Opening Date: September 8, 2019
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 20-08
Monthly Salary: $5,800 -$6,150*
Group/Class: B25/2155
Travel %: 15%
Division/Department: WSI/RWPD/Team 4 & 7
Number of Positions: 2
*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE
Senior Engineer
(Engineer IV)

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

Texas Licensed Engineering candidates external to TWDB will be eligible to receive a $5,000 recruitment bonus if selected.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 12A – Engineer Officer, 72D – Environmental Science/Engineering Officer, 55 – Civil Engineering, 753X – CWO-Civil Engineering (Warrant), 8831 – Environmental Engineering Management Officer, 32EX – Civil Engineering or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

Job Description Summary

Senior engineers (Engineers) in the Regional Water Project Development Division (RWPD) of the office of Water Supply and Infrastructure (WSI) play an essential role in advancing TWDB's mission of providing financial assistance for the conservation and responsible development of water for Texas. Projects financed by the TWDB range from small grants for disadvantaged water systems to large-scale regional projects, including one of the largest water infrastructure projects currently underway in the country. This work involves performing advanced (senior-level) technical analysis and engineering evaluation of reports, facility plans, construction plans and specifications, construction schedules, contracts, change orders, and other required project and program documents for water, wastewater, storm water, and other eligible infrastructure projects funded by TWDB. RWPD's Senior Engineers are responsible for ensuring that TWDB financial assistance projects comply with Board rules and design criteria; make recommendations on eligibility for funding and project approval; and ensure that projects comply with engineering and construction related program requirements. As Senior Engineer, this position will serve as an advisor on engineering related matters and will oversee reviews conducted by engineering reviewers on the team to help ensure that TWDB funded projects comply with Board rules, design criteria and acceptable engineering practices. Senior Engineers represent TWDB at assigned meetings and engagements, serve as an information source for team members and other staff, and provide training for TWDB staff and applicants on TWDB engineering processes. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to a Manager of a RWPD Department.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Texas Water Development Board

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Essential Job Functions

- Reviews applications for financial assistance and advises applicants on TWDB requirements according to the different funding programs.
- Serves as an advisor on engineering related matters and oversees applicable reviews conducted by Team Project Reviewers.
- Develops relevant engineering information needed for Board consideration of funding requests and makes final recommendations on the feasibility of the proposed project/application.
- Coordinates with various federal and state agencies regarding projects and programs.
- Performs technical review and evaluation of engineering related documents; determines relevant deficiencies, options and recommendations to ensure compliance with TWDB rules and regulations.
- Monitors project schedules, budgets, and invoice costs and/or released costs to identify potential issues or delays.
- Serves as project manager, monitoring project schedules, budgets, and requirements, and reviewing eligibility and approving payment requests.
- May conduct on site observations to monitor the progress of the construction of TWDB-funded projects for compliance with TWDB rules and specifications.
- Assists owners with problem resolution, and ensures work is completed in accordance with approved plans and specifications.
- Manages various aspects of projects, recommends course of action to reduce delays, and documents project files on significant actions.
- Provides information and assistance to appropriate TWDB staff and clients.
- Stays informed of changes to pertinent laws, regulations, guidelines, policies, and instructions and correctly applies them to assigned projects.
- Identifies and participates in internal and external job-related trainings.
- Coordinates with and assists the engineering discipline lead and WSI management as needed.
- Provides support for Essential Job Functions described above for additional RWPD Teams due to temporary staffing conditions as assigned by division director.
- Assists the Discipline Lead and WSI management in identifying process improvements and areas within RWPD that need improvement or could be streamlined.
- Assists the Discipline Lead in reviewing and preparing procedures and guidelines and in conducting training as necessary.
- Serves on or leads special teams as assigned.
- Promotes an environment that encourages teamwork, accountability, professional development, and improvement in performance.
- Conducts outreach efforts, including public speaking.
- Maintains current information in TWDB's projects database (TxWise).
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- May train and supervise the work of others.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Engineering or a related field.
- Five to seven years of professional engineering experience.
- Relevant education and experience may be substituted on a year-for-year basis.
- Licensed as a Professional Engineer by the State of Texas.

Preferred Qualifications

- Graduation from an accredited four-year college or university with major coursework in Civil or Environmental Engineering.
- Four or more years of experience in the project review or engineering review field.
- Experience in planning and/or design of water treatment, storage and distribution systems.
- Experience in planning and/or design of wastewater treatment plants and collection systems.
- Experience in construction related inspection, oversight or monitoring of water and/or wastewater projects.
- Experience with water laws, federal and state programs and permitting.
- Experience in flood-related work and/or working on flood-related projects.
- Certified Associate in Project Management.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to RWPD; and of the principles and practices of public administration.
- Knowledge of engineering principles, techniques, and procedures.
- Knowledge of project engineering development.
- Knowledge of the design process.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in comprehending technical material.
- Skills in implementation planning.
- Skills in the use of logic to assess options.
- Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to plan, design, and manage engineering projects.
- Ability to use deductive, inductive, and mathematical reasoning.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 15% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.

- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.