



JOB DESCRIPTION

Engineering Program Manager

DEPARTMENT: Administration and Operations

DATE: January 2019

SALARY GRADE: 32

SUMMARY: Under limited supervision, plans and monitors the design and construction of facilities related to the public water and wastewater system; reviews and/or coordinates the review of development projects in accordance with the Authority's strategic objectives, policies and procedures, and in compliance with applicable engineering standards, state and federal rules and regulations.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific duties.*

- Administers assigned projects from design to construction, including preparation of plans, specifications, advertisement, bidding, awarding, submittal review, and final acceptance; oversees project record management system.
- Reviews, coordinates, and monitors capital, renewal or development water and wastewater plans and specifications for completeness, sound engineering practices and general conformance to regulatory criteria and adopted master plans.
- Facilitates development and maintenance of BWA Capital Improvement Program (CIP).
- Manages and trains staff (primarily field observation team); plans, prioritizes, and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; provide technical support and assistance as needed.
- Assists with procurement of goods or services required for BWA's operations and maintenance; negotiates and/or manages professional service contracts.
- Develops and manages budgets, and monitors expenditures.
- Coordinates with Texas Commission on Environmental Quality to manage technical and operational issues.
- Supports the relationship between Benbrook Water Authority and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and BWA staff; maintains confidentiality of work-related issues and BWA information; performs other duties as required or assigned.
- This is a full-time position of a minimum 40-hour week. Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary.

KNOWLEDGE AND SKILLS:

Knowledge:

- BWA organization, operations, policies, and procedures.
- State and federal regulations governing municipal utilities, environmental science, and the conservation and transmission of water/wastewater.
- Texas Commission on Environmental Quality (TCEQ) standards, regulations, inspection protocols, and best practices.
- Principles of design, construction, and maintenance of water and wastewater facilities.
- Record-keeping and reporting requirements for water and wastewater facilities.

- Safe work practices, occupational hazards, and safety precautions in utility plant environments.

Skill in:

- Analyzing and/or evaluating alternatives, and developing recommendations and solutions.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Interpreting and applying operational and safety standards, complex variables, state and federal regulations, technical plans and specifications, and BWA standards and policies.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining cooperative working relationships with co-workers, public officials, and representatives from other regional, state, and federal agencies.
- Operating a personal computer utilizing a variety of standard and specialized technical software.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Civil or Environmental Engineering; five (5) or more years combined experience in water/wastewater utility management, operation, project design, delivery and construction observation; OR an equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS:

- State of Texas Professional Engineer's License required.
- Valid Texas Driver's License is required.
- Water or Wastewater license from Texas Commission on Environmental Quality (TCEQ) desired, but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment with occasional visits to utility construction sites.