



Green Valley Special Utility District
605 FM 465, P.O. Box 99
Marion, Texas 78124
Telephone: 830.914.2330
Fax: 830-420-4138
Website: www.gvsud.org

DISTRICT ENGINEER/ ASSISTANT GENERAL MANAGER

FLSA STATUS: Exempt DEPARTMENT: District Engineer Office
REPORTS TO: General Manager
WORK LOCATION: Marion, Texas
EFFECTIVE DATE: March 1, 2025

JOB SUMMARY:

The District Engineer primarily oversees the execution of design and construction projects and provides senior leadership and program management skills for the successful completion of capital improvement and development projects. This position requires a fundamental knowledge of program management, construction administration, and water resource engineering including surface and groundwater hydrology, hydraulics, water and wastewater treatment, and piping and pumping systems. The District Engineer also performs duties as the Assistant General Manager when necessary and has the authority to act on matters on the General Manager's behalf as delegated by the General Manager.

ESSENTIAL JOB FUNCTIONS:

- Directs, leads, and supports staff and outside consultants in managing and executing design and construction of GVSUD projects. Regularly track adherence to budget and schedule, produce reporting on project status, conduct project meetings, and keep all project documentation current.
- Manages project and program schedules and identifies risks, required mitigation measures, and critical path items for successful implementation of projects and programs.
- Determines business strategies and develops practices and processes that will create an effective organization.
- Leads, selects, and develops a team of professionals charged with effectively executing initiatives of the department.
- Supervises, evaluates, and determines compensation of personnel.
- Trains and mentors employees and facilitates interdepartmental teamwork.
- Develops and implements measures to analyze and improve organizational efficiencies.
- Oversee and monitor the development, implementation, and tracking of the Capital Improvements Program and budget.
- Collaborate and interact with contractors, consulting engineers, and project developers.
- Provide technical support for GVSUD's operations including the preparation of design drawings, specifications and construction documents.
- Oversee and/or conduct engineering and environmental studies and assessments.
- Stay technically competent in all related areas of water resources and environmental engineering.
- Prepare project and program budgets and contracts.

- Provide technical support for special projects assigned by the General Manager.
- Understand the project management process and apply appropriate tools and techniques to projects assigned.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ATTRIBUTES

- Understand the project management process and apply appropriate tools and techniques to projects assigned.
- Read, analyze, and interpret complex scientific and financial studies and written reports.
- Read, legibly write and accurately interpret complex technical material (such as Material Safety Data Sheets, legal contracts and the Federal Register); read such written material in small print.
- Employ sound judgment; think coherently and logically; and employ deductive and inductive reasoning.
- Proficient in advanced mathematics, including algebra, trigonometry, geometry and elementary calculus as it relates to water resource engineering.
- Employ and demonstrate advanced knowledge of Microsoft Office programs.
- Understand basic hydrology and hydraulic computer programs.
- Make oral presentations to various stakeholder groups including the GVSUD Board of Directors.
- Must demonstrate excellent oral, written, and verbal communication skills.
- Must show initiative and the willingness to learn and apply the technical engineering expertise necessary for a very diverse organization.
- Operate a motor vehicle.
- Must possess managerial skills and work well in a team environment.
- Ability to meet work schedules is essential.

EDUCATION/CERTIFICATIONS

- Bachelor of Science degree in engineering with a civil, water resources or environmental emphasis. Consideration will be given for other related degree plans with sufficient job-related experience.
- Valid Texas Class "C" Driver's License.
- A license to practice Professional Engineering in Texas is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Subject to sitting, standing, and walking for long periods of time.
- Requires visual acuity, speech, and hearing. Working conditions are in an office environment but will include field visits in order to be engaged with operations.
- Outside working conditions will be subject to various weather conditions.
- May operate a company or personal vehicle to conduct field visits.
- Required to work hours other than regular schedule such as days, nights, weekends, holidays, and on-call

Employee:

Supervisor:



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Project Coordinator

FLSA STATUS: Non- Exempt DEPARTMENT: Engineering
REPORTS TO: District Engineer
WORK LOCATION: Marion, Texas
EFFECTIVE DATE: March 1, 2025

JOB SUMMARY:

The Project Coordinator is responsible for assisting with implementation during all phases of one or more water, wastewater, and recycled water pipeline and/or facility projects. This position will assist with effective and efficient management of development, engineering, real estate, and construction contracts, monitoring, maintaining, and processing of project/contract documentation, coordination with other departments and groups, including external stockholders.

