



OPERATIONS SUPERVISOR POSITION DESCRIPTION

TexAmericas Center (TAC) is a special Purpose District of the State of Texas. The Charter of TAC is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. This position will provide key support to the on-going mission of TexAmericas Center.

GENERAL DESCRIPTION

The Operations Supervisor will be responsible for support to TexAmericas Center's engineering and construction projects, to include but not limited to water and wastewater projects, road construction and maintenance, storm water management, building construction/demolition and other similar projects.

PRIMARY RESPONSIBILITIES

- Reports to the Executive Vice President/COO
- Assists in-house or contract engineers in completing the project design
- Construction Management – Performs management of construction on property development, buildings and grounds improvements, infrastructure, real/personal property and areas of property safety and security.
- Prepares plans, specifications, estimates, right-of-way plats and other reports and documents under the direction of professional engineers
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required
- Performs Condition Assessment of existing structures & infrastructure
- Other duties as assigned

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Associate's degree (A. A.) or equivalent from a two-year college or technical school in an engineering related field or equivalent experience. Proficiency in drafting techniques including the use of C. A. D. software and a working knowledge of standard surveying practice and note taking preferred. Should have experience in field inspection of construction techniques and materials.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively communicate, including the presentation of information



and ability to respond to questions from groups, contractors and employees of the organization. Ability to operate construction equipment and tools. Ability to manage numerous projects and adjust to difficulties that arise. Ability to work as an effective team member.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

SPECIAL REQUIREMENTS

Take pre-employment and annual physical examinations certifying ability to perform the essential job functions.

Must be a US Citizen, at least 18 years of age, minimum high school graduate or GED, subject to drug screening at any time and without notice, background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

SALARY AND BENEFITS

Salary commensurate with qualifications. Health, Vision, Dental, and Life for employee are provided. Family benefits are available. Generous 457(b)/401(a) and leave package are available after 6 month vesting period.



I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

TexAmericas Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TexAmericas Center will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.