



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB DESCRIPTION #2019-15

CLOSING DATE: 7/31/2019

Job Title: Civil Engineer

FLSA Status: Exempt

Work Location: 602 N. Staples & as assigned

Department: Capital Projects

Report To: Managing Director of Customer Services

Grade: 32 **Salary:** \$36.16 - \$58.94
(Min. – Max.)

General Summary: Under general supervision of the Managing Director of Customer Services completes construction projects by preparing engineering design and documents; confirming specifications

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Designs construction projects by studying project concept, architectural drawings, and models.
- Prepares engineering design by collecting and studying reports, maps, drawings, blueprints, aerial photographs and tests on soil composition, terrain, hydrological characteristics, and related topographical and geologic data.
- Determines project costs by calculating labor, material, and related costs.
- Prepares feasibility study by analyzing engineering design; conducting environmental impact studies; assembling data.
- Prepares engineering documents by developing construction specifications, plans, and schedules.
- Confirms adherence to construction specifications and safety standards by monitoring project progress; inspecting construction site; verifying calculations and placements.
- Provide technical advice to industrial or managerial personnel regarding design, construction, or program modifications or structural repairs.
- Manage and direct the construction, operations, or maintenance activities at project site.
- Fulfills project requirements by training and guiding operators.
- Maintains operations by enforcing project and operational policies and procedures.
- Provides engineering information by answering questions and requests.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains project database by writing computer programs; entering data; completing backups.
- Contributes to team effort by accomplishing related results as needed.
- Maintains an exemplary attendance record.
- Complies with Regional Transportation Authority policies and procedures and local, state and government regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Establishes & maintains effective and professional working relationships with those contacted in the course of work.
- Performs other duties as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Safety and Security regulations and general overview of programs;
- Working knowledge of related hazards and the sound safety precautions and practices utilized throughout the transit industry;
- Effective administrative, time management and supervisory skills;
- Demonstrated superior verbal and written communication skills;

- Demonstrated problem solving skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Read and comprehension of documents and reports;
- Schedule manpower in an efficient manner;
- Learn transit rules and regulations;
- Comply with local traffic, DOT and FTA regulations concerning operation of RTA vehicles and adherence to safety sensitive position;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Effective interpersonal skills suitable for effective interaction with the public, superiors and subordinates;
- Effective oral and written communication skills (including two-way radio);
- Strong Customer Service skills; and
- Bilingual skills, in Spanish, are preferred; and
- Proficiency in Microsoft Office (Word/Excel/PowerPoint/Trapeze/FleetNet and/or similar application(s)).
- Proficiency in CAD, AutoCAD, Database Design, Site Development, Drafting
- Strong Conceptual Skills, Legal Compliance, Design Skills, Problem Solving

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Civil Engineering or related field.
- **Experience:** Minimum four (4) years related experience.
- **License or certificate:** Professional Engineer License required. Must possess a valid Texas Driver's License.
- **Other Requirements:** Must be at least 21 years of age. Any job offers and continued employment is contingent upon completing and passing a pre-employment physical, drug and alcohol screen and background investigation.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Overtime and extended work hours are required. The noise level in the work environment is moderate to high. Essential & marginal functions require the ability to bend, kneel, squat, and twist safely. Work requires the ability to periodically lift up to 30 lbs.