

## Public Notice

Notice hereby given that the County of Webb is currently accepting responses to Request for Qualifications for a **County Engineer and Utilities Director**. The successful candidate will be responsible for the following:

Project management for all infrastructure improvement projects including, but not limited to, coordinating with engineers and contractors concerning ongoing and future projects and ensuring the uninterrupted water and wastewater services in Rio Bravo, El Cenizo and other areas in the county's certificate of convenience and necessity. Project management of construction projects including, but not limited to, roads, bridges, storm drainage, transportation, County public facilities, R.O.W. acquisition, rail district and other improvements undertaken by the County.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. **The salary is commensurate with experience.**

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Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m.-5:00 p.m. or a package may also be obtained On-line: [www.webbcountytx.gov](http://www.webbcountytx.gov)

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Responses to the Request for Qualifications must be received no later than **Thursday, February 28<sup>th</sup>, at 2:00 p.m.**, at which time all Responses to the Request for Qualifications will be opened and read to the public. No late Responses will be considered.

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Questions regarding the Request for Qualifications should be addressed to Ms. Cynthia Mares, Administrative Services Director, (956) 523-4143 or Dr. Cecilia May Moreno, Webb County Purchasing Agent at (956) 523-4125.

The County of Webb reserves the right to reject any and all responses or to select the response that is in the best interest of Webb County.

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Dr. Cecilia May Moreno, Purchasing Agent

Advertising Dates: Sunday, February 10<sup>th</sup>, Wednesday, February 13<sup>th</sup>, Sunday, February 17<sup>th</sup>, and Wednesday, February 20<sup>th</sup>, 2013.

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## STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:

A. Statement of Qualifications Packet should contain / address the following:

1). Table of Contents:

Must clearly identify information material by section and page number.  
At a minimum, include:

- a) Title Page: Name of applicant, address, telephone number, email address and date
- b) Webb County Job Application
- c) Resume
- d) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the Engineer and Water Utilities Director position.
- e) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the Engineer and Water Utilities Director.
- f) Scope of Service: Describe your Qualifications in relation to the responsibilities and administration of the Engineer and Water Utilities Director, and include any special conditions, limitations or circumstances applicable or required.

### Note:

**The offer of employment is contingent upon satisfactory completion of Pre-employment Drug and Alcohol testing; motor vehicle background check; reference check; background check. . Please fill out the “Authorization to Release Information” form and include in your packet.**

**Statement of Qualifications** packet must be submitted to the **Webb County Clerk** with an original and 8 copies in a sealed envelope marked with RFQ number “Q-2013-02” and description of service “Webb County Engineer and Utilities Director” on front lower left hand corner of envelope.

**“RFQ-2013-02” “Webb County Engineer and Utilities Director”**

**Completed packages are due by 2:00 p.m. on Thursday, February 28<sup>th</sup>, at the following location:**

**Honorable Margie Ramirez Ibarra  
Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the Position, or as otherwise determined by the Commissioners Court. Completed packages not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

**WEBB COUNTY  
REQUEST FOR QUALIFICATIONS  
JOB DESCRIPTION**

**TITLE: WEBB COUNTY ENGINEER AND UTILITIES DIRECTOR**  
**DEPARTMENT: ENGINEERING**  
**SLOT NUMBER: 1298**  
**REVISION DATE: MAY 29, 2012**

**JOB SUMMARY:** Project management for all infrastructure improvement projects including, but not limited to, coordinating with engineers and contractors on ongoing and future projects ensuring the uninterrupted water and wastewater services in Rio Bravo, El Cenizo and other areas in the county's certificate of convenience and necessity. Project management of construction projects including, but not limited to, roads, bridges, storm drainage, transportation, County public facilities, R.O.W. acquisition, rail district and other improvements undertaken by the County.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, directs and controls the Engineering Department and Utilities Department.
- Serves as Webb County's Emergency Management Coordinator. Reports directly to the County Judge in this capacity.
- Serves as the Webb County's local emergency Planning Director for Homeland Security and natural disasters. Activities include coordination with Federal, State, City, Schools and local agencies.
- Provides technical assistance to the County Judge, Commissioners Court, Elected Officials and Department Heads in all matters defined by the job description.
- Provides recommendations to the County Judge, Commissioners Court, Elected Officials and Department Heads in the identification and prioritization of County Projects Including all financial matters related thereto.
- Plans, designs and coordinates with Texas Department of Transportation on the Border Colonia access paving program in Webb County.
- Plans, coordinates and identifies funding resources with Texas Department of Transportation in the construction of Off-Systems Bridges in Webb County.
- Assists the County Auditor and Administrative Services Director in the appraisal of county assets.
- Coordinates with other department heads particularly, the offices'/Departments' of Economic Development, Planning, County Attorney, Purchasing, Treasurer and Auditor.
- Provides grant administration of all projects related to roads, bridges, water, wastewater, storm drainage, solid waste and county buildings and facilities.
- Plans, assigns and schedules subordinate employees; instructs and trains in proper methods and procedures, checks and approves work, conducts employee evaluations and makes hiring recommendations.
- Insures that current and future projects are inspected and recommends approval of payments to contractors, architects and engineers.
- Receives and attempts to resolve complaints from customers and taxpayers.
- Prepares budget and five-year Capital Improvement Plan (CIP) and prepares necessary department reports.
- Approves plans and specifications for new subdivisions in the County.

