

STAFF ENGINEER

Public Works | Engineering



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Staff Engineer is responsible for performing professional civil engineering work in support of Terrebonne Parish Consolidated Government (TPCG) capital improvement, drainage, flood control, roadway, and infrastructure projects.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

Must be willing to work extra hours as required to meet departmental workload.

LOCATION

Government Tower – 2nd Floor

REPORTS TO

Capital Projects Administrator

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Combination of office and field settings, with occasional exposure to outdoor conditions, construction sites, drainage, infrastructure projects, and emergency response situations.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent is required to manage capital projects from planning through construction, review engineering submissions and development projects for compliance with applicable regulations, coordinate drainage activities, provide technical engineering support to various departments, and maintain engineering records and GIS data.

JOB DUTIES

- Manage and coordinate assigned capital improvement projects, including project planning, design, budgeting, scheduling, construction oversight, and project closeout.
- Prepare, review, and assist in the development of engineering plans, specifications, contract documents, cost estimates, and technical reports for capital projects and public infrastructure improvements.
- Monitor and coordinate the activities of consulting engineers, contractors, utility providers, and other project stakeholders to ensure project compliance with plans, specifications, schedules, and budget requirements.
- Review, process, and approve invoices related to capital projects and verify work completed for payment.
- Maintain and update project budgets, schedules, records, correspondence, and tracking spreadsheets.
- Draft, prepare, and submit agenda items, reports, recommendations, and supporting documentation for project-related meetings and governmental approval processes.
- Coordinate drainage-related activities with internal departments, government agencies, developers, contractors, consultants, and the public.
- Conduct drainage analyses and engineering calculations involving culverts, stormwater systems, detention and retention ponds, hydraulic capacity, storage requirements, and flood control measures.
- Investigate drainage issues in the field, evaluate conditions, develop recommendations, and assist in implementing solutions.
- Review subdivision engineering submissions, plats, and construction activities for compliance with Planning Commission regulations and applicable engineering standards.
- Review building permit applications and engineering plans for compliance with drainage ordinances, regulations, and TPCG requirements.
- Prepare review letters, technical comments, recommendations, and compliance reports for subdivisions, development projects, and permit applications.
- Coordinate subdivision inspections and communicate with appropriate departments to ensure required inspections are completed before final approval.
- Attend pre-application meetings with the Planning Department, developers, consultants, engineers, and applicants to discuss proposed developments and regulatory requirements.
- Conduct engineering research and analysis to support infrastructure planning, flood control initiatives, drainage improvements, roadway projects, and public works operations.

Questions? No problem!
Email us at employment@tpcg.org.

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OTHER JOB DUTIES

- Assist with coordination of flood control, roadway, and infrastructure projects involving federal, state, and local agencies.
- Monitor construction activities through site visits, progress meetings, inspections, and coordination with contractors and consultants.
- Attend design, construction, planning, safety, and project coordination meetings as required.
- Maintain engineering project files, records, permits, correspondence, contracts, and documentation in accordance with department procedures.
- Respond to public records requests and provide technical information as authorized.
- Research courthouse records, subdivision plats, rights-of-way, easements, and related property documentation.
- Assist with the acquisition of rights-of-way, servitudes, and property interests necessary for public infrastructure projects.
- Maintain the Department of Public Works Geographic Information System (GIS) and associated engineering data layers.
- Utilize project management and productivity software to assign, monitor, update, and complete project tasks and deliverables.
- Provide technical consultation and engineering support to other divisions of Public Works and other TPCG departments.
- Respond to citizen inquiries, complaints, and requests regarding engineering, drainage, development, and capital projects.
- Staff the Emergency Operations Center (EOC) and provide engineering support during emergency events and disaster response operations.
- Perform other related duties and special projects as assigned by the Parish Engineer, Capital Projects Administrator, Director of Public Works, or other authorized management personnel.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrated ability coordinate multidisciplinary projects, provide technical guidance, foster collaboration, and effectively support organizational goals while exercising sound professional decisions.
- **Project Management:** Strong ability to plan, organize, coordinate, monitor, and complete multiple capital improvement and infrastructure projects by managing schedules, budgets, resources, consultants, contractors, and project deliverables.
- **Time Management:** Effectively prioritizes competing assignments, manages multiple deadlines simultaneously, and efficiently allocates time and resources to ensure completion of projects, reviews, reports, and regulatory requirements.
- **Analytical Skills:** Ability to evaluate engineering data, perform technical calculations, analyze drainage and infrastructure issues, interpret regulations, and develop practical, cost-effective solutions to complex engineering challenges.
- **Communication Skills:** Excellent oral and written communication skills with the ability to prepare technical reports, correspondence, presentations, and recommendations, while effectively interacting with government officials, consultants, contractors, developers, and the public.
- **Organizational Skills:** Strong organizational abilities to maintain accurate project records, contracts, budgets, engineering documents, GIS data, and regulatory files while ensuring compliance with applicable policies, procedures, and deadlines.
- **Technical Skills:** Demonstrates advanced proficiency with construction management and scheduling software (such as Primavera P6 or Microsoft Project), GIS mapping systems, project tracking and reporting tools, engineering and architectural plan interpretation, procurement and contract administration platforms, and Microsoft 365 applications including SharePoint, Planner, Excel, Word, and PowerPoint.
- **Qualifications:**
 - Bachelor's degree in Civil Engineering or a closely related field from an accredited university.
 - Professional Engineer (P.E.) licensure in the State of Louisiana is strongly preferred; however, candidates possessing a Bachelor's degree in Civil Engineering and at least six (6) years of progressively responsible experience in civil engineering, public works engineering, capital project management, or a related field may be considered.