

CITY ENGINEER



CITY OF BAYTOWN, TEXAS

Together We Enrich Lives and Build Community

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES



THE COMMUNITY

Hidden from the big city hustle and bustle, Baytown is one of the Texas Gulf Coast's best-kept secrets. This coastal community is steeped in rich history as it shares its bay with the San Jacinto Monument, the birthplace of Texas, just a ferry ride away. Baytown, Texas, with a population of approximately 82,000, is one of the largest cities in the Houston metropolitan area and is located about 30 miles from downtown Houston. The City encompasses an area of 36 square miles and is ideally situated within 35 minutes of Hobby Airport and 45 minutes of George Bush Intercontinental Airport. Baytown lies along State Highway 146 and Interstate 10. Located at the north end of Galveston Bay, residents have convenient access to the beaches of Galveston Island, Bolivar Peninsula, and numerous wetland recreational areas. The comprehensive vision for the City includes new master-planned developments and added amenities while preserving the charming hometown characteristics residents currently enjoy.

Baytown is strategically located along the Houston Ship Channel and near the Port of Houston Authority. The City is currently enjoying tremendous growth brought on by expansions in the energy market. The cornerstones of Baytown's industrial development are three world-recognized entities consisting of ExxonMobil, Chevron Phillips, and Covestro. Local partners are in the midst of multibillion-dollar expansions, which are fueling unprecedented growth in the retail, service, and housing markets. The City has strategic plans in place to reinvest revenue streams and capture spin-off from feeder industries.

The true community spirit of Baytown is evident through the culture of volunteering and fundraising epitomized yearly through a variety of events and initiatives. Some examples that demonstrate this community spirit are the occurrence of the largest Relay for Life in Texas, the annual, free City-wide Thanksgiving dinner, and the Muscular Dystrophy Association's Fill the Boot campaign. Baytown's true community spirit is also seen in the annual 4th of July Celebration, Christmas Parade, Daddy & Daughter Dance, Gator Bike Ride, and Grito Fest.

Baytown's high quality of life can be found in its many parks and its accessibility to a wide variety of arts and cultural opportunities. Baytown boasts an impressive 51 parks featuring open space, playgrounds, skate parks, basketball courts, volleyball courts, and other recreational amenities. The City also offers nature trails, observation platforms, boat ramps, fishing piers, and spray parks. Pirates Bay Waterpark, a multimillion dollar facility owned and operated by the City, offers visitors and residents a unique entertainment experience. Theater and music enthusiasts can enjoy local performances at Baytown Little Theater, Baytown Symphony, and Lee College Performing Arts Center. The proximity of the Houston Metroplex provides convenient access to additional entertainment offerings, including professional sporting events, museums, and a variety of other cultural experiences. The Town Square hosts numerous seasonal events including ice skating, Easter Egg Hunt, Food Truck Festival, and Farmers Markets.

THE COMMUNITY—CONTINUED

Goose Creek Consolidated Independent School District (GCCISD) serves the educational needs of Baytown and neighboring communities. With 24 educational centers, including 16 elementary schools, five junior high schools, and three high schools, GCCISD provides a quality education to students in grades Pre-K through 12. Benefiting from the generosity of industry partners, GCCISD is expanding offerings in the STEM (Science, Technology, Engineering, and Math) fields to ensure that Baytown students are college and career ready upon graduation. Further, GCCISD also offers an innovative Early Impact College High School.

For those seeking higher education, Lee College, located in Baytown, offers two-year degrees and certifications in a variety of fields. In response to community needs and as a result of a partnership with local industry, Lee College ranks eighth in the U.S. for associate degrees awarded in science technologies. Lee College also boasts a multimillion dollar Performing Arts Center, providing cultural enrichment and entertainment in the heart of the historic and cultural district of Baytown. A number of other colleges and universities are located nearby, including San Jacinto College, the University of Houston, Texas Southern University, Rice University, South Texas College of Law, University of Texas Medical Branch, and Baylor College of Medicine.

Housing opportunities are abundant in Baytown with homes and apartments available to meet a wide variety of needs and budgets. Housing opportunities include properties on the bayfront, large lot homes, historic and newly developed subdivisions, and an ample selection of multi-dwelling apartments and townhouses.



