



ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT

PUBLIC WORKS DEPARTMENT
Engineering Specialist

The Ector County Public Works Department is in need of an Engineering Specialist to handle subdivision programs and engineering services and activities of the department.

GENERAL DESCRIPTION

The Engineering Specialist will be under the supervision of the Public Works Director and will primarily be responsible for providing routine engineering activities necessary to support Ector County road maintenance and construction, surveying, floodplains and other engineering services performed by outside contractors to support all operational effort programs for the department. Employees at this level works as part of a team as well as independently on assignments; however, all unusual issues are referred to the department head.

PRIMARY DUTIES

- Advises and assists department head, road maintenance supervisor, and traffic operations supervisor in all areas of responsibilities.
- accurately record and document all work activities as directed by the department head.
- Performs any other duty as assigned by the crew leader or the immediate supervisor.

MINIMUM QUALIFICATIONS

- ***High School Diploma or G.E.D.*** equivalency and a basic knowledge of roadway maintenance, or a closely related field.
- (1) year of basic experience working with automated design software and drafting.
- Any combination of education and experience that has been achieved and provide the required knowledge, skills, and abilities sufficient to successfully perform the duties of this job.

SPECIAL REQUIREMENTS

Must possess a Valid Texas Driver License Class C with an insurable driving record at the time of application. Will be required to wear approved safety shoes, safety vest, safety glasses, and hard hat during field work. Will be required to work outside normal hours, to include weekends and holidays, in emergencies and inclement weather. May be required to travel and to stay away from home overnight during trainings. Must be flexible and willing to adapt to changes.

KNOWLEDGE, SKILLS, & ABILITIES (KSA)

- Basic knowledge of roadway maintenance, equipment, materials, methods, and procedures.
- Basic knowledge of surveying, and floodplain regulations and requirements.
- Basic knowledge of safety policies and procedures for road maintenance.
- Ability to read, follow verbal and written instructions, and understand work orders and equipment manuals.
- Perform basic mathematical calculations, including geometry, algebra, and trigonometry.
- Knowledge in preparing and maintaining records, files, and reports.
- Maintaining effective working relationship with others and building to maintain effective teamwork.
- Ability to read and understand construction plans.

SALARY: \$22.51 – \$23.41/hour, plus excellent benefits, 40 hours per week: Monday – Friday, 8:00 a.m. – 5:00 p.m.

APPLICATION DEADLINE: UNTIL SUFFICIENT APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply at the Ector County Annex Building located at 1010 E. Eighth Street, Human Resources Department, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.