



**ASSISTANT DIRECTOR
OF ENGINEERING**
City of Midlothian, Texas

Recruitment Services Provided By





The Opportunity

The City of Midlothian, Texas is offering an excellent opportunity for a licensed Professional Engineer (PE) with a municipal background in development and transportation to serve as the Assistant Director of Engineering. This position will provide a career professional or an up-and-coming engineer with an opportunity to work alongside the Director and other senior staff in the leadership of the Engineering Department.



City Government

Midlothian is in northwest Ellis Co, Texas, about 25 miles from either Dallas or Fort Worth at the juncture of US Highways 287 and 67. Midlothian is part of the Dallas-Fort Worth (DFW) Metropolitan Area, the economic and cultural hub of North Texas. Midlothian, located at the gateway to the peaceful suburbs of Ellis County, encompasses a land area of 64.35 square miles with an estimated population of 44, 966 as of September 2025.

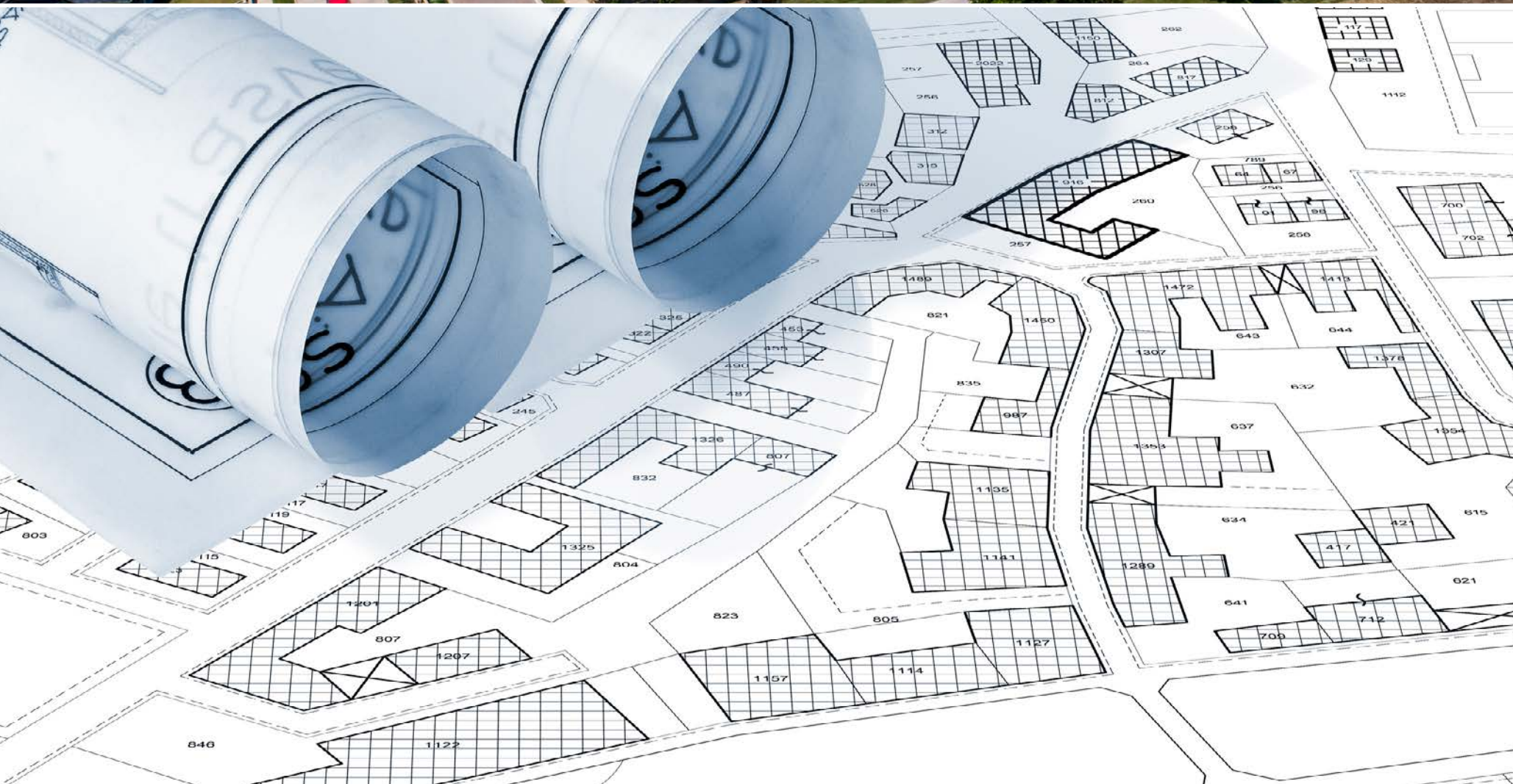
Although Midlothian officially incorporated in 1888, on October 1, 1980, the City was granted a home-rule charter. Midlothian uses a council-manager form of government. The City Council is comprised of a mayor and six council members elected at-large by the citizens of Midlothian. The City Council appoints the City Manager, who serves as the Chief Administrator and Chief Operations Officer for the City. The City Manager is responsible for leading, guiding, and directing day-to-day municipal operations of this full-service city while providing research and strategic recommendations to the City Council on budget, programs, policies, and services. The City Manager implements the municipality's administrative responsibilities via a dedicated team of Assistant City Managers and department directors.

