City Engineer / Director of Planning

Reports to: Mayor                     Department: Planning
Job Classification Code: 2145       [X] Exempt [ ] Non-Exempt
                                      [X] Full Time [ ] Part-Time [ ] Seasonal
Department Head Approval:  
Date: 03/19/2021

JOB SUMMARY:
Member of the executive committee of the City, reports to the Mayor of Texas City.
Directs City Engineering activities, Planning Department activities, and City
Building Inspections Department.

ESSENTIAL FUNCTIONS:
1. Supervises the preparation of capital improvement and Public Works
   contract documents and projects.
2. Supervises the review of engineering plans, development plans, subdivision
   plats and rezoning requests.
3. Makes recommendations and gives approval on technical matters; makes
   recommendations for future utility, street, drainage and bond program
   projects; responsible for administration of traffic control measures and
   street light program, provides liaison with other governmental agencies and
   utilities.
5. Provides technical assistance to the Mayor, City Commissions and other
   City Departments and appointed boards.
6. Prepares and provides technical planning information to the City Commission,
   City Planning Board, Zoning Commission, Board of Adjustment and the general
   public.
7. Administers zoning ordinances, subdivision regulations, site and landscape plan
   reviews.
8. Organizes and conducts planning related studies.
9. Plans, organizes and administers review of development proposals for
   conformance to City codes and ordinances, including coordination with other City
   departments.
10. Participation in transportation related entities including Houston-Galveston Area
    Council TPC and TAC, and Gulf Coast Transit District.
11. Coordination with TxDOT and Galveston County Engineer’s office.
12. Involvement with Gulf Coast Water Authority matters affecting water supply
    contracts.

QUALIFICATIONS:
1. Bachelor of Science in Civil Engineering from a university with an
   accredited engineering program.
2. Professional Engineer currently registered in the State of Texas.
3. Five (5) years’ experience in a Civil Engineering practice, preferably with a municipal or county government.
4. Professional, administrative, and technical knowledge in Civil Engineering design and construction and related fields.

PHYSICAL REQUIREMENTS:
1. Reads documents and construction plans.
2.Communicates effectively with the public by writing and by telephone.
3. Hears and visually inspects construction work safely in traffic and dangerous construction situations.
4. Walks, climbs and works outdoors in adverse weather conditions while reviewing projects and citizen complaints.
5. Sits and stands for extended periods of time while performing routine office and administrative duties.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No  

_________________________  _______________________
Signature                               Date