

Job Title: Water Engineer In Training**Job Status:** Full-Time**Department:** Water Engineering**Job Grade:** 702**Reports To:** Chief Engineer of Water Systems**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 7/29/2026**Location:** Service Center

Position Summary

The Engineer in Training (EIT) is responsible for engineering, technical, and project support for the planning, design, construction, operation, and maintenance of NBU's water and wastewater infrastructure. This position assists with capital improvement projects, new development review, hydraulic analysis, utility system planning, regulatory compliance, and engineering design while developing the knowledge and experience necessary for professional engineering licensure.

Essential Duties & Responsibilities**WATER & WASTEWATER ENGINEERING**

- Assist engineering staff with the planning, design, analysis, and implementation of water distribution and wastewater collection system improvements.
- Perform engineering calculations, hydraulic analyses, and technical evaluations for water and wastewater infrastructure projects.
- Develop and/or review engineering designs, exhibits, technical memoranda, reports, specifications, and construction documents.
- Assist with preparation of Engineer's Opinions of Probable Construction Cost (OPCC) for capital improvement projects.
- Review engineering plans, specifications, and calculations prepared by consulting engineers for compliance with NBU standards, applicable regulations, and sound engineering practices.
- Evaluate water distribution and wastewater collection system performance and recommend operational or capital improvements.
- Analyze service requests and operational issues, identifying practical engineering solutions.
- Assist with system modeling, capacity evaluations, pressure and flow analyses, and infrastructure planning.
- Support updates and maintenance of the Water Systems Connection and Construction Policy and other engineering standards.
- Develop and evaluate engineering alternatives using technical, operational, and life-cycle cost considerations.
- Coordinate with the NBU Real Estate Department to identify engineering requirements for easements, permits, and property acquisition.
- Conduct field investigations, construction observations, and site visits to verify existing conditions and support engineering decisions.

CAPITAL IMPROVEMENT PROJECT SUPPORT

- Plan, coordinate, and execute water and wastewater capital improvement projects.
- Monitor project scope, schedule, budget, and overall progress.
- Develop project scopes, cost estimates, schedules, and technical documentation.

- Coordinate with consultants, contractors, inspectors, and internal departments throughout project development and construction.
- Participate in construction meetings, project inspections, and field coordination activities.
- Assist with review of contractor submittals, requests for information (RFIs), change orders, and pay applications.
- Support outage planning and operational coordination to minimize impacts to customers during construction activities.
- Track project performance and prepare status reports, presentations, and project documentation.
- Identify project risks and assist in developing mitigation strategies.
- Verify compliance with NBU engineering standards, construction specifications, and applicable regulations through plan review and field observations.
- Research engineering standards, codes, and regulatory requirements applicable to water and wastewater infrastructure.

DEVELOPMENT SERVICES

- Review development plans for compliance with NBU Water Systems Connection and Construction Policy and applicable federal, state, and local regulations.
- Evaluate proposed developments for system capacity, hydraulic impacts, and service feasibility.
- Perform engineering calculations and hydraulic analyses to determine water and wastewater service requirements.
- Assist in identifying required off-site and on-site utility improvements necessary to serve new development.
- Prepare engineering exhibits, utility maps, and technical figures for developers, consultants, and internal stakeholders.
- Review preliminary plats, final plats, utility plans, and Letters of Certification (LOC) for water and wastewater service requirements.
- Coordinate with developers, consulting engineers, inspectors, and internal departments during project planning and construction.
- Participate in development meetings to provide engineering guidance regarding utility infrastructure requirements.
- Conduct field inspections and site visits as necessary.

REGULATORY & STAKEHOLDER COORDINATION

- Coordinate with local, state, and federal agencies, including the City of New Braunfels, TxDOT, Union Pacific Railroad, Texas Commission on Environmental Quality (TCEQ), Texas Historical Commission, and other regulatory authorities.
- Assist with permit applications, agency coordination, and regulatory compliance activities.
- Maintain effective working relationships with internal departments, customers, consultants, contractors, developers, regulatory agencies, and the public.

GENERAL RESPONSIBILITIES

- Apply sound engineering judgment, critical thinking, and problem-solving skills to technical assignments.
- Gather, analyze, and interpret engineering data to support informed decision-making.
- Prepare clear, concise, and professional technical reports, engineering calculations, presentations, and correspondence.
- Demonstrate initiative, accountability, and continuous professional development.
- Effectively prioritize multiple assignments while meeting deadlines.

- Adapt to changing priorities and organizational needs.
- Maintain accurate engineering records and project documentation.
- Adhere to all NBU policies, engineering standards, safety procedures, and regulatory requirements.
- Exhibit professional customer service when interacting with coworkers, customers, developers, consultants, contractors, and the public.
- Maintain a safe, organized, and professional work environment in both office and field settings.
- Support NBU's Mission, Vision, and Core Values.
- Perform other duties as assigned.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Other: Engineer in Training certification from the Texas Board of

Work Experience Time Frame: One Year or More

Professional Engineers or ability to acquire within 90 days

Field of Study: Engineering

Certification and Licensures Requirements

Engineer in Training certification from the Texas Board of Professional Engineers

Bachelor of Science in Engineering

Other Minimum Qualifications

- Fundamental knowledge of civil, environmental, or water resources engineering principles.
- Understanding of water distribution and wastewater collection systems.
- Familiarity with engineering design standards, construction methods, and utility infrastructure.
- Working knowledge of hydraulic modeling and engineering analysis software
- Ability to interpret engineering plans, specifications, technical reports, and regulatory requirements.
- Proficiency with Microsoft Office and engineering software such as AutoCAD Civil 3D, GIS, Bluebeam, or related applications.
- Strong analytical, organizational, and communication skills.
- Ability to work both independently and collaboratively in a team environment.
- Ability to communicate technical information effectively to both technical and non-technical audiences.
- Accredited Civil, Mechanical, or Environmental Engineering degree is required.
- One year or more of experience in the design and construction of water and wastewater systems. Experience gained in a municipal setting is preferred.
- 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
Arc GIS	☐	☐	☒	☐
AutoCAD	☐	☐	☒	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☐	☒	☐
Microsoft Word	☐	☐	☒	☐
Microsoft Publisher	☒	☐	☐	☐

Microsoft PowerPoint	☐	☐	☒	☐
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Other Software Knowledge

Bluebeam

Experience with Machines, Tools, Equipment and Other Work Aids

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

Physical Demands

Standing: Occasionally

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

Fine Dexterity: Frequently

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

Walking: Occasionally

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

Carrying: Rarely

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Rarely

- ☒ For Supplies
- ☒ For Files

Handling: Rarely

- ☒ 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: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Rarely

- ☒ 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

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

Crawling: Rarely

- ☒ Under Equipment
☐ Inside Attics/Pipes/Ditches

Hearing: Occasionally

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

Other: Click or tap here to enter text.

- ☒ 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)	☐	☒	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☒	☐	☐	☐	☐
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☐	☒	☐	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☐	☒	☐	☐	☐	☐
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☐	☒	☐	☐	☐	☐

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	☐	☒	☐	☐	☐
Chemical Hazards	☐	☒	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐

Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

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	☐	☐	☐	☒	☐
Emergency Situations	☐	☒	☐	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☒	☐	☐	☐
Noisy/Distracting Environment	☐	☒	☐	☐	☐

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