Since the late 1980's, when the federal government's scientific laboratory known as the Superconducting Supercollider brought many people to Ellis County and thus to Midlothian, both large and light industrial companies have built facilities in Midlothian. Today, industry accounts for a significant

percent of Midlothian's jobs with many of the City's residents working within the city limits. With a strong local economy and a beautiful, rural atmosphere, people are drawn to Midlothian for its small-town charm, well-regarded public schools, and plentiful job opportunities.

As Midlothian has continued to experience an increase in residential and commercial development, it has revitalized its historic Downtown. The new City Hall and Public Library serve as the heart of town square. Capitalizing on its reputation as one of Texas' safest cities, Midlothian's Downtown Master Plan emphasizes Downtown as a safe, walkable, and vibrant destination with ample green space, which presents a variety of opportunities for entertaining, socializing, and residential living.

Midlothian's 2025-2026 Annual Operating Budget may be viewed [here](#).



The Department

Midlothian's Engineering & Utilities Department operates under the auspices of the City's Development Services. Given Midlothian's continued growth and expansion, the Engineering & Utilities Department plays a pivotal role in shaping the community by overseeing the planning, design, and construction of public infrastructure and other development projects. The Department manages bond-funded initiatives which enhance Midlothian's roads, drainage, water distribution, and wastewater collection systems. The Department's responsibilities include conducting engineering reviews of all proposed developments; providing planning, management, and construction oversight for all capital improvement projects; and ensuring all new construction conforms with City regulations and requirements as part of fostering uniformity and excellence in the development of public infrastructure. The Engineering & Utilities Department evaluates all development proposals and plans, conducts feasibility studies, and makes recommendations regarding infrastructure improvements and long-term development plans to ensure the City's infrastructure meets the needs of current and future residents and businesses.

The Engineering Division's five members are committed to delivering exceptional service to Midlothian's residents and business owners.



The Position

Midlothian is seeking a licensed Professional Engineer (PE) to work collaboratively with a variety of stakeholders to develop, plan, and implement an array of capital improvement projects, including those which involve municipal infrastructure.

This position functions with a significant amount of autonomy and associated responsibility. Accordingly, the highest ethical standards and integrity are essential. Under the nominal supervision of the Director of Engineering & Utilities, this position will have primary responsibility for leading small teams within the City's Engineering Department.

The duties and responsibilities of the Assistant Director of Engineering include:

- Managing the City's large-scale capital improvements program, including all phases of project development, planning, budgeting, design, review, bidding, awarding, construction, contract administration, inspection, and project close out.
- Performing engineering reviews of all proposed private developments; evaluating engineering-related issues during the project design and construction phases; investigating and evaluating alternative solutions for paving, drainage, water, and sanitary sewer.
- Managing property acquisitions, including securing necessary rights-of-way and easements needed for capital projects. Coordinating and communicating regularly with affected property owners during this process.
- Assisting in short- and long-range planning for the Engineering & Utilities Department, including the City's roadways, and drainage capital improvement projects. Coordinating, communicating, and negotiating contracts with various entities.
- Assisting in the administration of the City's impact fee program and other programs and plans.
- Assisting the Director with Development Review Committee meetings and reviews, including zoning, site planning, specific use permits, preliminary and final platting, driveway spacing, and other review-related development submissions.
- Preparing and submitting reports and information to the City Council, various boards and commissions, the public, and as required for regulatory entities.
- Assisting with managing Department operations, leading and supervising employees, and ensuring compliance, efficiency, and safety; reviewing, approving, and implementing quality and safety systems and programs.
- Communicating and coordinating with the City Council, various boards and commissions, municipal management, the public, consultants, developers, City departments, State and other local agencies, and others as needed.
- Handling other duties as assigned by the Director.



