

**Job Title:** Water Engineering Capital Project  
Manager

**Department:** Water Engineering

**Reports To:** Chief Engineer of Water Systems

**Pay Status:** Exempt

**Location:** Service Center

**Job Status:** Full-Time

**Job Grade:** 605

**Work Setting:** On-Site

**Date Created/Updated:** 9/16/2025

---

### Position Summary

The Water Engineering Capital Project Manager is responsible for working closely with the Chief Engineer of Water Systems, Assistant Manager, Senior Engineers, Engineers in Training, Graduate Engineers, contractors, and other stakeholders to deliver water and wastewater capital projects on time and within budget and scope.

---

### Essential Duties & Responsibilities

#### PROJECT MANAGER RESPONSIBILITIES

- Coordinate internal resources and external resources to facilitate the complete execution of a number of complex water and sewer capital improvement projects.
- Ensure projects are delivered on time, within scope, and within budget.
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report regularly, or as requested, and escalate issues, as needed, to Chief Engineer of Water Systems.
- Establish and maintain effective working relationships with internal and external customers, consultants, contractors, inspectors and all other stakeholders.
- Establish and maintain effective working relationships with the City of New Braunfels, TxDOT, Union Pacific Railroad, the Texas Commission on Environmental Quality, Texas Historical Commission, and all other regulating authorities.
- Perform risk management assessments to quantify project risks.
- Create and maintain comprehensive project documentation.
- Negotiate terms of agreements, draft contracts, and obtain permits and licenses.
- Ensure the use of proper design and construction standards and techniques consistent with NBU Policy by plan review and construction site visits.
- Analyze operations or processes, design, and/or construction practices.
- Provide recommendations to management on construction and improvements.
- Conduct analysis and create data and performance metrics.
- Provide guidance to management on project direction.
- Mentor and provide direction, training, education and support to team members.
- Research and interpret regulations, codes and standards to minimize regulatory exposure and liability.

#### GENERAL RESPONSIBILITIES

- Exercise sound problem solving and judgment.
- Possess and utilize technical skills capable of analyzing numerous choices and alternatives, and determining the best overall solution (i.e., know and do the right thing)
- Explore creative and innovative ways of performing tasks and solving problems
- Gather and assimilate complex technical information on NBU's water and wastewater systems and assemble

into concise professional reports, drawings, and presentations which illustrate any necessary changes to the current infrastructure.

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines.
- Adhere to NBU safety guidelines and practices at all times and in all situations.
- Maintain a clean and safe work area, office, field site and vehicle as applicable.
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general.
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Adhere to NBU policies and procedures.
- Exemplify NBU Core Values.
- Show initiative and take ownership of work, do what is needed without being asked, follows through
- Establish priorities and multi-task so that assigned duties are completed under pressures of time constraints and deadlines.
- Adapt and respond well to change; manage pressure effectively and cope with setbacks and changes in priorities.
- Demonstrate effective oral and written communication skills with peers, employees, superiors, and appropriate entities.
- Deal effectively with matters of a highly visible and confidential nature when applicable
- Ensure conversations are kept on matters related to NBU business so as to maximize efficiency and productivity.
- Provide good judgment and clear analytical thinking to complex problems/issues; apply expertise effectively.
- Seek opportunities for self-development and career advancement.
- Maintain a helpful and pleasant relationship to internal and external customers.
- Supports others and shows respect and positive regard for them; works effectively with individuals, groups, and customers via positive interpersonal skills.
- Focus on customer satisfaction and delivers a quality service or product to the agreed standards
- Resolve conflicts by applying expert knowledge of customer or employee situations to identify disparities and recommend sound solutions.
- Maintain helpful, respectful, approachable and team-oriented relationships and a positive work environment.
- Be receptive to feedback and be willing to learn.
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety

---

### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Engineering/Management

Work Experience Time Frame: Five Years or More

Other: [Click or tap here to enter text.](#)

---

### Certification and Licensures Requirements

Project Management Professional certification is a plus.

---

### Other Minimum Qualifications

Bachelor's degree (preferred) in a related field such as Engineering, Construction Management, Management, Architecture, and/or five years' experience directly related to construction, project management, and contract negotiations. A valid Texas Driver's License is required to operate a company vehicle when necessary. Flexibility in available hours, including holidays, weekends, and/or after hours.

---

### Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Other Software Knowledge

Click or tap here to enter text.

### Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, calculator, copier, fax machine, scanner, camera, motor vehicle, computer, printer

### Physical Demands

#### Standing: Frequently

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

#### Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

#### Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

#### Lifting: Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

#### Carrying: Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

#### Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings

- ☒ Driving

#### Reaching: Rarely

- ☒ For Supplies
- ☒ For Files

#### Handling: Occasionally

- ☒ Paperwork
- ☒ Monies

#### Kneeling: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

#### Pushing/Pulling: Rarely

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

#### Climbing: Rarely

- ☒ Stairs
- ☒ Ladder
- ☐ Step Stool
- ☒ Onto Equipment

#### Vision: Frequently

- ☒ Reading
- ☒ Computer Screen

- ☒ Driving
- ☒ Observing Worksite

**Foot Controls:** Occasionally

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

**Balancing:** Rarely

- ☒ On Ladder
- ☒ On Equipment
- ☐ On Step Stool

**Bending:** Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

**Crouching:** Rarely

**Other:** [Click or tap here to enter text.](#)

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

**Crawling:** Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

**Hearing:** Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

**Twisting:** Occasionally

- ☒ From Computer to Telephone
- ☒ Getting Inside Vehicle

**Talking:** Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

---

**Environmental Factors**

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

**Health and Safety Conditions**

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

---

**Primary Work Environment:** Office Environment

Other: Site visits to capital projects

---

### Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

---

### Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date