

City of Socorro Job Description

Job Title: City Engineer	Department: Parks & Public Works
FLSA Status: Full Time - Exempt	Salary: \$ 80,000 to \$110,000
Approved: November 6, 2025	Last Revised:

Position Summary:

Under the general direction of the City Manager, the City Engineer works closely with the City Planner and Development Director, providing professional and administrative leadership in planning, designing, constructing, maintaining, and managing all City infrastructure and facilities. This position is responsible for overseeing streets, drainage, water and sewer systems, parks, and public buildings, as well as supervising related Parks and Public Works operations.

The City Engineer directs the City's Capital Improvement Program (CIP), traffic engineering, park development, and infrastructure management to ensure projects meet City standards, regulatory requirements, and community objectives. The position provides technical expertise, project management, and strategic guidance to City departments and elected officials to promote sustainable growth, operational efficiency, public safety, and quality of life.

Duties, Functions, and Responsibilities:

- Serve as the City Engineer for all municipal infrastructure projects, including streets, drainage systems, water and sewer utilities, parks, and public facilities.
- Oversee the planning, design, construction, inspection, and maintenance of City infrastructure to ensure compliance with all applicable codes, standards, and regulations.
- Manage and administer the City's Capital Improvement Program (CIP), including project budgeting, scheduling, construction oversight, and quality assurance.
- Review and approve engineering plans, specifications, plats, and service contracts in accordance with City procurement policies and professional standards.
- Provide engineering expertise and technical support to City departments, the Planning & Zoning Commission, City Council, and other boards or committees.
- Direct traffic engineering functions, including studies, signal timing, signage, pavement markings, and roadway safety improvements.
- Utilize engineering software, GIS, and mapping systems for project planning, design, and data analysis.
- Authorize and supervise field investigations, site inspections, and surveying activities; ensure construction compliance and design accuracy.
- Oversee daily operations of Parks and Public Works divisions, including streets, sanitation, stormwater management, fleet maintenance, and related municipal services.
- Monitor and enforce compliance with federal, state, and local environmental and safety regulations.
- Plan, develop, and manage the construction and maintenance of City parks, recreational facilities, trails, and open spaces, ensuring safety and quality standards.
- Coordinate with consultants, contractors, utility providers, civic organizations, and regulatory agencies on infrastructure and public works projects.
- Respond promptly and professionally to citizen inquiries and service concerns.
- Develop, monitor and maintain a comprehensive plan. Involves: Review preliminary and final plats, design and construction plans, and conduct site inspection for approval on major development projects.
- Represent the department and provide technical support, information, and guidance on planning issues. Involves: Respond to requests for information on ordinances, codes, policies, plans, and procedures.
- Provide interpretation of zoning and subdivision requirements, comprehensive planning documents, land development applications, land use documents and other planning documents.
- Develop and implement departmental goals, objectives, policies, and procedures that promote operational efficiency and high-quality service delivery.

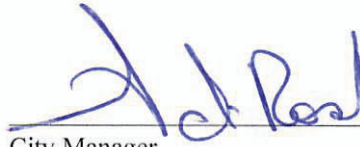
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- Provide planning data to the public. Review preliminary and final plats, design and construction plans.
- Assist in preparing and updating master plans and strategic infrastructure initiatives to support community growth and sustainability.
- Supervise, assign, and evaluate the work of multiple divisions and staff, including engineers, technicians, supervisors, and maintenance crews.
- Assign work duties, ensure proper use of equipment, issue uniforms and safety gear, and monitor work for quality and timeliness.
- Conduct interviews, recommend hiring, promotions, and disciplinary actions; evaluate employee performance and ensure proper training and development.
- Approve timesheets, leave requests, and overtime; oversee adherence to safety protocols and training requirements.
- Lead and mentor staff to promote professional growth, accountability, and high morale.
- Manage engineering-related grant-funded projects, including applications, compliance documentation, and reporting.
- Attend City Council meetings and other public forums; prepare and present reports, analyses, and recommendations.
- Represent the City in regional, state, and federal discussions related to infrastructure, transportation, and parks initiatives.
- Collaborate with other departments to integrate engineering, public works, and planning functions to achieve City-wide goals.
- Direct preventive maintenance programs and emergency response operations, including storm cleanup and seasonal activities.
- Develop, manage, and monitor operational and capital budgets to ensure responsible fiscal management and resource allocation.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Knowledge, skills, and abilities

