



CITY ENGINEER

City of **Tomball, Texas**

Recruitment Services Provided By





The Opportunity

The City of Tomball offers a great opportunity for a talented City Engineer who seeks both compelling professional challenges and the opportunity to work in a major metropolitan area, but in a small town that is free of the congestion and problems found in large cities. Tomball's growth has also led the City to create an Assistant City Engineer position to support the City Engineer.

About Tomball

Tomball's unique blend of small-town charm and big city amenities create the ideal livable community. From restaurants and retail to education and recreation, Tomball has something for everybody.

Tomball is a culture-rich hub, with roots that go back to the early 19th century. Tomball's history is based around agriculture, the railroad, and an oil boom, like many southeast Texas communities. Originally named "Peck," Tomball was renamed in 1907 for U.S. Congressman Thomas Henry Ball, Father of the Port of Houston, who was instrumental in routing the railroad through the small town. In 1933, the Humble Oil Company, now known as Exxon Mobile, struck oil southwest of the town, creating an oil and economic boom that lasted for years.

With its convenient location along SH 249 and Grand Parkway, and just 28 miles north of downtown Houston, Tomball has grown into an economically diverse and prosperous community. With a population of just over 12,000 residents and daily visitor traffic of 30,000, Tomball serves as the retail and commercial hub for the rapidly growing northwest quadrant of Harris County. While Tomball is only 12 square miles, there is additional developable land in the extraterritorial jurisdiction. The availability of ample scenic land at attractive prices has been a strong factor in the growth of the city. Residents are attracted to Tomball's hometown feel while living in proximity to a major metropolitan area. This quality provides for ample family fun, along with numerous recre-

ational and sporting opportunities. Housing in Tomball ranges from starter homes to large acreage lots, with plenty of options in between.

Tomball hosts many festivals and parades, welcoming tens of thousands of visitors every year. Tomball is also a weekly destination for people interested in arts, food and beverage, live music, and much more. The Tomball Independent School District serves residents providing K-12 education, and many private and parochial schools offer educational alternatives. And, Lone Star College - Tomball provides residents with higher educational opportunities with its 9,000-student campus.

Additionally, the Tomball area is served by HCA Houston Healthcare - Tomball, located in the heart of the community. It has become Northwest Houston's fastest growing acute medical facility, with over 250 beds and a highly trained & experienced medical staff that represents 30 specialties & sub-specialties.



City Government

The City of Tomball operates under a Council-City Manager form of government. Citizens are represented on the City Council by the mayor and 5 council members, all elected at large to serve 3-year terms. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by 202 full-time equivalent staff and a FY22-23 adopted budget of \$99.3 million. Services are delivered through 12 municipal departments. The City Manager appoints department directors with the approval of the City Council.



The Division

The Engineering Division of the Community Development Department plans, designs and constructs the City of Tomball's public infrastructure in a coordinated, efficient, and environmentally responsible manner—providing excellent customer service, superior drinking water, safe streets and mobility, and effective drainage, wastewater collection, and treatment. The City Engineer is supported by a newly created Assistant City Engineer position.





The Position

Reporting to the Director of Community Development, the City Engineer serves as lead for all support in utilities, subdivision plats, and review of survey and site plans. The City Engineer is responsible for the following:

- Provide technical support to the City's Capital Improvement Plan (CIP).
- Assist with implementation of capital improvement projects planned for the current fiscal year.
- Manage City minimum design and construction standards, including details and specifications.
- Facilitate professional services scopes of work and contracts for capital infrastructure development.
- Assist with the property acquisition process associated with capital improvement projects.
- Manage and review engineering plans, specifications, cost estimates, inspections, contract documents and similar materials for projects and activities.
- Manage and coordinate projects with Federal, State, County and local agencies.
- Monitor field investigations to ensure compliance with design standards, codes and technical specifications.
- Attend City Council, Planning & Zoning Commission, Capital Improvement Program Advisory Committee, and other public meetings as needed to provide guidance and recommendations on issues of concern or conflict, the CIP, and development related topics.

- Provide guidance to property owners, developers, real estate agents, brokers, and others on the steps required to develop in Tomball on a site-specific basis.
- Develop and manage developer agreements.
- Review maps, plans and specifications for compliance with City engineering and legal standards.
- Coordinate reviews with the City Planner, Building Official and Fire Marshal to ensure delivery of a comprehensive set of comments to applicants.
- Oversee management of the City of Tomball Platting Process.
- Assist the public with a variety of subjects such as the location of City facilities, topographical maps, availability of services, and City design requirements.
- Floodplain Management
- Coordinate with the Public Works, Utility, Permits and Inspections, Fire Marshal and Finance Departments.

Challenges & Opportunities

The next City Engineer will be presented with a number of known challenges and opportunities in which to excel including:

- The addition of a new Assistant City Engineer position will provide a unique opportunity for the next City Engineer to be involved in the selection as well as structuring work and processes to take full advantage of the added staffing.
- As a smaller community, the City Engineer in Tomball has the opportunity to be involved in virtually all aspects of public development and infrastructure.
- Tomball is in the process of updating all of its master plans, which will drive the Capital Improvement Program resulting in many exciting projects. These, as well as current projects, are being supported by bond elections, the most recent of which was approved for \$20 million.





Ideal Candidate

The ideal candidate for the position of City Engineer will possess certain traits and experiences that will lead to success:

- The City of Tomball is open to both practicing engineers working for local government, as well as those working for private engineering firms supporting public projects.
- A flexible and adaptable approach and a commitment to teamwork will align with the variety of projects and priorities encountered in Tomball.
- An understanding of Capital Improvement Programs is important, as the City Engineer will oversee the City's program.
- Strong communication skills, both written and verbal, are needed for the role.
- A Certified Floodplain Manager certificate is desirable, as is experience with drainage projects.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; however, the most qualified candidates will possess the following:

Education: A Bachelor's degree in civil engineering or a related field.

Experience: Five years of professional engineering experience, and five years of project management and supervisory experience.

Certifications: Registered in the State of Texas as a Professional Engineer. A Certified Floodplain Manager certification is desired.





Compensation & Benefits

The anticipated hiring point for the City Engineer is up to **\$128,745**, depending upon experience. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Tomball.
- **Insurance:** The City provides excellent insurance benefits for employees including two health plan options, and dental and vision coverage.
- **Leave:** The selected candidate will receive vacation and sick leave, in addition to paid holidays, and two personal days annually.
- **Relocation Assistance:** Up to \$5,000 is available in relocation assistance on a reimbursement basis for the selected candidate.

The Recruitment Process

Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates may apply online at mosaicpublic.com/careers

The City of Tomball is an Equal Opportunity Employer.



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