



# San Antonio River Authority Job Description

## Watershed Engineering Manager

**DEPARTMENT:** Watershed Engineering  
**EXEMPT(Y/N):** Yes  
**REPORTS TO:** Director of Technical Services

**LABOR GRADE:** 137  
**POSITION CODE:** 111200000

### MEETING PERFORMANCE EXPECTATIONS

*To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SUMMARY:

**Responsible for the overall planning, administration, and success of the Watershed Engineering Department.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs professional and supervisory work requiring extensive knowledge and ability of a professional engineer in the field of Civil Engineering.
- Plans and conducts work requiring independent judgment in the evaluation, selection, and substantial adaptation and modification of engineering principles and practices.
- Supervises professional, technical, and administrative staff in the development and design of engineering related projects.
- Responsible for managing the Watershed Engineering department including but not limited to, selection of new employees, merit increases, performance management, department meetings, budget preparation, project management, utilization of resources, and public relations coordination.
- Responsible for department efficiency and overall performance as well as aligning the department's staff, expertise, and resources to meet organizational goals.
- Plans, schedules, conducts, and coordinates detailed phases of engineering work primarily focused on design, construction, watershed modeling, master plan development, flood plain mapping, development of innovative solutions to address flooding, reduce risk to life and property, and promote water quality improvements and the sustainability of watersheds in the San Antonio River Basin.

- Performs work that involves both conventional and emerging engineering practices and techniques, but may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials, and difficult coordination requirements.
- Develops, reviews, inspects, and/or maintains all aspects of regional watershed models and maps to ensure technical accuracy and promote broad utilization.
- Serves as a representative for the San Antonio River Authority with the Federal Emergency Management Agency and the U.S. Army Corps of Engineers in the management and implementation of projects.
- Prepares and professionally seals detailed plans, specifications, and empirical models.
- Works with consultants and coordinates the work of other consultants.
- Conducts public presentations to technical and community groups.
- Works with various partnering governmental entities.
- Prepares estimates and monitors project budgets, and makes recommendations concerning budgetary status and/or adjustment. Performs and/or coordinates project documentation.
- Plans, directs, and accomplishes complex design and construction projects concurrently, to analyze engineering data and develop effective solutions, and to prepare technical reports and presentations.
- All other duties as assigned.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

### **QUALIFICATION REQUIREMENTS:**

*The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.*

#### **SUPERVISORY REQUIREMENT:**

Directly supervises engineers, technicians, and administrative staff in the department.

#### **EDUCATION and/or EXPERIENCE:**

An Undergraduate Degree from an ABET accredited college or university with emphasis in Engineering, or relevant discipline, licensed in the State of Texas as a Professional Engineer; eight (8) years of progressively responsible engineering and management experience; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

#### **SPECIAL QUALIFICATIONS:**

Knowledge in watershed management including floodplain modeling and mapping, evaluation and prioritization of flood damage reduction projects, water quality modeling, best management practices, flood warning systems, and GIS; ability to obtain Certified Floodplain Manager (CFM) certification within one (1) year of employment; experience working in a project based environment; and computer proficiency in the current Microsoft Office package is required.

Must have and maintain a valid driver's license and an insurable driving record.

**LANGUAGE AND REASONING SKILLS:**

Ability to provide excellent customer service; ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies, and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. Must have experience in successfully directing, coordinating, and supervising the accomplishment of tasks by others. Must have excellent technical writing and report preparation skills. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Work is largely sedentary; must be able to sit and stand for extended periods of time and intermittently walk, climb, balance, bend, crouch, and reach while performing office duties. Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 20 pounds. Occasionally lifts and carries up to 30 pounds approximately 15 feet.

**WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally, work is performed outdoors when visiting work sites and projects.

The stress level for this position is high and the workload often requires this position to work non-traditional hours to ensure deadlines are met in a timely manner. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence.

Steve Raabe

Approved

June 06, 2016

Date