

Hidalgo County Regional Mobility Authority
Job Description

DEVELOPMENT ENGINEER

FLSA Classification: Exempt Effective Date: 01/26/2023
Reports to: Executive Director or Designee
Department: Program Management

JOB SUMMARY:

This is professional engineering work, where the individual performs activities as part of the Authority's Transportation Project Planning and Program Development. This employee is also responsible for the actions and job performance of employees assigned to any of the Design, Programming and Financing of projects. Recommends policy, procedures, staffing and funding required to execute Authority's programs. The employee prepares, complex and technical reports and records for infrastructure and facility improvements. Decisions are made daily requiring mature judgment. The employee provides continuous services to the public, and frequently deals with sensitive matters, which demand utmost tact and resourcefulness. Work requires extensive contact with high-level executives, governmental officials and private entities. Employees at this level perform work at the highest level of discretion and independent judgment and are responsible for final outcome.

Extensive independent judgment and initiative are required in carrying out of duties and assigned responsibilities.

ESSENTIAL JOB FUNCTIONS:

1. Prepares the Authority's intermodal and multimodal transportation planning activities.
2. Recommends to the immediate supervisor and implements policy and procedures for Authority's transportation planning and programming activities.
3. Represents the Authority at national, state and local levels concerning transportation planning and programming.
4. Reviews proposed legislation and directs the implementation of legislation affecting transportation planning and programming activities.
5. Prepares the Authority's Capital Improvement Plan.
6. Recommend the development of new policies, strategies and rules regarding transportation planning.
7. Represents the Authority with regional transportation planning agencies (Hidalgo County Metropolitan Organization, Texas Department of Transportation, Hidalgo County, and Local Municipalities) to develop plans and programs that impact Hidalgo County.
8. Oversee the Authority's programming activities for Federal, State and County transportation funding at the RGVMPPO / TxDOT TPP / TxDOT PHR.
9. Maintain effective relationships and work collaboratively with City, County, State and Federal elected officials, as well as other transportation agencies on integrated approaches to planning, development and mobility.
10. Management and/or strong working familiarity with projects requiring National Environmental Protection Act (NEPA) clearance.

11. Oversee project public outreach efforts and meet frequently with citizen groups, technical boards and Elected Officials about transportation needs, concerns and issues.
12. Serve as the Authority's representative on external committees and working groups (i.e. Metropolitan Planning Organization Technical Advisory Committee) to advance the goals of the Authority.
13. Lead and/or oversee preliminary and final design activities for all transportation projects, including grading, drainage, traffic staging, pavement marking and signage, and utility coordination.
14. Manage the activities of the General Engineering Consultant and/or other engineering and design groups to assure compliance with project schedule, budget, and procedures and assuring the delivery of quality products to Authority.
15. Reviewing and approving project technical documentation, including drawings and specifications.
16. Inspects infrastructure and facility construction for compliance with plans and specifications.
17. Reviews plan sheets, specifications, shop drawings, equipment and material submittals.
18. Sets project management program for all projects.
19. Checks design calculations, and engineering estimates.
20. Conducts project reviews with Texas Department of Transportation and/or Federal Highway Administration Representatives.
21. Performs other job related duties as required.

ADDITIONAL DUTIES:

1. Assists with other assignments in the department when requested.
2. Work schedule may include working evening, weekend hours, and/or holidays to maintain project schedules.

MINIMUM JOB REQUIREMENTS:

1. Bachelor of Science in Civil Engineering from an Accredited University; Registered Professional Engineer. Must be registered in the State of Texas within 6 months of employment date.
2. Job Requires a minimum of 3-5 years of full-time paid, progressive, professional employment. Local-level Government experience is highly desired, with practical experience in a wide range of civil engineering projects, and managerial decision-making experience. Experience should include direct supervision of other engineers and/or construction inspectors. At least 3 years of this professional experience shall have been acquired after the PE license was obtained.
3. Certified in Texas Department of Transportation Local Government Project Procedures.
4. Job requires a valid Texas Class C Driver's License.
5. Minimum 6-10 years of experience in highway design in a consultant environment.
6. Strong working knowledge in AutoCAD Civil 3D, Bentley: OpenRoads and ProjectWise, and/or ESRI ArcGIS, and Google Earth among other professional design-oriented and professional exhibit generation software.
7. Required to serve a minimum probationary period of at least six (6) months. The probationary period may be extended by the Executive Director, or designee, but shall not exceed one (1) year.
8. Must be able to communicate (speak, read and write) proficiently in the English. Bilingual communication skills in English and Spanish may be required depending on the job functions.
9. Must possess above-average customer service skills to assist public in a tactful and diplomatic manner.

10. Must be punctual and dependable.
11. Self-starters, able to work with minimal direction and ability to work in an interactive team atmosphere
12. Proficient with Microsoft Office Suite (Outlook, Word, Project, Excel, PowerPoint, OneDrive, and Access).
13. Performs other job responsibilities as assigned.

