



CENTRAL TEXAS REGIONAL  
MOBILITY AUTHORITY

## **POSITION DESCRIPTION: DIRECTOR, ENGINEERING**

<u>POSITION TITLE:</u>	Director, Engineering
<u>REPORTS TO:</u>	Executive Director
<u>SUPERVISES:</u>	Assistant Director(s) of Engineering, Sr. Administrative Assistant, Maintenance Supervisor and Senior Project Manager – Asset Management
<u>FLSA EXEMPTION STATUS:</u>	Exempt
<u>NEW OR UPDATED:</u>	Updated
<u>LAST UPDATE:</u>	September 2, 2021

### SUMMARY OF PURPOSE:

The Director of Engineering manages, coordinates and monitors all project development, construction and maintenance for the engineering department of the Mobility Authority, as well as oversees the General Engineering Consultant (GEC) contracts.

### ESSENTIAL FUNCTIONS:

1. Coordinates and reviews all projects and activities of the GEC, engineering consultants, maintenance contractors and construction contractors.
2. Coordinates engineering, construction and maintenance matters, both current and future, with the Texas Department of Transportation.
3. Advises and consults with the Board of Directors and the Executive Director on engineering, maintenance and/or construction matters.
4. Works closely with the CFO to determine financial feasibility of future projects, in collaboration with the traffic and revenue consultant.
5. Analyzes recommendations made by the General Engineering Consulting (GEC) firm(s).
6. Analyzes feasibility of new transportation construction projects; makes recommendations.
7. Works with General Counsel (internal and external) and CFO on engineering, maintenance and/or construction disputes.
8. Coordinates engineering activities with Director of Operations.
9. Resolves conflicts between engineering consultants and contractors.
10. Provides engineering support and input to Director of Communications.

11. Effectively manages Engineering department staff and contractors; ensures that staff members perform, at a minimum, at the “meets expectations” level; ensures that staff members receive ongoing and regular performance feedback.
12. Assist in developing and manages budget in an effective, efficient manner.
13. Performs other duties as requested.

**POSITION REQUIREMENTS:**

1. Bachelor’s degree in Civil Engineering or other Engineering discipline.
2. Texas Professional Engineer (PE) designation required.
3. 10-15 years of transportation and/or toll road engineering experience.
4. A minimum of 5 years successful experience in managing an engineering department or large-scale engineering construction projects.
5. Proven skills in managing construction and/or maintenance projects.
6. Excellent strategic management and project management skills.
7. Strong presentation and project overview skills.
8. Skills in collaborating with internal and external resources.
9. Strong written and verbal communication skills.
10. Proficient in MS Word, Outlook, Excel and PowerPoint.

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Uses personal computer approximately 4-5 hours per day.
2. Uses telephone and email to communicate with consultants, contractors and co-workers, approximately 5-6 hours per day.
3. Sits approximately 6-8 hours per day.
4. Visits construction sites on a regular basis; moves about the construction sites to review and assess project status.
5. Periodically drive Mobility Authority corridors to observe performance of maintenance contractors.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for the CTRMA other work duties not specifically listed herein.*

*Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.*

**APPLICATION REQUIREMENTS:**

To apply, please send a cover letter and résumé to:

Central Texas Regional Mobility Authority  
Attention: Mary Temple  
3300 N IH-35, Suite 300  
Austin, TX 78705  
Fax: 512-996-9784  
Email: [mtemple@ctrma.org](mailto:mtemple@ctrma.org)

***This position will remain open until filled.***