ESSENTIAL JOB FUNCTIONS:

- Assists with implementation during all phases of one or more projects through coordination of internal and external resources.
- Assists with the administration of projects, coordinates with developers, contractors, field inspectors, consultants, and GVSUD staff across various departments and groups.
- Reviews and process development, consultant, and construction invoices, change orders, and contract documentation.
- Applies generally accepted business management, and public administration principles and practices.
- Provides expertise and support to management and staff concerning contract management, policies and procedures. Prepares letters, memoranda, and reports for projects.
- Maintains project documentation and prepare project folders.
- Performs other duties as assigned.

EDUCATION/ CERTIFICATIONS/ EXPERIENCE:

- Associate's or Bachelor's Degree in business, Construction Science, or engineering or equivalent experience.
- 2 years of relevant project coordination or contract administrative experience.
- Valid Class "C" Texas Driver's License.

KNOWLEDGE/SKILLS/ATTRIBUTES

- Knowledge and interpretation of construction documents including plans, specifications, and general conditions of a contract.
- Knowledge of contract preparation, contract management standards, contract modification, and contract monitoring, and compliance practices.
- Understand the project management process and apply appropriate tools and techniques to projects assigned.
- Skill in the proficient operation of personal computers & associated software.
- Employ sound judgment; think coherently and logically; and employ deductive and inductive reasoning.
- Employ and demonstrate advanced knowledge of Microsoft Office programs.
- Must demonstrate excellent written, and verbal communication skills.
- Ability to establish and maintain effective working relationships with internal staff, executive management, external customers, consultants, vendors, legal representatives, and the general public.
- Dedication to professionalism and a positive attitude.
- Ability to meet work schedules is essential.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physical requirements include occasional lifting/carrying of 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Subject to sitting, walking, or standing to perform the essential functions.
- May drive a company vehicle in order to perform duties.

Employee:

Supervisor:



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Utility Coordinator

FLSA STATUS: Non-Exempt DEPARTMENT: Engineering
REPORTS TO: District Engineer
WORK LOCATION: Marion, Texas
EFFECTIVE DATE: March 1, 2025

JOB SUMMARY

The Utility Coordinator will be responsible for coordinating utility service applications and ensuring that all new service connections are processed properly. You will work closely with GVSUD staff, customers, contractors, and other stockholders to facilitate the smooth integration and connect of utility service for all applicants.

ESSENTIAL JOB FUNCTIONS

- Serves as the primary point of contact between service applicants for water and/or wastewater and GVSUD, facilitating communication and document processing to ensure service is provided in a timely manner.
- Collaborates with operations staff, engineering staff, and contractors to ensure that utility service connections and relocations are processed, assigned, and integrated in GVSUDs system properly.
- Monitors the installation/removal, adjustment or relocation of all GVSUD service meters.
- Tracks and reports on the status of new connections to the GVSUD water and wastewater system, provide updates as requested.
- Assists with correspondence via email, web, and letters of acknowledgement and follow-up.
- Handles calls that are sensitive and urgent in nature.
- Performs other duties as assigned.

EDUCATION/ CERTIFICATIONS/ EXPEREINCE

- High School Diploma or GED is required.
- Associate's or Bachelor's Degree in business, computer science, construction management is preferred.
- A minimum of 2+ years of experience in utility coordination, construction, or a related field
- Valid Class "C" Texas Driver's License.

KNOWLEDGE/SKILLS/ATTRIBUTES

- Skill in the proficient operation of personal computers & associated software.

- Must demonstrate excellent written, and verbal communication skills.
- Knowledge and interpretation of construction documents including plans, and general conditions of a contract.
- Knowledge of contract preparation, contract management standards, contract modification, and contract monitoring, and compliance practices
- Employ sound judgment; think coherently and logically; and employ deductive and inductive reasoning.
- Employ and demonstrate advanced knowledge of Microsoft Office programs.
- Ability to establish and maintain effective working relationships with internal staff, executive management, external customers, consultants, vendors, legal representatives, and the general public.
- Dedication to professionalism and a positive attitude.
- Ability to meet work schedules is essential.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physical requirements include occasional lifting/carrying of 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Subject to sitting, walking, or standing to perform the essential functions.
- May drive a company vehicle in order to perform duties.

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Mapping/GIS Analyst

FLSA STATUS: Non-Exempt DEPARTMENT: Engineering
REPORTS TO: District Engineer
WORK LOCATION: Marion, Texas
EFFECTIVE DATE: March 1, 2025

JOB SUMMARY:

The Mapping/GIS Analyst maintains, updates, and assists in the development of the GVSUD's Geographical Information System (GIS) and CAD mapping. Produces digital and paper map products; develops and maintains GIS databases and linkages; performs GIS analysis functions; enters required data into the GIS; ensures complete data attribution of parcels, utilities and addresses on developed maps; gathers geographic data and other map information; reads and interprets source documents such as, engineering plans, plat maps, and legal descriptions; performs quality control on attribute information; assists other GVSUD departments to coordinate GIS development; coordinates with a GIS specialist/consultant to improve and further develop the GIS; and makes recommendations for improvements and upgrades to GIS processes, and maps.

