



Tarrant County

ASSISTANT COUNTY ENGINEER, Transportation Services

SALARY	\$3,185.81 - \$4,423.08 Biweekly \$82,831.06 - \$115,000.00 Annually	LOCATION	Tarrant County, TX
JOB TYPE	Regular Full-time	JOB NUMBER	09383
DEPARTMENT	Transportation Services	OPENING DATE	10/26/2023
CLOSING DATE	11/24/2023 11:59 PM Central		

Summary

The Assistant County Engineer is essential for the provision of design support to the County Engineer and the four Commissioner Precincts.

Under the direct supervision of the County Engineer, the incumbent uses their independent professional expertise for construction plan review, design of County infrastructure projects, construction management, and project budget estimation.

This position participates in the planning of programs, policies, and objectives and serves as the County Engineer, when necessary.

BENEFITS

Tarrant County employees enjoy superior health, retirement, and insurance benefits & 13 County Holidays

For more information, please click on the link below:

<http://www.tarrantcounty.com/en/human-resources/employee-benefits.html>

Essential Duties and Responsibilities

1. Administers the County's floodplain, subdivision, property access, and utility regulations under the direction of the County Engineer. Issues related permits, as applicable.
2. Manages the drafting, design, and construction of County infrastructure projects, including the management of professional consultant contracts, contractors, and others in the completion of projects.
3. Interacts with the general public by phone, email or in person to resolve problems related to drainage, rights-of-way, floodplains, roadways, and County regulations affecting development.
4. Prepares designs, project budget estimates and specifications related to engineering projects, including, but not limited to, culverts, grading, bridges and pavement projects, in accordance with approved objectives and standards.
5. Supervises the Quality Control Manager; responsible for departmental personnel management in the absence of the Director and Assistant Director/County Engineer, as requested.

6. Prepares annual reports and administers special programs at the request of the County Engineer and the Director of Transportation Services.
7. Assists in the inspection of construction projects in progress, as needed.
8. Serves in the capacity of the County Engineer in his/her absence.
9. Attends relevant educational and training workshops and seminars to improve performance and capability.
10. Assists the County Engineer and Planning Manager with the review and processing of development plats and plans as needed to ensure compliance with County regulations, orders, and policies.
11. Serves on local and regional committees as assigned.
12. Manages and coordinates the delivery of large-scale capital improvements, including grant-funded projects, as requested.
13. Participates in the planning of programs, policies and objectives, when necessary.
14. Performs all other duties as assigned.

Minimum Requirements

NOTE: YOU MUST FILL OUT THE WORK HISTORY and EDUCATION SECTIONS OF APPLICATION TO SHOW YOU HAVE YEARS OF EXPERIENCE/EDUCATION AS REQUIRED BY HIRING DEPARTMENT OR BE DISQUALIFIED.

TO APPLY, must have a **Bachelor's degree or higher in Civil Engineering or a related field.**

TO APPLY, must have **Four (4) full-time years of work experience related to current methods and techniques of civil engineering** as applied to the design, construction, and maintenance of highways, roads, bridges, and construction inspection.

TO APPLY, must be a **Licensed Professional Engineer (P.E.) in the State of Texas.**

TO APPLY, must possess a **current and valid driver license and acceptable driving record.** Note: *A Texas driver license is required to hold the position.*

Certified Floodplain Manager (CFM) certification is preferred.

Thorough knowledge of engineering principles and best practices.

Ability to understand and implement technical instructions; ability to perform complex drafting and engineering design work; knowledge of construction specifications and costs; ability to communicate effectively and develop a working relationship with representatives of consulting firms as well as utility and construction companies.

Working knowledge of geographic information systems (GIS).

Knowledge of the principles of land surveying, legal descriptions, and plats.

Strong knowledge of Microsoft products and CAD applications.

Ability to communicate effectively in both oral and written form.

If hired, must provide proof of educational attainment at New Hire Processing or during the promotional process.

Tarrant County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven years and may include credit reports, motor vehicle records,

employment records and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to sit, walk, climb, stoop, lift, push and pull.

Agency

Tarrant County

Address

100 E. Weatherford Suite 301

Fort Worth, Texas, 76196-0105

Phone

(817) 884-1188

Website

<http://www.tarrantcounty.com>

ASSISTANT COUNTY ENGINEER, Transportation Services Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree or higher in Civil Engineering or a related field?

- Yes
 No

*QUESTION 2

Do you have Four (4) full-time years of work experience related to current methods and techniques of civil engineering as applied to the design, construction, and maintenance of highways, roads, bridges, and construction inspection?

- Yes
 No

*QUESTION 3

Are you a Licensed Professional Engineer (P.E.) in the State of Texas?

- Yes
 No

*QUESTION 4

Do you possess a current and valid driver license and acceptable driving record?

- Yes
 No

*QUESTION 5

Do you hold a Certified Floodplain Manager (CFM) certification? Note: Preferred, but not required.

- Yes
 No

*QUESTION 6

Please check all that apply to your knowledge and experience:

- Complex drafting and engineering design work
- Geographic information systems (GIS)
- Land surveying, legal descriptions, and plats
- CAD applications
- Microsoft products
- Construction specifications and costs
- Effective communication with consulting firms and utility and construction companies
- I do not have knowledge or experience in any of the aforementioned skills

***QUESTION 7**

Describe for us how you work with others. What is your work philosophy? Management philosophy? Communication style? How do you motivate others?

* Required Question