- Extensive knowledge of civil, structural, and architectural engineering principles, municipal construction practices, and applicable federal, state, and local codes, ordinances, and regulations.
- Comprehensive understanding of public works operations, transportation infrastructure, and capital improvement planning, including urban and regional land use, traffic engineering, and multimodal transportation systems.
- Strong knowledge of Municipal Code, Subdivision Ordinance, Engineering Design Standards, Building Code, and professional engineering practices and standards.
- Thorough understanding of parks and public works programs, infrastructure maintenance, and municipal service delivery operations.
- Knowledge of principles and practices of public administration, budgeting, personnel management, and organizational leadership.
- Skilled in planning, prioritizing, and administering the City's Capital Improvement Program (CIP), including project scoping, cost estimating, funding strategies, and long-term infrastructure planning.
- Proficient in traffic engineering applications, including traffic signal design, timing, roadway safety, traffic impact studies, and signage standards.
- Advanced proficiency in Microsoft Office Suite, ESRI ArcGIS, AutoCAD, and municipal asset management/public works software systems.
- Strong communication skills, both oral and written, with the ability to clearly convey complex technical and regulatory information through reports, correspondence, and presentations.
- Excellent leadership, analytical, and problem-solving skills, with the ability to provide technical guidance, mentorship, and collaborative direction to staff, consultants, and partner agencies.
- Ability to interpret and apply engineering plans, technical documents, financial reports, and legal contracts

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City Manager

11/7/25
Date


Human Resources Director

11/7/25
Date

Employee

Date



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accurately and effectively.

- Ability to develop and manage departmental budgets, supervise teams, and coordinate multiple projects within established deadlines.
- Ability to establish and maintain effective working relationships with City officials, employees, consultants, contractors, regulatory agencies, and the general public.
- Ability to interpret and apply City policies, local ordinances, and state and federal regulations governing municipal engineering and public works activities.
- Ability to represent the City professionally in meetings, public forums, and community engagements while maintaining a high level of integrity and responsiveness.

Minimum Qualifications

- A candidate must possess a bachelor's degree in civil engineering or closely related field. Master's degree in engineering, Public Administration, or related field preferred.
- Three (3) years of progressively responsible experience in civil engineering, public works, or infrastructure management, including at least two (2) years in a supervisory or administrative capacity.
- Licensed Professional Engineer (P.E.) in the State of Texas.
- Must be insured by the City's liability insurance carrier
- No moving violations in the past three (3) years
- Possess a valid Texas class "C" Driver's License & Clean driving record

Equipment and Software:

- Operates standard office equipment, including computers with various software, calculators, copiers, scanners, shredders, fax machines, and multi-line telephone systems.
- Experience with permitting and asset management software (e.g., Accela), CAD design tools (e.g., Auto CAD), and ESRI ArcGIS platform (ArcGIS Pro, ArcGIS Online, or related applications) preferred

Physical Requirements:

- Work is performed in both office and field environments.
- Exposure to inclement weather, construction sites, and hazardous materials may occur.
- Ability to lift 25 lbs
- Sit and stand for an extended period

Conditions of Employment:

- Regular contact with the public, requiring professionalism and patience
- Pass Pre-Employment Drug Screening, subject to BAT drug and alcohol testing
- Pass Background Check
- Must participate in Planning & Zoning Commission (P&Z) and City Council Meetings & Building and Standards Commission as required
- Work flexible hours. Must be available for evening meetings, emergency callouts, and after-hours response as needed.
- Bilingual Skills: English and Spanish preferred



Mayor

11-6-2025

Date