, subdivision plats, street and drainage plan and site plans, and field conditions.
- Prepares or oversees the preparation of plans, specifications and estimates for various transportation improvement projects. Develops or oversees the development and completion of and completes project planning documents, designs, specifications, and estimates.
- Prepares or oversees the preparation of detailed preliminary engineering designs which include engineering drawings, schedules and estimates, planning and design of roadways, structures and parks, including hydraulic designs, traffic control, storm water management and water quality, environmental issues, construction quality assurance, contract administration, permit inspection and compliance, utility relocation coordination and inspection, and overall assurance of contractor compliance with project plans, specifications, estimates and various land surveys.
- Reviews for compliance with appropriate standards and various permit and license applications and develops and issues regulations. Develops and issues work orders. Certifies and seals plans for public work projects.
- Prepares or oversees preparation of construction documents, such as engineering plans and specifications, bid items, construction schedules and project cost estimates, coordinates construction documents prepared by interdisciplinary team, and interfaces with regulatory agency requirements.
- Coordinates bid forms with construction documents, conducts bid conferences, evaluates bid tabulations, and prepares addenda. Functions as construction contract administrator and oversees consultant's construction administrative contract.
- Conducts construction conferences, reviews shop drawings, change orders and processes contractor's invoices.
- Prepares a variety of engineering research and administrative materials, and develops correspondence, records, memorandums, and reports, attends meetings and training sessions, responds to inquiries and concerns from private and public entities, and other County officials and departments. May meet with neighborhood associations.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.



Minimum Qualifications

Bachelor's degree in Civil Engineering AND two (2) years of directly related, increasingly responsible professional engineering design and project management experience; or any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job. Candidates must be licensed to practice as a Professional Engineer (P.E.) in the State of Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire. Candidates with an Engineering-in-Training certification will also be considered.

What We Prefer

Advanced training in Project Management, as well as Certification as a Project Management Professional (PMP).



Compensation and Benefits

The approved salary range for this position is **\$80,000 - \$100,000**. Travis County offers excellent benefits, including a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8 year vesting schedule. Travis County now also provides benefits to employees for Paid Parental Leave. ***This position is eligible for a remote/hybrid work schedule! Travis County prides itself on offering opportunities of advancement for current employees as well.***

For more information on employee benefits, visit the County's benefits page:

<https://www.traviscountytexas.gov/human-resources/jobs/benefits>.

Application Process

The first review of resumes will begin on Friday, February 3rd. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to: <https://www.cpshr.us/recruitment/2111>.

For additional information about this position please contact:



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Resumes will be reviewed by the consultant and sent to the county for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the county. Media checks, and a comprehensive reference and background check will be performed on final candidates.