Opportunities & Challenges

Midlothian's continued growth in its residential and business sectors can present unique opportunities and challenges. Midlothian's next Assistant Director of Engineering will need to be a strategic, yet creative, thinker who is well prepared to work with the Director and others on contemporary challenges including:

- Improving project management delivery of capital programs and projects covering a wide array of municipal development projects.
- Identifying municipal infrastructure needs, developing cost estimates, ensuring project feasibility, and providing technical data for large-scale capital projects to be funded via the municipal bond election process.
- Continuing to assess and monitor existing equipment and facilities to budget and schedule major capital improvement upgrades while maintaining an elevated level of preventative maintenance on equipment and major components.
- Mentoring and developing engineering and utility staff to foster a skilled workforce to handle the City's evolving needs.



Ideal Candidate

The ideal candidate should be knowledgeable about compliance and regulations with an ability to ensure compliance with relevant safety, environmental, and industry regulations and standards.

The successful candidate should possess financial knowledge including fiscal planning, budget management, and cost control with previous experience managing municipal capital improvement projects.

The competitive candidate will have excellent interpersonal communication abilities – both orally and in writing – necessary to foster collaborative and cooperative relationships with internal and external stakeholders.

The ideal candidate for the position of Assistant Director should possess certain traits and experience that will lead to success including:

- Knowledge of project management methods and practices including scoping, scheduling, and managing costs, budgets, communications, risk, quality, and human resources; contract negotiation; knowledge of supervisory principles and practices.
- Skilled in reading and interpreting engineering plans and specifications, blueprints, drawings, and schematic diagrams; ability to prepare clear and concise reports; ability to simplify complex subjects when speaking and presenting information to groups of varying sizes.

- Strong background in municipal infrastructure development.
- Ability to manage multiple projects and programs simultaneously within approved budgets; proven ability to plan, supervise and coordinate long-range technical and administrative programs.
- Ability to organize, analyze, interpret, and evaluate scientific civil engineering problems and provide practical, cost-effective solutions.
- Ability to regularly interact with others to exchange and receive information, to provide effective, professional, congenial, and tactful customer service, and to work independently with an elevated level of discretion.
- Comprehensive practical knowledge of engineering principles; analytical judgment and decision-making abilities appropriate to the City's work environment; ability to quickly recognize, analyze and respond to irregular events.
- A demonstrated capacity for and interest in being an effective leader and mentor for staff with an ability to foster a team environment.

Qualifications

The successful candidate will possess the following:

Education:

- Bachelor's degree in Civil Engineering, or a related field, from an accredited college or university is required.
- Master's degree in Civil Engineering, Public Administration, or a related field, from an accredited college or university is preferred.

Experience:

- A minimum of five (5) years of experience which required supervising, designing, planning, and directing municipal capital projects related to engineering, including three (3) years in a supervisory capacity is required.
- Experience managing the operations of a municipal engineering department is preferred.

Required Licenses and Certification:

- Registered Professional Engineer (P.E.) in the State of Texas or the ability to obtain Texas certification within 12 months of hire.
- Possession/Maintenance of a valid Texas Driver's License with acceptable driving record, as established by the City of Midlothian.





Salary & Benefits

The annual compensation range for this position is **\$107,013 - \$165,870**, with final placement in the range dependent on qualifications and experience.

Midlothian offers an excellent benefits package. Key benefits include:

Retirement: The City matches the employee's required contribution of 7% to the Texas Municipal Retirement System (TMRS) with a contribution of 14%. The retirement program contributions begin on hire date. Employees are vested in the retirement system after five years of employment and are eligible for retirement after 20 years. Midlothian also requires a 7% contribution to the Social Security System.

Health and Wellness: The City of Midlothian provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events. These benefit offerings include:

- Medical, Dental, and Vision Insurance
- Life and Long-Term Disability Insurance
- Employee Assistance Program
- Flexible Benefit Plan
- Deferred Compensation
- Paid holidays, vacation, and sick leave

Vehicle: An assigned vehicle is provided.

Technology: A cellphone allowance and laptop are provided.

Relocation Assistance: Relocation assistance may be provided to a successful out-of-area candidate in accordance with municipal policy.

Application & Selection Process

APPLY IMMEDIATELY - This recruitment will close once a strong pool of candidates is established! Submit a compelling letter of interest and comprehensive resumé at:

www.mosaicpublic.com/careers

Due to the public nature of searches in the State of Texas, before submission of materials, **confidential inquiries are welcomed to:**

Jacqueline "Jackie" Seabrooks, Senior Consultant
jackie@mosaicpublic.com | (916) 581-1430

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open records laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of Midlothian is an Equal Opportunity Employer.

