

# HUMAN RESOURCES JOB POSTING

## Senior Staff Engineer

**DEPARTMENT:** Engineering & Construction

**LOCATION:** As assigned

**HOURS:** As assigned

**SALARY:** Commensurate with experience

**JOB DESCRIPTION:** Provides and performs project management for design and construction work. Tasks include contract and fee negotiations, scheduling, design reviews, outside agency coordination, addressing public comments and questions, preparing, advertising and tabulating contractor bid documents, addressing design issues in conjunction with Engineer of Record, reviewing and commenting on engineering project submittals, and coordinating with adjacent project construction activities. Develops and presents results of planning and engineering studies.

- Reviews engineering plans and specifications for civil engineering projects (e.g. bridges, overpasses, roadways, etc.).
- Coordinates with engineering consultants.
- Oversees inter-agency coordination (TxDOT, city, others).
- Attends construction progress meetings and addresses design questions.
- Advertises and bids civil construction projects.
- Performs field investigations and site inspections.
- Develops and prepares consultant contracts.
- Initiates and review right of way acquisition.

**MINIMUM REQUIREMENTS:**

**Education & Experience:**

Bachelor's degree, certificate, or diploma gained through a college/university in Civil Engineering (ABET).

Professional Engineer (P.E.) license.

Fifteen (15) years of professional engineering experience in road, bridge and drainage.

A valid Texas driver's license and good driving record.

**Knowledge, Skills & Abilities:**

- Skill in roadway, bridge and drainage system design
- Drafting (CADD) knowledge and experience
- Excellent verbal and written communication skills
- Ability to maintain effective working relationships with internal and external clients

- Ability to concurrently manage multiple projects in multiple locations
- Ability to prioritize tasks and re-prioritize as often as is necessary to ensure project success
- Ability to identify project challenges in advance and take necessary steps with project team to address preemptively
- Ability to read and interpret construction plans, standards, and specifications
- Proficiency in Microsoft Office
- Highly detail oriented
- Ability to work individually or as part of a team

**CLOSING TIME/DAY:**

**Open until filled**

**HOW TO APPLY:**

Interested individuals must submit a letter of interest and current resume and HCTRA/Harris County application on [Governmentjobs.com](http://Governmentjobs.com).