

# JOB VACANCY NOTICE

## Engineering Reviewer (Project Manager I/II)

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)

**Opening Date:** September 23, 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:** 21-84  
**Monthly Salary:** \$4,200-\$4,666.66\*  
**Group/Class:** B20/1558; B22/1559  
**Travel %:** 5%  
**Division/Department:** WSI/RWPD Team 1, 4, or 6  
**Number of Positions:** 4 (full-time and part-time opportunities available)  
**\*Salary commensurate with experience and qualifications**  
**\*\*Part-time salaries will be prorated and based upon scheduled hours**

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 8848 – Management Data Systems Officer, 3D0X4 – Computer Systems Programming, 63AX – Acquisition Manager 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\\_ProgramManagement.pdf.Job](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.Job)

### Description Summary

Engineering Reviewers 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 ensuring that TWDB-funded projects comply with engineering and construction-related requirements, Board rules, and state and federal regulations. As a member of an interdisciplinary team, Engineering Reviewers help to guide political subdivisions and other eligible entities through the various programmatic requirements to help ensure the success of TWDB-funded water, wastewater, stormwater, and flood projects. As part of a regional team in RWPD, Engineering Reviewers represent the agency at meetings and engagements with stakeholders. 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 routine to moderately complex (journey-level) technical analysis and evaluation of engineering reports, facility plans, construction plans and specifications, schedules, budgets, contracts, change orders and other required project and program documents. Works under moderate to general supervision, with limited latitude for the use of initiative and independent judgment. Works under guidance from the team's Senior Engineer. Reports to the Manager of RWPD Department, Team 1, 4, or 6.

### Essential Job Functions

- Reviews applications for financial assistance and advises applicant on TWDB requirements according to the different funding programs.

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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- Assist in developing relevant engineering information needed for Board consideration of the funding request and makes 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 financial assistance documents based upon established guidelines providing 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.
- Performs routine contract management duties for all assigned TWDB contracts, such as review of contract requirements, terms, and conditions; review and approval of payment requests and their eligibility; and monitoring of contract schedules.
- May conduct on site observations to monitor the progress of the construction of water and wastewater treatment systems for compliance with TWDB rules and specifications.
- Assist owners with problem resolution.
- Identifies and participates in internal and external job-related contract management trainings.
- 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.
- Maintains current information in TWDB's projects database (TxWISE).
- Remains 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 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.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with major coursework in Engineering or related field OR applicants currently working toward a bachelor's degree that will be obtained by January 2022.
- Relevant experience and education may be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Graduation from an accredited four-year college or university with major coursework in Civil or Environmental Engineering.
- One to two 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.

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

- Knowledge of local, state, and federal laws and regulations relevant to RWPB Department; and of the principles and practices of public administration.
- Knowledge of water, wastewater, and/or stormwater systems.
- Knowledge of engineering principles, techniques, and procedures.
- Knowledge of project engineering development.
- Knowledge of the design process.
- Knowledge of research, test, inspection, and analysis methodologies.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.

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- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in comprehending technical material, implementation planning, identifying problems and causes.
- Skills in the use of logic to assess options.
- 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% 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.
- Ability to exercise sound judgement and make critical decisions.
- Ability to analyze complex information.
- Ability to develop plans to address identified issues.
- Ability to demonstrate negotiation and facilitation skills.
- Ability to identify project risks.
- Ability to prepare reports.

### 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.