

**GILLESPIE COUNTY**  
**Job Posting Announcement**

Posting Date: 09.26.2022

Closing Date: Until filled



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**Available: 10.3.2022**

**Position/Title: County Engineer**

**Pay Grade: 30**

**Salary Range: \$85,000 – \$108,742 commensurate with experience**

**GENERAL DESCRIPTION:**

The County Engineer plans, coordinates, and participates in the design and construction of county construction projects within the unincorporated areas of Gillespie County. Projects include but are not limited to county roads, drainages, construction work within the county ROW, bridges and subdivision administration.

**ESSENTIAL JOB DUTIES:**

1. Perform subdivision reviews and ensure compliance; coordinate plat requirements for Commissioners Court approval and provides input on updating regulations as applicable.
2. Plan, organize, perform, and coordinate a variety of activities related to the design and construction of county infrastructure and engineering projects.
3. Provide assistance to developers, contractors and the general public regarding required permits and fees for work within the county road rights-of-way or any other county-owned property.
4. Inspect county bridges and slabs on a regular basis and makes corrective action recommendations.
5. Work with local, state, and federal entities during emergency situations or any other initiatives as deemed necessary.
6. Respond to citizen requests, analyze problems, and recommend corrective action.
7. Prepare annual operating budget for the Engineer Department.
8. Recommend cost saving measures concerning road repairs, seal coating roads, bridge/slab repairs, or other preventative road maintenance measures.
9. Coordinate with other Department Heads on a wide variety of County matters.
10. Work with the City of Fredericksburg Engineering department to meet common goals for the citizens of the community.
11. Review formal request for utility construction within the County right-of-way.
12. Manage and oversee professional consultants within the Engineering Department's jurisdiction.
13. Review new development projects and provide guidance and procedures for new and existing subdivision requests.
14. Assist the Sanitation and Floodplain department related to activities to ensure compliance with state and federal guidelines.
15. Attendance at Commissioners Court meetings as needed.
16. Perform all related duties as assigned by Commissioners Court.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The ideal candidate will have the ability to:

- Ability to effectively deal with the public and co-workers in a professional manner.
- Ability to communicate effectively both orally and in writing.
- Possess the skills to work independently and meet deadlines without much supervision.
- Ability to interpret and understand applicable laws, codes, regulations and state statutes.

- Knowledge of safety concerns in the workplace.
- Basic knowledge of floodplain and sanitation issues.
- Possess good organizational skills to ensure that work is approached systematically in order to attain positive results.
- Ability to establish and maintain effective working relationships with other County staff, the general public, vendors, or other governmental officials.
- Ability to make effective and persuasive speeches and presentations on sometimes controversial or complex topics to top management entities, the general public or other pertinent groups.
- Operate computers with office, engineering and drafting software.
- Ability to use all office equipment necessary to perform at a high level of proficiency.
- Ability to draft engineering plans, compile engineering specifications, and interpret plans and/or plat requirements from developers.
- Perform other related duties / functions as may be required or as delegated.

**EDUCATION AND EXPERIENCE:**

1. Bachelor of Science Degree in Civil Engineering or closely related field.
2. Minimum of 5 years of professional level engineering experience or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of essential elements and duties of the job listed.
3. Must possess or be able to obtain within 30 days of employment, a cell phone to conduct Gillespie County business. The County offers an established allowance.
4. Must possess a valid Texas Driver's License and a clean driving record.
5. Must consent to and pass criminal background check.
6. Must possess Texas Professional Engineer License.
7. Professional Sanitation License, certificates in Floodplain Management and Incident Command are desirable.

**Application Information:**

**An Application must be completed for each position. No résumés accepted in lieu of an application form.** Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: [jdoss@gillespiecounty.org](mailto:jdoss@gillespiecounty.org)

or mail to:

Gillespie County  
101 W. Main St., Mail unit #11  
Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*