

## JOB DESCRIPTION

**Job Title:** Engineering Project Manager  
**Reports To:** Engineering Manager  
**FLSA Status:** Non-exempt  
**Department:** Engineering  
**Date:** January 28, 2025  
**Salary:** TBD based on experience

### Summary:

Supervise, and coordinate the construction of water capital improvement projects, subdivisions, and other infrastructure projects by overseeing the activities, work results, and acceptance testing performed by company personnel, outside agencies, and contractors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manage and oversee projects, including functions of design, bid, construction, professional contracts, and related functions, coordinating activities with company personnel, contractors, landowners, developers, Texas Department of Transportation (TxDOT), surveyors, and others, to ensure completion of projects within budgetary, regulatory, and time constraints.
- Participate in developing and reviewing the scope of planned projects, identifying any obstacles and helping to optimize the route of water line projects.
- Participate in the development and administration of project budgets and forecasts for staffing, equipment, materials, and supplies. Monitor and approve expenditures and recommend needed adjustments.
- Review and approve all engineering project plans, specifications, estimates, and contracts for assigned projects, including right-of-way plans, legal documents, contract documents, technical reports, project schedules, and project cost estimates.
- Identify and address internal and external factors affecting projects such as easements, right-of-ways, other services, environmental concerns, permits, contractors, customers, landowners, easements, schedules, supplies, equipment, weather, or topography.
- Review monthly payments to consultants and contractors, and inspect on-site progress of projects for quality and conformance to specifications, industry standards, and guidelines.
- Oversee contractor testing and evaluate functional data following installation, modification, and/or relocation of infrastructure.
- Obtain and evaluate documentation indicating the location of other existing utilities such as sewer lines, electrical lines, natural gas lines, and telephone and internet cables.
- Ensure completion of required environmental studies, necessary approvals, and completed profiles required by TxDOT prior to commencement of construction.
- Contact contractors to coordinate needed services such as brush clearing and tree removal, boring, installation of water lines, and “dress up”.
- Work with engineers and suppliers to identify long lead time items for projects to help cut down on project completion time.
- Keep contractors on task and on time given their construction schedule.
- Update management regarding projects, including status (active, pending, or suspended), concerns, completion requirements, and external or internal factors affecting project.
- Prepare and present staff reports and a broad range of correspondence.
- Perform other tasks as designated by supervisory personnel.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associate's degree or equivalent from a two-year college or technical school; or six (6) years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret technical procedures, professional journals, written procedures, and instruction manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to calculate geometrical factors such as proportions, area, circumference, and volume.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Database Software, Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

Thorough knowledge of construction practices, procedures, design, materials, and engineering principles and practices related to utility capital projects, including design and construction, operation, and maintenance.

**Certificates and Licenses:**

Valid State of Texas Driver License. Texas Class C Water Operator Certificate.

**Supervisory Responsibilities:**

Not applicable.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk, stand, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee may regularly lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.