



EMPLOYMENT VACANCY NOTICE

JOB TITLE: CITY ENGINEER

DEPARTMENT: Administration
PAY CLASS: Exempt
JOB TYPE: Full time
DATE ISSUED: 10/28/2025
LOCATION: Magnolia Texas
SALARY: Commensurate with experience

Job Purpose

The primary function of this position is to manage and perform top-level professional civil engineering work and provide management and economical solutions to complex problems that arise in the design, review, and construction of City infrastructure, new developments and related projects. The City Engineer serves as the responsible principal engineering specialist in the areas of existing and new utilities, streets, drainage and developments. The City Engineer directs, oversees, and participates in design and review of capital improvement projects related to City infrastructure. The City Engineer is responsible for directing major projects, supervising and performing complex engineering reviews, enforcing legal and contractual requirements, and establishing and reviewing the performance of engineering department staff. The work is performed under the general direction of the City Administrator, but considerable latitude is granted for independent judgment and initiative. This position provides services to the public and works collaboratively with the Mayor, City Council, City Administrator and other departments.

Duties and Responsibilities

This list is not a comprehensive listing of all functions and duties performed by the City Engineer. Duties may include, but are not limited, to the following:

- Performs, directs and supervises the City's professional engineering work and coordinates with consulting engineers as required.
- Plans, directs, and participates in the development and implementation of goals, objectives, policies, priorities and design standards for the Engineering Department in support of Public Works and Development.
- Participates in the development of City short and long-range plans, policies, and procedures by participating in the implementation and updates of City master plans, development codes, and comprehensive plan. Responsible Overall for Engineering, Sewer, Water, and Roads.
- Provides mentoring and supervision to staff. Assigns and schedules work, establishes work priorities, and evaluates employee performance.



- Research, prepares, and presents staff reports and Council agenda items.
- Plans, organizes, directs, and coordinates Capital Improvement Program projects including engineering design, field assessment and survey, and construction management for the public infrastructure needs of the community.
- Organizes, prioritizes, and evaluates the work of professional and technical staff in reviewing and evaluating complex development and land use applications and plans, and related infrastructure system plans and impacts.
- Coordinate and perform technical reviews to ensure that impacts of land use actions or developments do not adversely affect City infrastructure.
- Reviews and approves various private development proposals and submittals related to subdivisions (plats), streets, stormwater management plans, water and sanitary sewer improvements, and related infrastructure.
- Prepares correspondence and written communications related to engineering for the City.
- Identifies potential conflicts and resolves issues.
- Participate in the implementation and updates of City master plans, development codes, and comprehensive plan.
- Coordinates with the Public Works Department to support the operation, maintenance and repair activities of stormwater, water and wastewater systems and treatment plants.
- Answers questions, works collaboratively, and engages with individual customers, community groups, the City Council, Mayor, City Administrator, City employees, community leaders, developers, and regional, state and federal authorities.
- Supports the preparation of the department's budget and develops strategies to ensure fiscal responsibility in carrying out effective programs and projects.
- Administers and/or supports design and construction projects. Negotiates scope of work, schedule, cost, etc. for associated contracts and oversees contract administration.
- Performs technical review of plans and specifications as required by City codes and City policies and other federal, state, and local laws, rules, and standards.
- Provides engineering assistance to all other City departments
- In charge of Planning and Zoning. Lead, participate and present at P&Z Meetings.
- Participates and presents at City Council meetings, as required.
- Carries out other duties and responsibilities as may be assigned by the Mayor, City Council, and City Administrator

Qualifications

Knowledge, Skills, and Abilities

- Comprehensive knowledge of civil engineering principles and municipal infrastructure systems.
- Strong understanding of Texas development regulations, TCEQ requirements, TxDOT standards, and stormwater management practices.
- Proficiency in interpreting engineering plans, specifications, and contracts.
- Ability to prepare clear and concise technical reports, cost estimates, and correspondence.



- Skilled in project management, budgeting, and consultant oversight.
- Effective communication and interpersonal skills to interact with officials, staff, and the public.
- Ability to make sound engineering judgments and decisions under pressure.

Education and Experience

- Bachelor's degree in Civil Engineering or related field required.
- Minimum of five (10) years of progressively responsible professional civil engineering experience, preferably in municipal government or public works.
- Two (5) or more years of supervisory or project management experience are preferred.
- Equivalent combinations of education and experience may be considered.

Licenses and Certifications

- Must be a Licensed Professional Engineer (P.E.) in the State of Texas, or able to obtain licensure within six (6) months of hire.
- Valid Texas Class C Driver's License required.
- Certification as a Floodplain Manager (CFM) preferred or ability to obtain within one (1) year.
- Must be able to pass a drug screen and background check

Working Conditions

- Work is performed in both office and outdoor environments, including construction sites.
- Exposure to varying weather conditions, noise, dust, and potential safety hazards.
- Frequent standing, walking, climbing, and occasional lifting of up to 25 pounds.
- May be required to attend evening meetings or respond to after-hours emergencies.

Physical Requirements

- Ability to operate motor vehicles, field equipment, and standard office technology.
- Sufficient vision and hearing to review plans, inspect construction sites, and communicate effectively.
- Manual dexterity and stamina sufficient for extended periods of field or office work.

Direct Reports

Planner, Engineering Tech

BENEFITS: Medical/Dental/Vision/ADD/Life, Paid Time Off, Paid Holidays, TMRS Retirement Plan

Application Process:

To apply, please submit a completed City of Magnolia employment application and current resume to the Human Resources Department. This position will remain open until it is filled.