JOB FACTOR RATING

SUPERVISION:

Employee is under nominal supervision.

Desired Leadership Characteristics

The ideal candidate will:

- Have outstanding oral and written communication skills, with the ability to effectively articulate a point or opinion, listen to feedback and incorporate other points of view when determining the most beneficial approach.
- Proactively work to achieve goals and objectives through planning, process improvement, collaboration, and innovation.
- Have a high degree of integrity and a strong work ethic.
- Believe in the idea of public service and serving the citizens of Hidalgo County through excellent customer service and cost-effective service delivery.
- Collaborate with other government agencies, neighborhood groups, Mayor and City Council to achieve HCRMA goals. Understand technical issues and have the ability to communicate that information to laypersons.
- Be able to develop cost-effective long range plans and programs.

RECORDS AND REPORTS:

Employee is responsible for recurring reports and/or records. Employee is responsible for assembling information from more than one source.

DECISION MAKING:

Employee may conduct daily decision-making on a variety of items in a fast-paced environment.

MEETING THE PUBLIC:

Employee maintains daily contact with the public, which requires simple courtesies and exercise of tact and diplomacy.

RESPONSIBILITY TO OTHERS:

Employee has some supervisory responsibilities. May supervise two employees directly.

WORKING CONDITIONS:

Works regularly under poorer-than average conditions, where illumination, ventilation, space in which to work, or some other environmental feature is considered unpleasant or uncomfortable. Many decisions cannot be deferred. Some other environmental feature is considered unpleasant or uncomfortable. Many decisions cannot be deferred. Workflow is high and/or of considerable variety in task assignments many of which are unrelated. Interruptions are frequent and distracting. Work requires attention to details. Approximately 60% of the day workflow is heavy.

PHYSICAL DEMANDS:

Job requires moderate physical effort.

SKILLS AND KNOWLEDGE:

Job requires a Bachelor of Science in Civil Engineering and Registered Professional Engineer. Employee needs average knowledge to perform equipment maintenance and/or operations, report preparation and general information.

EXPERIENCE:

Job requires a minimum of three (3) year of work experience.

- 3 years in in transportation engineering, planning, urban development or closely related activities
- (Experience can be satisfied by fulltime or prorated part-time equivalent)

Related graduate level education may be substituted for experience on a year per year basis.

INDEPENDENT ACTION:

The employee establishes work procedures and performance standards in conformance with administrative policies and completes assigned duties with virtually no reference of detail to higher supervision; determines the structure and function of a work unit composed of employees of various skills and responsibilities, arbitrates questionable items within the limits of general policies.

INITIATIVE AND INNOVATION:

Requires outstanding ability to work independently toward general results. Often no standard procedure available and little help is available for carrying out assigned work. Must originate, plan, adapt, invent, and continue to accomplish tasks. Supervisor may work with rather than direct worker in completing work problems.

MANAGEMENT PLANNING:

Planning involves the necessity to take into consideration and to rely on considerable intangible data. Diverse factual data that appears unrelated must be brought together and utilized. Standardized methods, procedures, and techniques are only a small part of the required planning. Little precedent is available. Limited interpretation of data is required as the basis for plans.

NUMBER OF EMPLOYEES SUPERVISED:

Two employees may report directly to the position.

DEADLINES:

If not met it will affect both the internal and the external operation of the Authority.

INTERACTION WITH OTHERS:

Has on-the-job contacts requiring frequent exchanges of information with employees of other departments or occasional contacts with outside companies or agencies. Frequently have contacts that require interaction with outside companies or agencies. Many of the contacts require stating the Authority's policy on the inquiry involved.

IMPACT OF DUTIES:

Advance: Involves duties that affect serious or controversial matters that could greatly affect future organizational climate and work flow. The duties of this nature are highly significant and frequent. Duties deal with well-established policies and procedures. Demands quick, independent judgment to meet unexpected and/or serious development. Decisions frequently affect entire organization.

CONFIDENTIALITY OF WORK:

Disclosure of any of these data would result in only a minor effect upon the internal or external relationship since it would cause only a small amount of friction. Discretion and integrity are recognized requirements for the job.

CONSEQUENCE OF ERROR:

Responsibility for high factual accuracy or the exercise of sound judgment. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss and loss in prestige by the Authority in its dealing with others. Probable errors may involve the approval, on a department or divisional basis, of data previously prepared by others, or the final development and/or administration of Authority's policy.

HAZARD:

This is a High Hazard Environment due to the complex construction methods and heavy equipment used. Exposure to motoring traffic is also a hazard. Proper use of personal protective equipment and strict adherence to safety policies and procedures is required. Work having minor health hazards, such as abrasions, cuts, etc., can also be expected.

THE ABOVE DUTIES DESCRIBE THE MAIN FUNCTIONS OF THE JOB AND IS NOT TO BE CONSIDERED A DETAILED DESCRIPTION OF EVERY DUTY OF THE JOB.