

**Opening Date:** September 3, 2021  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Houston, Mesquite, or Harlingen preferred, will consider remote working locations in other parts of the state  
**Posting Number:** 21-70  
**Monthly Salary:** \$5,250 - \$6,500\* \*\*  
**Group/Class:** B22/2152; B23/2153; B24/2154; B22/1559; B24/1560  
**Travel %:** 5-10%  
**Division/Department:** WSI/RWPD/Team 2, 3 & 6  
**Number of Positions:** 4 (full-time and part-time opportunities offered)  
*\*Salary commensurate with experience and qualifications*  
*\*\*Part-time salaries will be prorated and based upon scheduled hours*

# JOB VACANCY NOTICE

## Engineer (Engineer I-III)/ Engineering Reviewer (Project Manager II-III)

### REVISED

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](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)

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

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

### Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 72D Environmental Science/ Engineering Officer, 510X SC - Civil Engineer Corps, ENG10 Engineering, 8831 Environmental Engineering Management Officer, 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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### Job Description Summary

Professional Engineers in the Regional Water Project Development Division (RWPD) of the office of Water Supply and Infrastructure play an essential role in advancing the Texas Water Development Board's (TWDB) mission by providing financial assistance for the conservation and responsible development of water for Texas. Projects financed by the TWDB range from small grants to large-scale regional projects, including one of the largest water infrastructure projects currently underway in the country. Performs routine to moderately complex (journey-level) to highly complex (senior-level) project manager and/or engineering work in technical analysis and engineering evaluation of reports, facility plans, construction plans and specifications, construction schedules, contracts, change orders and other required project and

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, 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.

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.

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.

HR-002 (Non-Supervisory)  
Revised 06/26/2020



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).

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program documents associated with TWDB-funded water, wastewater, and flood-related infrastructure projects. RWPD staff are responsible for working with stakeholders to ensure that TWDB financial assistance projects comply with Board rules and design criteria. RWPD staff make recommendations on eligibility for funding and project approval for a variety of funding programs that have provided nearly \$32 billion in state and federal financial assistance to communities since 1957. RWPD engineering staff ensure that borrowers' projects comply with all engineering and construction related program requirements and that project files are accurate and complete and represent the agency when working with local communities. Staff in this position may provide guidance to others, work under general to limited supervision, with limited to moderate latitude for the use of initiative and independent judgment. This position reports to a regional team manager in RWPD.

### Essential Job Functions

- Reviews applications for financial assistance and advises applicants on TWDB requirements according to the different funding programs.
- Develops relevant engineering information needed for Board consideration of funding requests and makes final recommendations on the feasibility of proposed project/applications.
- Manages engineering reviews associated with assigned TWDB-funded projects.
- Serves a project manager, monitoring project schedules, budgets, and requirements, and reviewing pay requests.
- Approves reimbursements and payments to consultants and contractors.
- Coordinates with various federal and state agencies regarding projects and programs
- Conducts technical reviews and evaluations of engineering related financial assistance documents; determines relevant deficiencies, options, and recommendations to ensure compliance with TWDB rules and regulations.
- May serve as contract manager, monitoring contract schedules, budgets, requirements, terms, and conditions.
- May conduct periodic on-site observations to monitor the progress of the construction of water, wastewater, and flood-related systems for compliance with TWDB rules and regulations.
- Reviews project related engineering documents to ensure compliance with TWDB and TCEQ requirements and to ensure work is completed in accordance with approved plans and specifications.
- Provides information and assistance to TWDB staff and clients.
- May oversee engineering reviews conducted by project reviewers.
- Stays informed of changes to pertinent laws, regulations, guidelines, policies, and instructions; and correctly applies them to assigned projects.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and 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 by participating in internal and external job-related trainings and mandatory courses.
- May be required to operate a state or personal vehicle for business purposes.
- 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.
- **Engineer I-III** - Licensed as a Professional Engineer (PE) by the State of Texas
- **Project Manager II-III** - Licensed as a Professional Engineer (PE) in another U.S. state **AND** able to obtain a Texas PE license within six months of hire.
- One to two years of relevant engineering experience for Engineer I.
- Three to five years of relevant engineering experience for Engineer II/Project Manager II.
- Five years of relevant engineering experience for Engineer III/Project Manager III.
- Relevant education and experience may be substituted on a year-for-year basis.

### Preferred Qualifications

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- Graduation from an accredited four-year college or university with major coursework in civil, environmental, or agricultural engineering.
- Experience in project review, engineering review, or a related 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 planning and/or design of flood control or stormwater management projects.
- Experience in construction related inspection, oversight or monitoring of water, wastewater, or flood projects.
- Experience with water laws and federal and state programs and permitting.
- Floodplain Manager Certification.

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to RWPD Division; and of the principles and practices of public administration.
- Knowledge of project engineering development including engineering principles, practices, techniques, and procedures; applicable laws, regulations and rules for water, wastewater, and flood projects. Ability to read all types of maps and drawings, especially construction plans.
- 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, and in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- 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 5 - 10% 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 provide guidance to or 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.