



Capital Projects – Infrastructure Director Engineering

ENG/1
Pay Grade: 27

JOB SUMMARY

The Capital Projects – Infrastructure Director is responsible for the planning, directing, managing and supervising of activities and operations of the Engineering Department. The director manages and oversees projects from inception to completion to track department performance and make recommendations on areas to sustain and improve. The director leads and supervises engineering projects, while providing technical advice and assistance to the County Judge, County Commissioners, County Administrators, and County Departments.

MAJOR DUTIES

- Performs daily project oversight and construction review of all county projects.
- Ensures that projects remain in compliance with approved budgets and designated timelines.
- Reviews and recommends payments to contractors, engineers and architects.
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Develops budget recommendations for capital improvement projects and manages approved budgets.
- Coordinates with other county departments to ensure the timely completion of county projects.
- Coordinates the acquisition of rights-of-way and the relocation of utilities in support of the construction or improvement of county roads, water and wastewater lines, and storm drainage systems.
- Coordinates with the Texas Department of Transportation, county staff and related 3rd parties in the rehabilitation of off-system bridges.
- Prepares timely reports to the County Judge and Commissioners related to the prioritization of county projects and proposed timelines.
- Approves the maintenance of county vehicles and other equipment under department purview.
- Coordinates and attends meetings with local agencies and municipalities to plan for infrastructure improvements.
- Develops the Five (5) Year Capital Improvement Plan for county projects and programs.

- Performs field analysis inspections of power generators, generator controls, lift station power systems, and water and wastewater treatment plants to verify and ensure proper equipment operation.
- Investigates and assists with resolving citizen concerns with county projects and programs.
- Projects and promotes a positive and professional image for Webb County.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the purposes, principles, terminology and practices employed in the development and maintenance of roads, drainage systems, and water and wastewater systems.
- Knowledge and skills of project management practices, including civil engineering principles and practices.
- Knowledge of engineering and construction contract management.
- Knowledge of related local and state laws, procedures and policies.
- Knowledge of budget development and management principles.
- Knowledge of computers and job-related software programs.
- Skill in managing multiple projects simultaneously.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the development and interpretation of engineering sketches.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The County Judge and Commissioner Court members assign work in terms of department goals and objectives. The commissioner's court administrator supervises and reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include project management, certain engineering practices and methods; building, electrical, plumbing and life safety codes; emergency management procedures; accounting practices; Texas Department of Transportation policies and procedures; Webb County civil service rules and regulations; and other state and county policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of project management certain levels of engineering skills, and supervisory duties. The variety of projects to be managed contributes to the complexity of the position.
- The purpose of this position is to manage and provide direct oversight over the Capital Projects - Infrastructure department and county operations. Success in this position contributes to a well maintained and safe county infrastructure.

CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, other engineers, architects, engineering designers, surveyors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use or protective devices such as masks, goggles, gloves, etc.