ESSENTIAL JOB FUNCTIONS:

- Builds and operates Mapping Computer to create, maintain, and update CAD maps, GIS maps, and GIS databases. Uses Global Positioning Systems, (GPS), AutoCAD, and GIS software to create, update, and maintain maps of water, sanitary sewer, storm sewer, right-of-way, streets, zoning, land use, and various other datasets.
- Performs a variety of technical mapping functions utilizing GIS and AutoCAD technology and assists with coordination of GIS activities for other GVSUD staff
- Provides GIS related technical support to GVSUD operations department and various other staff.
- Produces accurate and legible maps using drafting skills; performs quality control on object data and graphic information; and develops automation tools to improve drafting and quality control.
- Coordinates the maintenance and updating of GVSUD's digital record drawings and databases for construction plans, plats, and site plans.
- Interprets requests from internal and external customers for maps or other material; performs archive database queries; creates maps and/or plots using CAD/GIS software; and provides technical assistance.
- Performs other duties as assigned.

EDUCATION/ CERTIFICATIONS:

- Bachelor's degree, GIS Certificate, or equivalent training in the area of GIS, geography, or a planning related field
- Two years' experience in GIS, database management, cartography, or related field
- Valid Class "C" Texas Driver's License.

KNOWLEDGE/SKILLS/ABILITIES

- Skill in the proficient operation of personal computers & associated software.
- Skill in the proficient operation of Global Positioning Systems (GPS), AutoCAD, and GIS software.
- Acquire knowledge in and adapted to any new or updated GIS and AutoCAD technology improvements.
- Ability to operate peripheral devices such as plotters, printers, digital camera, and scanners; performs routine scanning, plotting, and copying of engineering plans.
- Must demonstrate excellent written, and verbal communication skills.
- Knowledge and interpretation of construction documents including plans, and general conditions of a contract.
- Ability to establish and maintain effective working relationships with internal staff, executive management, external customers, consultants, vendors, legal representatives, and the general public.
- Dedication to professionalism and a positive attitude.
- Ability to meet work schedules is essential.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physical requirements include occasional lifting/carrying of 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Subject to sitting, walking, or standing to perform the essential functions.
- May drive a company vehicle in order to perform duties.

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INSPECTIONS SUPERVISOR

FLSA STATUS: Non-Exempt DEPARTMENT: Engineering
REPORTS TO: District Engineer
WORK LOCATION: Marion, Texas
EFFECTIVE DATE: March 1, 2024

JOB SUMMARY

The Inspections Supervisor is responsible for the inspection of construction activities for GVSUD potable water distribution systems, waste water collection systems, recycle water systems, water facilities, reclaimed water facilities, and waste water treatment facilities. The Supervisor provides supervision, mentoring, training of new inspectors, and oversight of inspectors on day-to-day construction activities for multiple construction projects. Supervises the Construction Inspectors, performs site visits, and inspects projects. The Supervisor coordinates with contractors, consultants, other GVSUD departments, governmental agencies, and other customers in efforts for successful project completions that are constructed per GVSUD requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Applies water distribution and waste water collection systems construction principles, best management practices, theories, laws, procedures, and terminologies in the management of multiple construction projects.
- Uses various technical devices including, but not limited to differential levels, lasers, GPS, computers, calculators, video and digital cameras, and electronic and magnetic locators.
- Reviews, provides approvals, and interprets design plans for water and sewer developmental projects.
- Interprets project contract documents, such as: general conditions, supplemental and special provisions, specifications, submittals, and change orders; conducts monthly and final pay estimates reviews and approvals for projects under its responsibilities; and provide recommendations in the event of discrepancies during construction.
- Consults and institutes coordination with other utilities, developers, consultants, governmental agencies, contractors, other GVSUD departments, and commercial and residential customers to resolve construction and customers services issues.
- Assigns inspectors, tracks, monitors, and provides reports of all development and capital projects requiring GVSUD inspections.
- Creates and maintains applicable department standard operating procedures.
- Develops, implements, and analyzes measures in order to improve department overall efficiencies by providing support and recommendations for process improvements.
- Performs Customer Service Inspections.
- Supervises, selects, develops, trains, and evaluates personnel.
- Supports various program initiatives.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS/ EXPERIENCE

- High School Diploma or GED.
- Valid Class "C" Texas Driver's License.
- Competent Person Certification, Confined Space Training, Work Zone Traffic Control Training and First/Aid CPR Certification are required or must be acquired within two (2) years of employment.
- Requires Class "B" Distribution OR Class B Groundwater Texas Water Operator License or must be acquired within two (2) years.
- Requires Class "II" Waste Water Collection System Operator Licenses or must be acquired within two (2) years.
- Customer Service Inspection License
- Six years progressive experience in the construction inspection or management of projects from initiation to completion such as construction of potable water/recycle water and waste water mains, or production/distribution/collection facilities (water or sewer treatment plants, water production facilities) plus two years as a lead or supervisor.

