

Hidalgo County Regional Mobility Authority
Job Description

CONSTRUCTION ENGINEER

FLSA Classification: Exempt
Reports to: Chief Construction Engineer
Department: HCRMA -Construction

Effective Date: 09/15/2025

JOB SUMMARY:

This is professional engineering work, which involves providing professional advice and direction for the inspection of Capital Improvement Projects (CIP), which includes public infrastructure and facilities. The employee prepares, complex and technical construction reports and records for infrastructure and facility improvements. Decisions are made daily requiring mature judgment. The employee provides continuous services to the public, and frequently deals with sensitive matters, which demand utmost tact and resourcefulness. This employee is also responsible for the actions and job performance of employees assigned to any of the CIP projects.

Extensive independent judgment and initiative are required in carrying out of duties and assigned responsibilities.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates CIP infrastructure and facility construction, which includes reporting progress on a daily or weekly basis.
2. Inspects infrastructure and facility construction for compliance with plans and specifications.
3. Reviews plan sheets, specifications, shop drawings, equipment and material submittals.
4. Sets project management program for all projects.
5. Oversight and review of construction materials testing for Quality Assurance/Quality Control.
6. Checks design calculations, and engineering estimates.
7. Coordinates review and/or reviews Texas Department of Licensing and Regulation requirements for facilities.
8. Responsible for oversight of construction records in accordance with Texas Department of Transportation and Federal Highway Administration specifications, standards, regulations, policies, and procedures.
9. Conducts project reviews with Texas Department of Transportation and/or Federal Highway Administration Representatives.
10. Collaborates with agencies performing audits related to construction projects.
11. Establishes and maintains effective working relationships with staff, vendors, contractors, and other public agencies.
12. Reviews and approves progress payments.
13. Reviews "As Built" drawings.
14. Performs other job related duties as required.

ADDITIONAL DUTIES:

1. Assists with other assignments in the department when requested.

2. Work schedule may include working evening, weekend hours, and/or holidays to maintain project schedules.

MINIMUM JOB REQUIREMENTS:

1. Bachelor of Science in Civil Engineering from an Accredited University; Registered Professional Engineer. Must be registered in the State of Texas within 6 months of employment date.
2. Job Requires a minimum of 8 years of full-time paid, progressive, professional employment. Local-level Government experience is highly desired, with practical experience in a wide range of civil engineering projects, and managerial decision-making experience. Experience should include direct supervision of other engineers and/or construction inspectors. At least 4 years of this professional experience shall have been acquired after the PE license was obtained.
3. Certified in Texas Department of Transportation Local Government Project Procedures.
4. Job requires a valid Texas Class C Driver's License.
5. Must be able to communicate (speak, read and write) proficiently in the English. Bilingual communication skills in English and Spanish may be required depending on the job functions.
6. Must possess above-average customer service skills to assist public in a tactful and diplomatic manner.
7. Must be punctual and dependable.
8. Required to serve a minimum probationary period of at least six (6) months. The probationary period may be extended by the Executive Director, or designee, but shall not exceed one (1) year.

JOB FACTOR RATING

SUPERVISION:

Employee is under nominal supervision.

RECORDS AND REPORTS:

Employee is responsible for recurring reports and/or records. Employee is responsible for assembling information from more than one source.

DECISION MAKING:

Employee may conduct daily decision-making on a variety of items in a fast-paced environment.

MEETING THE PUBLIC:

Employee maintains daily contact with the public, which requires simple courtesies and exercise of tact and diplomacy.

RESPONSIBILITY TO OTHERS:

Employee has supervisory responsibilities. May supervise two to six employees directly.

WORKING CONDITIONS:

Works regularly under poorer-than average conditions, where illumination, ventilation, space in which to work, or some other environmental feature is considered unpleasant or uncomfortable.

Many decisions cannot be deferred. Some other environmental feature is considered unpleasant or uncomfortable. Many decisions cannot be deferred. Workflow is high and/or of considerable variety in task assignments many of which are unrelated. Interruptions are frequent and distracting. Work requires attention to details. Approximately 60% of the day workflow is heavy.

PHYSICAL DEMANDS:

Job requires moderate physical effort.

SKILLS AND KNOWLEDGE:

Job requires a Bachelor of Science in Civil Engineering and Registered Professional Engineer. Employee needs average knowledge to perform equipment maintenance and/or operations, report preparation and general information.

EXPERIENCE:

Job requires eight (8) year of work experience.

INDEPENDENT ACTION:

The employee establishes work procedures and performance standards in conformance with administrative policies and completes assigned duties with virtually no reference of detail to higher supervision; determines the structure and function of a work unit composed of employees of various skills and responsibilities, arbitrates questionable items within the limits of general policies.

INITIATIVE AND INNOVATION:

Requires outstanding ability to work independently toward general results. Often no standard procedure available and little help is available for carrying out assigned work. Must originate, plan, adapt, invent, and continue to accomplish tasks. Supervisor may work with rather than direct worker in completing work problems.

MANAGEMENT PLANNING:

Planning involves the necessity to take into consideration and to rely on considerable intangible data. Diverse factual data that appears unrelated must be brought together and utilized. Standardized methods, procedures, and techniques are only a small part of the required planning. Little precedent is available. Limited interpretation of data is required as the basis for plans.

NUMBER OF EMPLOYEES SUPERVISED:

Two to six employees may report directly to the position.

DEADLINES:

If not met it will affect both the internal and the external operation of the Authority.

INTERACTION WITH OTHERS:

Has on-the-job contacts requiring frequent exchanges of information with employees of other departments or occasional contacts with outside companies or agencies. Frequently have contacts that require interaction with outside companies or agencies. Many of the contacts require stating the Authority's policy on the inquiry involved.

IMPACT OF DUTIES:

Advance: Involves duties that affect serious or controversial matters that could greatly affect future organizational climate and work flow. The duties of this nature are highly significant and frequent. Duties deal with well-established policies and procedures. Demands quick, independent judgment to meet unexpected and/or serious development. Decisions frequently affect entire organization.

CONFIDENTIALITY OF WORK:

Disclosure of any of these data would result in only a minor effect upon the internal or external relationship since it would cause only a small amount of friction. Discretion and integrity are recognized requirements for the job.

CONSEQUENCE OF ERROR:

Responsibility for high factual accuracy or the exercise of sound judgment. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss and loss in prestige by the Authority in its dealing with others. Probable errors may involve the approval, on a department or divisional basis, of data previously prepared by others, or the final development and/or administration of Authority's policy.

HAZARD:

This is a High Hazard Environment due to the complex construction methods and heavy equipment used. Exposure to motoring traffic is also a hazard. Proper use of personal protective equipment and strict adherence to safety policies and procedures is required. Work having minor health hazards, such as abrasions, cuts, etc., can also be expected.

THE ABOVE DUTIES DESCRIBE THE MAIN FUNCTIONS OF THE JOB AND IS NOT TO BE CONSIDERED A DETAILED DESCRIPTION OF EVERY DUTY OF THE JOB.