



# WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	<b>ASSISTANT ENGINEER</b>				
FLSA Status:	<b>EXEMPT</b>	Min. Pay Rate	<b>\$38.32/hr</b>	Max. Pay Rate:	<b>\$45.65/hr</b>

**Essential Functions:**

Under general supervision, is responsible for assisting the County Engineer in the review of plans, specifications and cost estimates for County-wide road and bridge system and development projects; and performs related duties as required.

1. Reviews preliminary and final plans for the construction of subdivisions, roads, and site development projects;
2. Reviews hydraulic and topographic surveys;
3. Reviews preliminary cost estimates for construction projects;
4. Review and prepares engineering plans;
5. Review subdivision plats and associated plans;
6. Researches and determines right-of-way closure areas;
7. Review permit packages for floodplain development;
8. Reviews proposed construction designs for conformity with Federal, State, County regulations and specifications;
9. Responds to citizen inquiries and receives complaints on public work projects;
10. Prepares maps and charts for public presentations and meetings;
11. Trains and communicates with other staff regarding permitting and plan review processes;
12. Performs related duties as required.

**Position Specifications:**

Requires the following:

1. Must have graduated from an accredited university with a degree in Civil Engineering or related field, and at least eight years of experience in drafting, surveying or engineering work; or an equivalent combination of education and experience.
2. Must be a Licensed Professional Engineer in the State of Texas, or have the ability to obtain license within one year.
3. Must be a Certified Floodplain Manager in the State of Texas, or have the ability to obtain certification within one year.
4. Knowledge of engineering practices.
5. Skill in utilizing personal computers and computer aided drafting equipment; skill in performing basic mathematical calculations.
6. Ability to read and interpret engineering plans and specifications; ability to make engineering calculations including application of geometry and calculus; ability to establish grades for streets, drainage areas and sewer construction projects; ability to communicate with diverse groups of individuals utilizing tact and diplomacy; ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.
7. Physical requirements include frequent lifting/carrying of 10-25 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.
8. Must have a valid Texas driver's license.
9. Required to be on-call 24-hours a day; may be required to work more than 40 hours during the workweek.

**Working Conditions:** Working conditions are primarily inside; occasional exposure to traffic, excessive dust, rough terrain, wet surfaces, overhead power lines, high noise areas, unfavorable fumes, vapors and odors.

**Individual Office/Department Conditions:** Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by County Treasurer Office. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.*