



## **OPERATIONS PROJECT ENGINEER 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 Project Engineer reports directly to the Executive Vice President/COO. This position will be part of the Operations Department which is responsible for all day-to day operations, property management & maintenance, procurement, planning and management of building retrofits and new construction, and for the management of all real and personal property as it relates to the activities of TexAmericas Center.

### **PRIMARY RESPONSIBILITIES**

- **Property Management:** Performs management activities for property development, buildings and grounds maintenance, municipal services, real/personal property, and complex safety and security. Provide accountability of TexAmericas Center personal property
- **Property Code/Regulation Oversight:** Performs management activities for adherence to all regulations and permits related to Authority property and provides code oversight relating to design/construction restrictions and other pertinent code management for the complex. Periodically review policies and ordinances affecting real property and make recommendations for updates and revisions.
- **Construction Management:** Provides construction phase services for construction of all physical improvement on TAC property. Coordinates with all consultants on studies and plans for said improvements.
- **Facilities Evaluation, Planning & Design:** Participates in evaluation, planning and design of building and property retrofits and the construction of new facilities. Evaluate existing conditions of buildings, facilities or property under consideration, prepare Pro Forma calculations, provide justification for and recommend building and/or infrastructure improvement projects. Prepare, assist and/or oversee the design of improvements.
- **Responsible for preparing maps of property and infrastructure for use in planning, property maintenance and prospect activity.**
- **Assists with contract administration and oversight.**
- **Assist in budget development, sight planning, and property redevelopment for TexAmericas Center. Provide support for grant activities.**

### **ADDITIONAL RESPONSIBILITIES**

- **Analysis of alternative economic development strategies, programs and reuse proposals.**



- Develop and refine site informational materials.
- Generate and follow up on business development leads.
- Conduct site tours.
- Conduct economic development research.
- Prepare reports, maintain records and files; prepare correspondence.
- Prepare, present and defend decision recommendations.
- Perform duties of other TexAmericas Center staff members as backup.
- Identify needs and requirements for business development activities.
- Prepare and utilize business development material and presentations.
- Other duties as assigned.

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

Substantial knowledge and experience in business management and economic development principles and practices; knowledge of private sector development process and requirements; ability to write in a clear and concise manner; outstanding public speaking skills; proficiency in MS Office Professional suite of software and other appropriate computer software; ability to establish and maintain effective teamwork relationships with TexAmericas Center staff, public officials, and prospective clients.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree from an accredited college or university with major course work in engineering. Commercial/industrial property development and management or coursework related to property development preferred. Professional Engineer or ability to be registered in a reasonable time period preferred. Experience with redevelopment projects, including the reuse of former military installations a plus.

### **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 attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.