



Lubbock County

## Transportation Engineer - Assistant Director of Public Works

<b>SALARY</b>	\$35.38 - \$58.97 Hourly \$2,830.40 - \$4,717.34 Biweekly \$73,590.47 - \$122,650.78 Annually	<b>LOCATION</b>	Lubbock, TX
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	202300262
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	11/29/2023
<b>CLOSING DATE</b>	12/29/2023 11:59 PM Central		

---

### Summary

Assists the Director of Public Works with executing the overall Transportation Roadway Improvement Plan. Provide strategic and tactical direction to operations in the Public Works department by providing the services of a Licensed Professional Engineer to the Department, and preparing and monitoring the appropriate budgets required. Provides expertise in review and monitoring of development and growth in Lubbock County through plat review, permit processing and design of minor transportation and/or drainage improvements. Ensure the training, evaluation and personal development of department employees, handling difficult problems and managing the development, implementation and oversight of engineering and transportation-related services. Monitor department resources and budget and ensure compliance with policies and laws.

### Essential Duties

- Performs or oversees the activities of the Department by performing the functions of planning, organizing, prioritizing projects and tasks, acquiring and assigning staff while coordinating, reviewing, and controlling the department in full compliance with existing laws for the achievement of both short- and long-term goals.
- Assists in the development and administration of the County's Transportation Roadway Improvement program. Works closely with local cities and transportation agencies to ensure projects are constructed within budget and on schedule
- Receives, reviews, coordinates and processes subdivision plats and construction plans associated with development in accordance with Lubbock County Subdivision Regulations and applicable State laws.
- Assists the Director with the design of and estimates for transportation improvements (culvert, ditch grades and minor roadway)
- Assists the Director in preparation with annual budget preparation, annual maintenance programs and administration of special programs
- Administers and supervises department and personnel matters which include hiring, termination, new employee review and evaluation, motivation, pay increases or actions, leaves of absence, new hire training, and recommendations of continuing education opportunities available to staff.
- Supervises personnel matters including disciplinary actions and the resolution of departmental employee disputes.
- Provides information to the general public and development community by providing information regarding floodplain and storm water permitting and regulations.
- Responds to questions, complaints, and concerns received from developers, contractors, homeowners, and other customers pertinent to land development activities, applicable Federal, State, and County regulations and standards, erosion and sediment control requirements, and required corrective actions.
- Maintains files of County roadway and drainage projects, plans, maps, or other archives and coordinates the archiving of all departmental documents.

- Performs all other related duties involved in the operation of the department as assigned or required.

## Position Requirements

**QUALIFICATION REQUIREMENTS:** Bachelor's Degree in Civil Engineering related field. A valid driver's license is required. State of Texas Licensed Professional Engineer with 7-10 years of progressive project management or supervisory experience or a combination of education and experience. Working knowledge of spreadsheet and word processing software. Excellent verbal and written communication skills. Advanced and effective interpersonal, training, negotiation, conflict resolution, and leadership skills.

## Supplemental Information

**KNOWLEDGE, SKILLS, AND ABILITIES:** Superior verbal and written communication skills. Have a solid understanding of civil engineering, standard construction practices, materials, methods, and related codes. Knowledge of land development and environmental planning. Ability to establish and maintain effective lines of communication with internal and external personnel and maintain a Texas driver's license applicable to job responsibilities and a good driving record. Ability to perform non-scheduled work, including, but not limited to, extended work hours due to extenuating circumstances, such as weather emergencies or other work as assigned.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing from 20 pounds up to 100 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**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 essential functions. The noise level in the work environment could potentially be loud.

**DISCLAIMER:** The above description reflects the details considered necessary to describe the standard functions of this position and should not be constructed as a thorough description of all work requirements. The characteristics of the work environment described are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Equal Employment and Affirmative Action Employer Lubbock County will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or status as a protected veteran.**

---

### Agency

Lubbock County

### Address

916 Main Street  
10th Floor  
Lubbock, Texas, 79401

### Phone

(806) 775-1695

### Website

<http://www.lubbockcounty.gov>