KNOWLEGDE/SKILLS/ATTRIBUTES

- Establishes and maintains effective working relationships and public relations.
- Frequently contacts and collaborate with internal and external customers, vendors, governmental agency representatives, consultants, contractors, and the general public.
- Communicates effectively, verbally, and in writing.
- Proficient in the use of word processing, spreadsheet, PDF's, presentation, database, scheduling, and project management software.
- Proficient in the use of materials, tools, and equipment commonly used in construction, maintenance, or repair of water distribution/waste water collection systems as required by OSHA and GVSUD.
- Must be able to accurately interpret, read, & comprehend by both digital and hard copy- engineered civil utility plans, exhibits, site plans, plats, easement documents, specifications, regulations, building/land development codes, municipal ordinances, safety policies, standard operating procedures, and water wastewater distribution maps.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Works in both office and field environments. Visits to project sites with frequent exposure to heavy traffic, construction, rugged terrain, excavations, and hazardous environment conditions.
- Operates a company vehicle on a daily basis. Requires near and far visual acuity, depth perception, color vision, peripheral vision, speech, hearing, and finger movement. Frequently sits, stands and walks.
- Must be able to be on-call and may require working night and/or weekend shifts.

Employee:

Supervisor:



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Construction Inspector

FLSA STATUS: Non-Exempt DEPARTMENT: Engineering
REPORTS TO: District Engineer
WORK LOCATION: Marion, Texas
EFFECTIVE DATE: March 1, 2025

JOB SUMMARY

The Construction Inspector will perform a variety of investigation and construction related work in support of small and large water and wastewater infrastructure projects. The Inspector will perform such tasks as construction document review and management, construction inspection, collecting field data needed to progress pay applications, establishing quantity and cost estimates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsibilities will include observing that the work is completed in general accordance with the drawings and specifications, daily field reporting, tracking contractor's installed quantities, witnessing tests, documenting test results and serving as liaison between engineer, contractor, and adjacent residents and businesses.
- Typical projects involve the construction and/or rehabilitation of water and wastewater infrastructure projects, including pipelines, pump stations, lift stations, and treatment facilities and other infrastructure using various construction methods, construction of water and wastewater treatment structures and equipment installation, as well as mechanical and structural rehabilitations.
- Evaluating plans and specifications for construction projects to ensure conformance with regulations.
- Qualified candidates may work on one or more projects simultaneously.
- Performs Customer Service Inspections.
- Perform other duties as assigned.

EDUCATION/CERTIFICATIONS/EXPERIENCE

- High School diploma or equivalent. Civil Engineering or Construction Management related coursework/certifications, associate degree preferred. Consideration will be given for other related degree plans with sufficient job-related experience.
- Valid Texas Driver's License with acceptable MVR.
- Customer Service Inspection License

- 3+ years in the construction field, construction inspections, or Construction Management/Field Services.
- Background in utilities construction/inspections, including mechanical and piping construction required. Previous experience in municipal utility inspections is a plus.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of, and ability to interpret, technical specifications, contract requirements, engineering drawings, and standard construction details are critical requirements of the position.
- Read, legibly write and accurately interpret complex technical material (such as Safety Data Sheets, legal contracts and the Federal Register); read such written material in small print.
- Knowledge of construction methods of water, sewer, storm drain and dry utility pipe installations, including open trenching and trenchless methods such as jack and bore and directional drilling are strongly preferred.
- Employ sound judgment; think coherently and logically; and employ deductive and inductive reasoning.
- Employ and demonstrate knowledge of Microsoft Office programs.
- Must demonstrate excellent oral, written, and verbal communication skills.
- Operate a motor vehicle.
- Ability to meet work schedules is essential.

PHYSICAL DEMANDS WORK ENVIRONMENT

- 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.
- Physically able to work outdoors in all weather conditions and terrains.
- Ability to repetitively stoop, crawl, bend at the knees and waist, squat and lift 50 lbs; includes body weight, equipment, tools and boxes, in addition to ability to stand for long periods of time on varied surfaces.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee:

Supervisor: