



**POSITION TITLE:** Project Engineer

**DEPARTMENT:** Land Development

**LOCATION:** New Braunfels, TX

**CLASSIFICATION:** Exempt

**COMPENSATION:** \$75,000 - \$95,000 annual salary based on experience, plus annual performance bonuses.

Applicants must be currently authorized to work in the United States on a full-time basis

The employer will not sponsor applicants for work visas

**CORE VALUES:**

**Faith:** Guided by Christ.

**Trust:** Do what you say, say what you do.

**Growth:** Active pursuit of knowledge.

**Professionalism:** An integrity mindset through dedication, communication, and respect.

**Ownership:** Our work is our word. Initiate solutions to deliver results.

**COMPANY CULTURE:**

Our mission is to understand and connect with our employees. We do this by creating a collaborative teamwork environment, providing an innovative work experience, and developing employees' career paths while supporting a work-life balance.

**COMPANY BENEFITS:**

- **4 ½ Day Work Week**  
Monday – Thursday 7:30 - 5:30  
Friday 8:00 – 12:00
- **50 hours per week-May include some evenings and weekends**
- **Company Paid Health Insurance (Employee Only)**
- **Company Paid Basic Life and AD&D**
- **Optional Life With AD&D**
- **401k with Company Match**
- **Flexible Spending Accounts**
- **Dental**
- **Vision**
- **Voluntary Short and Long-Term Disability**
- **Accident Insurance**
- **Group Critical Care**
- **Hospital Confinement**
- **Legal Plans**
- **Identity Theft & Fraud**
- **Paid Time Off**
- **Paid Holidays**
- **Professional Development Assistance**
- **Signing Bonus Dependent on Qualification**

**POSITION SUMMARY:**

**Responsibilities Include:**

- Lead by example – display solid judgment, good values, trust, honesty, openness, and professionalism.
- Ensures company values, policies and practices are consistently followed.
- Strong sense of urgency and self-initiative to meet project deadlines and the ability to work independently and as part of a team.
- Ability to develop and maintain professional relationships.

- Ability to work on several projects concurrently.
- Develop strong relationships with team members.
- Effectively interact with clients, vendors, and staff at all levels
- Excellent teamwork and communication and interpersonal skills to work in a fast-paced environment dedicated to meeting deadlines.
- Job requires being reliable, responsible, and fulfilling obligations.
- Has ability to manage important resources such as time and materials.
- Outstanding verbal, written and interpersonal skills.
- Detail-oriented with an ability to contribute to a positive work environment with a high level of accuracy.
- Must be efficient and able to multi-task.
- Proficiency in Microsoft Office Suite products and .pdf editing tools.
- Excellent organizational skills.
- Willingness to learn and expand capabilities.
- Establish and maintain cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Demonstrates ability to use logic and reasoning to define problems, collect data, establish facts, and draw valid conclusions.
- Analyze project needs and product requirements to create a design.
- Maintains records and files associated with engineering projects.
- Research and evaluation of data.
- Apply engineering principles to assist in hydrologic and hydraulic modeling of stormwater.
- Coordinate with internal team members, government entities, utility service providers and subconsultants.
- Attend industry events and become involved in the community.
- Ability to efficiently utilize time in executing assigned tasks accurately, on schedule, and within the budget.
- Demonstrated Civil 3D skills with the ability to design site layouts concept through completion.
- Attend meetings with Clients, review agencies, and contractors throughout the various stages of the land development process.
- Performs other duties as assigned or required.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Assist With:**

- Monitors assigned projects, resolves discrepancies between field conditions and design plans, and recommends methods of resolving complex problems.
- Inspects project sites with Project Manager to monitor progress and ensure conformance to design specifications and safety standards.
- Prepare and revise project schedules under the direction of a Project Manager.
- Conducts studies to identify engineering problems and assesses potential project impacts.
- Coordinates project tasks and scheduling with Project Manager.
- Examine engineering documents for completeness or accuracy.
- Check designs, details, estimates, plans, and specifications of engineering projects and implement necessary changes.

##### **Responsible for:**

- Performing site research and preparing due diligence reports for new projects.
- Conduct field visits to understand existing site conditions.
- Lead small teams of EITs and Designers, under the general supervision of Project Managers
- Perform and oversee the planning, design, permitting and construction administration for residential subdivisions, including paving and grading, roadway design, drainage, water lines, sanitary sewers, and other civil design elements.

- Familiar with local zoning ordinances, subdivision regulations, and other design criteria to independently formulate and present specific practical solutions to project design problems.
- Perform work with a dedicated team through civil site/land development design, permitting, and construction observation on a variety of residential, commercial, and industrial projects.
- Serve as a potential point-of-contact on land development project for Clients, review agencies, contractors, surveying, and geotechnical departments.
- Perform design of land development projects within Autodesk AutoCAD Civil 3D software.
- Perform and prepare technical design calculations associated with land development projects (i.e., storm drainage hydraulic sizing and system modeling, water distribution modeling, storm water control measures (SCMs), sanitary sewer collection systems, sanitary sewer pump stations and force main, erosion control measures, etc.).
- Create and perform technical review of drawings, specifications, calculations, and other engineering documents for conformance with project goals and requirements.
- Perform preliminary engineering evaluations, including quantity take-offs and opinions of probable construction cost.
- Provide training/mentoring for junior members of the team.
- Review and prepare federal, state, and local permit applications
- Perform construction observation and field engineering services

**JOB SPECIFICATIONS / QUALIFICATIONS:**

**Education/Training:**  H.S. Degree / GED     College Degree     Certification/License\*

- **Experience:** Minimum 5 years of land development experience including development of site layouts, planning, platting and site grading with AutoCAD Civil 3D

**Training and Certifications:**

**Special Skills and/or Abilities:** Knowledge of design and visualizations software such as Civil 3D, Hydraflow, and Storm Sewers, Proficiency in site layout, roadway design, grading, hydrology, utility design, erosion control, regulatory approvals, etc

**I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.**

**Signature** \_\_\_\_\_ **Printed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Manager Signature** \_\_\_\_\_ **Printed** \_\_\_\_\_ **Date** \_\_\_\_\_