GOVERNANCE AND ORGANIZATION

The City of Baytown is a home rule city operating under a council-manager form of government. The Baytown City Council is comprised of a Mayor, elected at-large, and six City Council members, representing single-member districts, all serving three-year terms with no term limits. The City Council appoints a professional City Manager to oversee the day-to-day operations of the organization.

Baytown has 1,100 full-time and seasonal employees and an annual FY 2019 budget of \$202 million. The City provides a full range of municipal services, including Engineering, Public Works, Planning and Community Development, Police, Fire, Emergency Management, Parks and Recreation, Library, Health, Public Communications, Tourism, and a professional and vital back office staff.



ABOUT THE POSITION

The City Engineer is responsible for the managing, planning, programming, design, and construction of public buildings, roads, water distribution system, sanitary sewer conveyance system, storm drainage system, and sanitary sewer rehabilitation. The City Engineer develops, administers, and monitors Engineering's budget and works with all city departments to advise, develop and oversee public improvement projects. This position directly supervises full-time employees.

DUTIES OF THE CITY ENGINEER INCLUDE:

- › Assigns work tasks, sets priorities, and provides guidance and counseling to ensure successful accomplishment of the tasks, performing research as needed.
- › Performs administrative tasks, including written correspondence, coordination with managers and department directors, preparing the department's budget, and managing cost controls.
- › Implements policies, procedures, and practices in accordance with the objectives and goals established by the Mayor, City Council, and city management.
- › Communicates effectively with citizens, developers, consultants, City Council, and other governmental agencies.
- › Reviews and approves invoices as submitted by consultants and contractors in a timely manner.
- › Provides project and construction management and contract administration, including preparation of proposals, cost estimates, plans, specifications, and standards for proposed construction.
- › Oversees the planning and construction of public infrastructure and private developments to ensure compliance with City codes and engineering standards.
- › Performs personnel related duties, including hiring, training, coaching, personal evaluations, and discipline.

THE IDEAL CANDIDATE

The City of Baytown seeks an experienced, motivated engineering professional to be its City Engineer. The ideal candidate must possess the following qualities and skills:

- the technical and analytical skills necessary to help the City plan and achieve its infrastructure improvement goals
- exceptional verbal and written communication skills
- a proven track record of successfully negotiating multiple projects
- excellent organizational and supervisory skills
- a sound working knowledge of general management principles with the ability to manage and lead employees and programs
- exceptional interpersonal skills
- the ability to maintain positive, harmonious, and productive working relationships with employees, as well as public and private officials
- a commitment to providing excellent customer service
- in-depth knowledge of civil engineering related to equipment, grant programs, construction methods, design criteria, land surveying, and other relevant fields
- broad knowledge of generally accepted engineering practices and guidelines pertaining to the areas of responsibility, as well as applicable state, city, and federal rules, regulations, ordinances, and policies



EDUCATION AND EXPERIENCE

The selected candidate must hold a bachelor's degree from an accredited college or university in engineering, architecture, or a related field; a master's degree in public administration or engineering is preferred. The chosen candidate must also have ten years of experience in a related field with five years of experience in progressive management with strong supervisory skills and responsibilities. The City prefers a candidate with municipal experience, registration as a Professional Surveyor, project management experience, and experience with Microsoft Word, Excel, and Project.

The chosen candidate must be a Registered Professional Engineer licensed in Texas. If the candidate is not licensed in Texas at the time of hire, he or she will be required to become a licensed Professional Engineer in Texas within six months. A valid Texas driver's license with an acceptable driving record is also a requirement for this position.



COMPENSATION AND BENEFITS

The City of Baytown offers a competitive salary depending on qualifications and experience in addition to a monthly vehicle allowance. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a municipal matching ratio of 2:1. A full range of leave and insurance benefits is also provided.

APPLICATION PROCESS

Please apply online at:
<http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Margie Rose, Senior Vice President, Executive Recruitment
Strategic Government Resources
margierose@governmentresource.com
361-813-8599

This position is open until April 15, 2019.
To view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Baytown is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



RESOURCES

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