Brazoria Drainage District No. 4

Job Title: Assistant District Engineer
Reports To: District Engineer

General Statement of Responsibilities

Under general supervision, this position is primarily responsible for the review of Drainage Impact Analyses, Drainage Plans, and Plats for the District. Includes interfacing with Applicant Engineers, Surveyors, Developers, and Owners. Additional responsibilities may include technical consultation with Staff and Engineering design support for District projects.

Essential Job Functions

- Work under the general guidance of the District's Engineer.
- Technical review of Drainage Impact Analyses, Drainage Plans and Plats to ensure conformance with District's Rules, Regulations, and Guidelines.
- Communicate, coordinate, and work with Applicants to address their questions and needs throughout the review and approval process.
- Prepare communications related to Plan and Plat review and assist in the maintenance of those records.
- Assist with technical design and plan preparation for in-house District projects.
- Assist with preparing cost estimates for material and labor on various projects.
- Visits worksites as necessary.
- Serve as technical consultant to District Staff.
- Performs other duties as assigned.

Performance Standard

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the District's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

Required Knowledge

- Criteria Knowledge – Thorough knowledge of the District's Rules, Regulations, and Guidelines for the purpose of plan review and interfacing with the public.
- H&H Modeling Knowledge – Ability to review and interpret Hydrologic and Hydraulic models and reports for the purpose of verifying conformance with District criteria.
- Surveying Knowledge – Understands how to read and interpret surveying documents, easements, topographic surveys, etc.

Required Skills

- Computer Skills – Utilizes a computer with AutoCAD, word processing, spreadsheets and related software to effectively complete a variety of technical tasks with reasonable speed and accuracy.
- Interpersonal Relationships/Customer Service – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/ Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Seeks confirmation from co-workers when uncertain of the correct answer, procedure, etc.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion for elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules. Consistently completes time sensitive items prior to reasonable deadlines.

Required Abilities

- **Computer Skills –** Utilizes a computer with AutoCad, word processing, spreadsheets and related software to effectively complete a variety of technical tasks with reasonable speed and accuracy.
- **H&H Modeling Knowledge –** Ability to review and interpret Hydrologic and Hydraulic models and reports for the purpose of verifying conformance with District criteria.
- **Surveying Knowledge –** Understands how to read and interpret surveying documents, easements, topographic surveys, etc.
- **Interpersonal Relationships/ Customer Service –** Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- **Judgment/ Decision Making –** Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Seeks confirmation from co-workers when uncertain of the correct answer, procedure, etc.
- **Time Management –** Plans and organizes daily work routine. Estimates expected time of completion for elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules. Consistently completes time sensitive items prior to reasonable deadlines.
- **Communication –** Ability to communicate ideas and proposals verbally and in writing effectively so others will understand, to include the preparation of calculations, design concepts, technical specifications, etc. Ability to listen and understand information and ideas being presented verbally and in writing.

Supervisory Responsibilities

None.

Education and Experience

- Bachelor of Science (or higher) in Civil Engineering. Minimum of 2 years related experience in Civil and / or Construction Engineering.
- Prior experience with the technical review of Plans and Plats is of interest and should be listed on the cover letter and / or resume.

Eligibility Requirements

- Engineering – A Bachelor's Degree (or higher) in Civil Engineering is required.
- FE Exam – Applicant must have passed the Fundamentals of Engineering (FE) examination in order to be considered for this position.
- TBPELS Registration – Applicant must be registered as an Engineer in Training (EIT) with the Texas Board of Professional Engineers and Land Surveyors (TBPELS) to be considered for this position. A State of Texas registered Professional Engineer also satisfies this requirement.

Certifications and Licenses

- Valid, class "C" Texas driver's license with acceptable driving record.
- TBPELS Registration as an EIT or PE.

District Contact: jaden@bdd4.org