City Engineer

Alvarado, Texas

2022
The City

The City of Alvarado is governed by a council/manager form of local government. Six non-partisan, at-large Council members serve staggered two-year terms. The Mayor is elected independently and serves a two-year term.

Alvarado possesses a solid foundation upon which to move forward. The budget is balanced, with an extremely healthy General Fund balance. The administrative team is professional, experienced, and well respected by the community.

The Community

Located just miles away from the major metropolises of Ft. Worth and Dallas, Alvarado offers small-town living with access to big-city amenities. Eight parks provide plenty of opportunities for nature-loving citizens, the charming downtown offers a variety of small businesses and services, while Alvarado Youth Sports Association provides recreational sports opportunities for the youth.

The Schools

Alvarado ISD was awarded the National Blue Ribbon Distinction in 2020. AISD employs over 400 staff members, across six campuses, which serve about 3,700 current students. There are 33 colleges within 50 miles of Alvarado enrolling a total of 285,646 students.

Economic Growth

Alvarado’s top industrial employers include Sabre Industries, Colorado River Concrete, Quikrete, Thompson Pipe Group, and Motor Home Specialist. Being positioned between I-35W & U.S. 67 gives Alvarado a dynamic position for economic development and growth. With multiple industries already established, thriving small businesses, and residential growth of 6,000+ homes planned, Alvarado is in a position to manage the coming growth in ways that benefit all of the City.

The History

Founded in 1854, Alvarado is Johnson County’s earliest City.

The first Johnson County Pioneers and Old Settlers Reunion was held July 27-28, 1893, at Gathings Park northeast of Cleburne, with more than 2,000 people in attendance. The first pavilion, built in 1906, was later destroyed in a tornado, and the second one burned in 1965. It was replaced by a larger structure in 1966. Through the years, the reunion has grown to attract more than ten thousand participants to such events as carnivals; parades; queen, baby, and fiddle contests; and musical concerts. It has evolved into one of the area’s most significant cultural institutions.

Sources:
City Engineer

The City of Alvarado is looking for a highly passionate City Engineer! Are you self-motivated? Are you a problem solver? Do you think out of the box? Do you have the necessary skills to be the best in the Engineering field? Come join our phenomenal team and become our City Engineer!

You could perform complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the engineering division, to include Transportation/CIP, Streets/Traffic, and Development Engineering teams, and be responsible for the development and adherence to the City’s design and construction standards in all infrastructure areas. Also, you could ensure that all designs for infrastructure facilities are in compliance with the City’s long range plan!

**Join us today!**

**Essential Job Duties**

- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment, and infrastructure of the division.
- Determines work procedures and prepares programs and actions to ensure compliance requirements for local, state, and federal regulations and programs are met.
- Formulates and implements short and long range plans to meet needs in all areas of responsibility, including transportation, road and other infrastructure project design, engineering, and construction management.
- Studies and standardizes internal policies and procedures to improve efficiency and effectiveness of operations in collaboration with the Director of Public Works.
- Develops and/or implements and maintains the City’s Transportation Plan that includes mobility planning, maintenance programs, and the construction of roadways and other infrastructure projects.
- Reviews and/or supervises the review of private project development plans for compliance with codes, regulations, standards, and adequacy of applications for permits and compliance with approved plans in the area of infrastructure.
- Plans and controls the City’s traffic signal development, maintenance, and programming, and street maintenance activities to achieve optimum mobility within the City.
- Acts as the City’s liaison with the Texas Department of Transportation (TxDOT) and other local, state, and federal agencies in the development of and maintenance of local, regional, state, and federal roadway systems in all matters affecting the City of Alvarado’s mobility, growth and development.
- Coordinates and interacts with various regulatory and governmental agencies, and consults various data sources concerning engineering standards, regulatory compliance and requirements for development activities.
- Represents the City as a member of various committees and organizations.
- Coordinates with railroad companies to ensure railroad crossings and signalization meets the City’s safety and long range development goals.
- Prepares, negotiates, processes and administers contracts with professional engineering, surveying, general and subcontracting companies.
- Monitors construction projects and Public Works contracts and presents status reports of such projects as requested.
- Reviews and evaluates plans and specifications, reports and studies, and various drawings/diagrams for the purpose of checking accuracy, to provide recommendations, and to provide approval.
- Attends City Council workshops and meetings in order to provide staff input to the City Manager, Committee members, and City Council.
- Prepares and performs verbal and written presentations to City Manager, City Staff, Boards, Commissions and City Council as required.
- Responds to public or other inquiries relative to department policies and procedures. Works closely with other department and division heads, engineers, developers, and contractors regarding public works activities and projects.
- Prepares and manages a five (5) year Capital Improvement Program in collaboration with the Director of Public Works.
- Assists in the training of city personnel in transportation systems and techniques, construction management, and other areas as assigned.
- Prepares the division budget.
- Possesses and maintains a valid driver’s license and comply with City of Alvarado driving policy.
- Performs other duties as assigned by the City Manager.

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Minimum Qualifications

- Graduation from a four-year college or university with a degree in civil engineering or a closely related field; and,
- Five (5) years previous professional engineering experience; and,
- Two (2) years supervisory experience; or,
- Any equivalent combination of education and experience.

Knowledge, Skills, & Abilities

- Thorough knowledge of engineering principles, practices and methods applicable to a municipal setting;
- Advanced knowledge of applicable City, State and Federal policies, laws, and regulations affecting Division activities;
- Considerable skill in arriving at cost estimates on complex projects;
- Skill in operating the listed tools and equipment;
- Advanced ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City management and elected officials and the general public;
- Advanced ability to conduct necessary engineering research and compile comprehensive reports;
- Advanced ability to work well with others in a supervisory and collegial manner, develop professional relationships, resolve conflict and remain professional at all times; and
- Advanced ability to maintain confidentiality of sensitive information.

Special Requirements

- Employee must have a valid Texas driver’s license by date of hire.
- Employee must hold a current license as a Professional Engineer within the State of Texas before date of hire and maintain a current license while in this position.
- Employee must be physically capable of moving about on construction work sites and under adverse field conditions.

Compensation & Benefits

- **SALARY $100K-$120K DOQ**
- **2:1 TMRS RETIREMENT MATCH**
- **CITY PARTICIPATES IN SOCIAL SECURITY**
- **HEALTH, DENTAL, VISION INSURANCE**
- **OPTIONAL 457 DEFERRED COMPENSATION PLAN TERM**
- **TERM AND SUPPLEMENTAL LIFE INSURANCE**
- **GENEROUS VACATION AND SICK LEAVE**

Questions?
Contact Human Resources at humanresources@cityofalvarado.org or 817-790-3351

Resources

- **WWW.CITYOFALVARADO.ORG**
- **WWW.FACEBOOK.COM/CITYOFALVARADO**
- **WWW.ALVARADOISD.NET**