



Assistant City Engineer

Closing Date: October 9, 2017

Salary: \$71,799 annually depending on qualifications

To apply visit <http://pearlandtx.gov/careers>.

The City of Pearland offers an excellent benefits package including a voluntary ICMA 457 deferred compensation program, as well as membership in the Texas Municipal Retirement System (TMRS). The City of Pearland pays all premiums for the employee's dental, long-term disability protection, and life insurance and the City pays a portion of the medical premium for employees and dependents.

Job Summary:

Assist City Engineer with planning, survey, design, and preparation of easements and reports, to ensure that platting and engineering construction drawings are completed for approval and that new residential and commercial construction conforms to City of Pearland specifications. Responsible for City-wide flood plain management and review and approval of all drainage analysis.

Supervisory Functions:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and is responsible for the direction, coordination, and evaluation of the employees they supervise.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Regular and timely attendance at work.
- Coordinate with other local agencies in an effort to maximize efficiency and benefits of adjacent or overlapping improvements and long-term planning.
- Supervise assigned positions, plan and organize workflow and staff assignments; train, motivate and evaluate staff; resolve complaints and maintain harmony among staff; assist subordinates in performing duties and adjusting errors.
- Supervise the preparation of plans, specifications, cost estimates and bid documents; make recommendations regarding awarding bids to contractors.
- Seek local training opportunities for all department personnel to stay informed and updated on current practices, requirements and standards.

- Assist in the development, planning and implementation of the division's goals and objectives, including organizational development, personnel development and overall succession planning efforts.
- Prepare or direct preparation and modification of in-house design projects including specifications, plans, and construction schedules.
- Calculate cost estimate and determine feasibility of project based on analysis of collected data.
- Coordinate, review and provide commentary on preliminary and final plats for conformance with Pearland's subdivision ordinance, drainage criteria manual, traffic studies, and general conformance with engineering elements.
- Review and approve residential and commercial construction drawings, which when built and accepted, will become part of Pearland's public infrastructure.
- Review and approve the reports, construction drawings, maps, tests, and aerial photographs related to environmental, geotechnical, drainage, and traffic for capital improvement projects as well as residential and commercial projects.
- Review and approve, or supervise, the process for development/grading permits.
- Coordinate the review and approval of driveway permits.
- Answer requests for flood plain status of parcels by the general public. Review and comments on the issuance of permits for any and all construction within the 100 year flood plain.
- Investigate violations of floodplain ordinances and author certified letters putting violators on notice that they must come into compliance.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.
- Implement and maintain the City's Storm Water Management Plan (SWMP).
- Serves as "essential personnel" and is required to remain available for immediate call-in due to any natural or man-made disaster, or any other event the City Engineer, Assistant City Manager, or City Manager deem necessary.
- Contributes to team effort by performing other related duties as assigned.

Education, Experience, and Licenses

- Bachelor's degree from four (4) year college or university; and five years related experience and/or training.
- Experience in the use of HEC-HMS, HEC-RAS, ICPR, SWMM, and other hydrology and hydraulics modeling software is preferred.
- Experience in the use of AutoCAD Civil3D, and ARC GIS is preferred.
- Certified Flood Plain Manager, or the ability to acquire within six (6) months of employment.
- Valid, Class C Texas Driver's License
- Licensed Professional Engineer in Texas
- Five (5) years of responsible experience in civil engineering involving supervision, six (6) months of field surveying experience, and six months of construction inspection.