



**CITY OF ROUND ROCK**  
invites applications for the position of:  
**Engineer - Staff**

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$29.29 - \$36.62

**OPENING DATE:** 10/24/18

**CLOSING DATE:** 11/07/18 11:59 PM

**DESCRIPTION:**

Under limited supervision, the Engineer – Staff is an engineer with the Utilities, Transportation Planning/Development Services, or other department. Responsible for performing engineering and project management activities in support of engineering projects. Duties include managing the design, bidding, and construction of projects and developing design plans to meet City standards.

**EXAMPLES OF DUTIES:**

Analyzes proposed engineering, transportation and public infrastructure associated with private development and/or capital improvements.

Reviews plans and specifications for private development and/or capital improvement projects for compliance with health, safety, and welfare requirements.

Facilitates the design and issues approval of proposed or commissioned projects.

Responds to citizen and stakeholder inquiries and concerns.

Reviews and/or manages assigned projects, which includes: attending and managing project related meetings, reviewing plans and making recommendations for alternative design; reviewing studies (flood, wastewater capacity, TIAs. etc.) with the assistance of the Senior Engineer and Principal Engineer; execute tasks as staff engineer by coordinating and setting meetings; responding to technical projects inquires; coordinating with engineers, surveyors, and contractors; meets with internal staff and staff from other departments, and consultants regularly to discuss issues and provide advice related to regulations and identify potential problems and solutions by advising the Senior Engineer and Principal Engineer on project-related issues and code interpretations; recommending payments/fee assessments within established guidelines; monitoring project budgets/estimates of cost; ensuring conformance with project timelines and fiscal constraints; recommending authorization of payments to/fiscal security from contractors; administering construction contracts/permits; and/or, performing; prepares and maintains project records, files, reports and estimates, maintains status of budget, and schedule for each project; and other related activities.

Participates in/on a variety of meetings, committees, Planning and Zoning Commission meetings, and/or task forces to provide technical engineering advice and information based on assigned area of responsibility. Provides expertise by analyzing, reviewing, and critiquing development projects and plans.

Reviews engineering plans in assigned area of responsibility. Responsible for

conveying/incorporating review comments to/from internal departments.

Assists in performing in-house design, detail, and drafting of capital improvement projects. Meets with consultants (engineers, surveyors, etc.) and/or contractors to explain code requirements and assist in providing solutions to complex design issues on all types of projects.

Participates in amending, interpreting, and implementing City ordinances and policies to improve and provide an adequate degree of safety in response to the changing market demands in design and construction.

Updates and maintains numerous reference materials, manuals, and brochures, which may also include forms, checklists, plats, board packets, reports, and/or other related information.

Responsible for conveying and interpreting review comments from internal departments.

Examines the effectiveness of the department processes and proposes improvements to the management or Senior Engineer.

**EXPERIENCE AND TRAINING:**

Bachelor's degree from an accredited four-year college or university in Engineering or a closely related field.

Four (4) years of engineering work experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Must be licensed as a Professional Engineer (P.E.) in the State of Texas (or be able to obtain a license within six (6) months of hire)

Valid Texas Driver's License or the ability to obtain one prior to employment.

The City of Round Rock operates under the legal doctrine of "employment-at-will" and is an equal opportunity employer. The City values diversity and strives to attract a responsible, qualified and diverse workforce that represents the community that we serve.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.roundrocktexas.gov>

Job #201800186  
ENGINEER - STAFF  
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OUR OFFICE IS LOCATED AT:

231 E. Main Street

Suite 100

Round Rock, TX 78664

512-218-5490

[work@roundrocktexas.gov](mailto:work@roundrocktexas.gov)

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**Engineer - Staff Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree from an accredited college or university with a major in civil engineering or a closely related field?
  - Yes
  - No
  
- \* 2. How many years of experience do you have in Civil Engineering, Transportation Engineering or a related field?

- 1 to 3 years
- 4 to 5 years
- 6 to 7 years
- 8 to 9 years
- More than 10 years

\* 3. Please describe your experience as it relates to this position.

\* 4. Do you currently have a State of Texas Professional Engineer License?

- Yes
- No

\* 5. Do you possess a valid Texas Driver's License?

- Yes
- No

\* Required Question