

# HUMAN RESOURCES JOB POSTING

## Staff Engineer

**DEPARTMENT:** Engineering & Construction

**LOCATION:** Wilshire Administration Building

**HOURS:** As assigned

**SALARY:** Commensurate with experience

**JOB DESCRIPTION:** Functions as a project manager over the Toll Road Authority's (HCTRA) highly complex civil engineering projects. Manages multiple roadway projects simultaneously and continuously, including short or long-term projects. Develops, prepares, establishes and implements project management plan, scope of work, work plans, schedules, and cost estimates to ensure projects are delivered on time, within budget, adhere to established plans, specifications and quality goals. Responsible for project planning, monitoring and tracking key project progress and performance measures, final reports, and adjusting project plans and resources. Provides Professional Engineering certification for HCTRA projects in various stages of completion. Provides technical guidance and consultation assistance to determine the best qualified firms for providing professional services for a variety of projects. Serves as the team leader, or team member, or field supervisor in an interdisciplinary group of professionals and technicians involved with project planning, environmental review, design, construction management, and production of project plans, specifications, and estimates as well as on-site inspections and field engineering. Measures and monitors projects to identify variances from the Capital Projects plan and initiates corrective action as needed. Develops an understanding of and supports HCTRA operations, including department policies and procedures. Assists in utility permit reviews and processing HCTRA engineering, construction, and facilities projects, including the planning and design of projects.

- Performs site visits and gathers information for ongoing and future capital projects.
- Provides plan review and engineering analysis of proposed designs to ensure compliance with state, federal guidelines, codes and regulations.
- Prepares technical documentation and final reports covering various aspects of projects.
- Reviews for approval, various permit and license applications; serves as liaison with other agencies (i.e. TxDOT) for work being performed adjacent to or within HCTRA ROW.
- Assists in the development of scope of work, schedules and budgets for various aspects of projects.
- Prepares a variety of engineering research and administrative materials, and develops correspondence, records, memorandums and reports, attends meetings and training sessions, responds to inquiries and

concerns from public, private and public entities and other county officials and departments, may meet with neighborhood associations.

**MINIMUM  
REQUIREMENTS:**

**Education & Experience:**

- B.S. in Civil Engineering from ABET accredited college or university.
- Minimum two (2) years' engineering experience.
- Licensed to practice as a Professional Engineer (P.E.) in Texas issued by the Texas Board of Professional Engineers. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.
- Valid Texas Driver's License. A valid Texas driver's license or the ability to obtain one within six (6) months of employment and good driving record.

**Knowledge, Skills & Abilities:**

- Knowledge of highway engineering and construction, land surveying, buildings, fiber optic networks, accounting practices, and regulations relative to roads and utilities.
- Skilled in computer-aided design and drafting, geographic information systems, and other related electronic equipment.
- Ability to perform complex engineering studies, analysis and design.
- Ability to work well under pressure and manage a varied workload.
- Strong organizational skills and the ability to concurrently manage multiple projects in multiple locations.
- Ability to prioritize tasks and re-prioritize as often as necessary to ensure project success.
- Strong written communication skills, to include proficiency with general business software applications.
- Ability to establish and maintain a working relationship with others.
- Understanding of engineering drawings, principles, and standards.
- Ability to identify and solve problems in the absence of technical guidelines using sound logical approaches by applying innovative and informed solutions.
- Ability to plan, organize, prioritize, coordinate, train, support, assign and evaluate the work of subordinate managers.
- 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, current resume and HCTRA/Harris County application on [Governmentjobs.com](http://Governmentjobs.com).

