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West Travis County Public Utility Agency  
Job Description

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## **CIVIL ENGINEER**

**CATEGORY:** Professional

**FLSA:** Exempt

### **SUMMARY OF POSITION**

The Civil Engineer performs a variety of engineering related duties for the WTCPUA water and wastewater service area including but not limited to administrative oversight of Capital Improvement Projects (CIPs) and capital and operations projects, review and processing of Service Extension Requests (SER) Applications, review of water and sewer plans, performing engineering design services for operational projects, assisting with oversight of water and wastewater operations, field inspections of CIP and capital and operations projects, providing technical support and information services to internal and external customers, managing the Agency's Pre-Treatment Program, managing TLAP and 210 permits and customer operations, managing the Agency's odor control program, troubleshooting wastewater operations, and managing HMI/SCADA infrastructure.

### **ORGANIZATIONAL RELATIONSHIPS**

- Reports to: General Manager
- Directs: Engineering Technician and technical consultants on Agency related projects and analyses.
- Other: Has frequent contact with engineers, developers, construction inspectors, property owners, and customers.

### **DUTIES AND RESPONSIBILITIES**

- Provides engineering services pertaining to water and wastewater operations projects.
- Reviews CIP design, project and construction plans for compliance with WTCPUA and TCEQ rules, regulations and policies.

- Conducts periodic field inspections and administrative oversight for all WTCPUA projects being reviewed and/or under facility construction, including reviewing and approving payment applications, invoices and managing project budgetary compliance and ensuring timely completion of all projects. Manage Engineering projects to ensure timely, quality customer responses by delegating and managing backlog to ensure even distribution of workload. Manage backlog through maintenance of project tracking list.
- Coordinates, performs, and reviews water and sewer engineering studies.
- Manages Odor Logging Program and Chemical Control Program.
- Implements and coordinates the Industrial Pretreatment Program.
- Manages TLAP and 210 permits and customer operations.
- Manages HMI/SCADA infrastructure.
- Provides engineering support on WTCPUA projects and water and sewer operations including providing wastewater issues troubleshooting and problem resolution.
- Attends meetings with internal and external customers and applicants regarding various development and program services and WTCPUA matters.
- Provides information to the public in person and on the telephone concerning WTCPUA engineering and planning requirements and water and wastewater operations.
- Coordinates with WTCPUA staff, consultants and other Agency vendors on WTCPUA operational issues and matters.
- Manage staff and work with District Engineer to prepare and update WTCPUA water, sewer and planning maps.
- Assist with implementation of service extension request and project tracking software.
- Manages and directs Engineering Technician and assists District Engineer to meet requirements above and annual goals as directed by General Manager.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Possess technical knowledge of pertinent rules and regulations as it relates to public water supply and sewer systems and constructions standards in the State of Texas; read and interpret technical information from subdivision plats and construction plans; prepare written technical correspondence; manage multiple projects; operate computer using standard word processing and spreadsheet software and

AutoCad/MicroStation; demonstrate proficiency in both oral and written communication; gather, compile, analyze, and evaluate a variety of data and make sound decisions and recommendations regarding that data as it applies to providing WTCPUA services; ability to establish effective working relationships with staff, consultants and internal and external customers; and ability to assist General Manager, District Engineer and direct Engineering Technician to accomplish Agency and annual goals.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in civil engineering, or related field, plus at least six (6) years of experience working in municipal retail and wholesale water and sewer operations, conservation and reclamation district or consulting engineering firm; or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

- Registration as a Professional Engineer in the State of Texas.