- Assures that the County water and wastewater facilities meet state and federal requirements. Inspect and review private water wells to insure compliance with the model subdivision rules.
- Manages the acquisition of real property in the colonias necessary for water, wastewater, road and storm drainage improvements.
- Manages the platting of colonias to qualify for financial assistance for water and wastewater improvements.
- Participates in the planning and design process of providing water, wastewater, roads and storm drainage for the colonias.
- Assists the Road & Bridge Superintendent in solid waste management for the County.
- Assists the County Attorney's office in preparing Engineering/Architectural and Construction contracts.
- Assists the Purchasing Agent in preparing the Scope of work for Professional Services required for architects and engineers.
- Reports to the County Judge and Commissioners Court.

#### **QUALIFICATIONS STANDARDS:**

- Bachelor's degree from an accredited U.S college or university in Engineering, Business Administration or Public Administration or related field.
- Registered Professional Engineer License in the State of Texas is required.
- Minimum of 5-7 years in Municipal Engineering Experience.
- Minimum of 2-3 years Management and Supervising Experience to include interviewing, counseling, training and evaluating staff.

The following are preferred but not required. If hired, applicants must obtain these licenses within two to three (2-3) years from date of employment.

- Class "A" Water operator license with the Texas Commission of Environmental Quality (TCEQ)
- Class "B" wastewater operator license with the "TCEQ".

#### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Must be proficient in use of computer and Microsoft software (i.e. desktop publishing, Excel, PowerPoint, word processing, etc.)
- Ability to handle multiple priorities and work under deadline pressure.
- Knowledge of Federal, State, and local laws pertaining to Engineering, Construction, etc.
- Must possess good interpersonal skills in dealing and communicating with elected officials, department heads, employees, co-workers, agencies and the general public to ensure a service-oriented environment.
- Must maintain confidentiality of records and employee issues.
- Must be able to communicate in English and Spanish.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-50 lbs. (books, files, file boxes, computer equipment and small devices).

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Must be able to work weekends when needed.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

**ACKNOWLEDGEMENT:**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor's Signature and Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.**



**ADMINISTRATIVE SERVICES DEPARTMENT**  
**Human Resources Office**  
**1110 Washington St. Suite 204**  
**Laredo, Texas 78040**  
**(956) 523-4198**  
**Fax (956) 523-5053**

## **AUTHORIZATION TO RELEASE INFORMATION**

I \_\_\_\_\_ authorize the Webb County Human Resources Department to conduct a Criminal Background Check, and a Motor Vehicle Report (MVR) on me for possible employment with Webb County.

I, hereby release the County of Webb from any liability which could result from furnishing the information requested above or from any subsequent use of such information.

Date of Birth \_\_\_\_\_  
Drive License  
Number \_\_\_\_\_ State \_\_\_\_\_  
Social Security  
Number \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

# Application For Employment

# COUNTY OF WEBB

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility?  Yes  No

Have you ever filed an application with us before?  Yes  No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full-Time  Part-Time  Shift Work  Temporary

Are you currently on "lay off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony within the last 7 years?  Yes  No

Conviction will no necessarily disqualify an applicant from employment.

If Yes, please explain \_\_\_\_\_

# Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*


# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.


## Specialized Skills

## Check Skills/Equipment Operated

		Production/Mobile Machinery (list):	Other (list):
_____ CRT	_____ Fax	_____	_____
_____ PC	_____ Lotus 1-2-3	_____	_____
_____ Calculator	_____ PBX System	_____	_____
_____ Typewriter	_____ WordPerfect	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering Your application.


**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

\_\_\_\_\_ YES \_\_\_\_\_ NO

## References

1.		( )	
	(Name)		Phone #
	(Address)	(Title)	
2.		( )	
	(Name)		Phone #
	(Address)	(Title)	
3.		( )	
	(Name)		Phone #
	(Address)	(Title)	

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Employed  Yes  No Date of Employment \_\_\_\_\_

Hourly Rate/

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
DATE

NOTES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:       Yes                       No

Position(s) Considered For: \_\_\_\_\_

Date \_\_\_\_\_

**NOTES:**