

POSITION DESCRIPTION

Title: Pre-Construction Manager

Department: Highway Department – Pre-Construction Section

Job Analysis: May 2013, September 2018, May 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Engineer

Subordinate Staff: Pre-Construction Personnel

Internal Contacts: Baldwin County Highway Department Section Heads, Staff, and other County Employees.

External Contacts: General Public, Contractors, Utility Companies, ALDOT, FHWA, RESTORE Administrators, Municipal Officials, Vendors, Surveyors, Attorneys and Local Officials

Status: Classified/Exempt (~~EC-08~~) (EC-09)

Job Summary

Responsible for the management of the Pre-Construction Section, which includes project planning/funding, design, right-of-way acquisition, environmental permitting, contract development, utility relocation, and advertising for public bid. Employee performs highly responsible and diverse professional civil engineering tasks and assists the County Engineer in directing a major department of County Government. The employee is responsible for planning and directing activities of Federal and State programs such as MPO, RESTORE, FAS, TAP, and GOMESA to ensure that the Baldwin County Highway Department pursues available funding and utilizes the funds in an efficient manner in accordance with applicable rules and regulations. The employee determines and recommends major departmental policies, plans long-term programs, and makes administrative decisions consistent with County policies relative to pre-construction activities.

Job Domains

A. Transportation Planning/Funding

1. Coordinates with outside agencies (ALDOT, FHWA, RESTORE Counsel, MPO, etc.) regarding project funding, permits, requirements and regulations for County projects.
2. Prepares and submit grant applications to pursue available transportation funding.
3. Provides technical support as necessary to Eastern Shore MPO staff.
4. Performs preliminary investigations to evaluate project feasibility and develop preliminary cost estimates.
5. Prepares project schedules and coordinate cash flow needs with Highway Accounting Section.
6. Assists in the development of annual highway budget for new project decision items
7. Propose for approval and manage the internal budgets for design and right-of-way activities of the highway department.

B. Engineering/Design

1. Directs professional, sub-professional and other employees engaged in design of all public roads, highways, bridges and related drainage structures and other governmental activities, including the preparation of complete plan sets for highway projects funded with federal, state, and local funds.
2. Establishes project design directives necessary to conform to good engineering practice as related to local, state and federal specifications and requirements, as required
3. Provides professional design Service for projects that require complete planning and design for federal and state projects.
4. Oversees design projects accomplished by consultant forces when needed, and approves consultant pay estimates and invoices for engineering and architectural services.
5. Maintains professional contact with outside survey, engineering, construction, or other miscellaneous service-oriented providers for the purposes of obtaining services, negotiating contracts for services, administering contracts, and ensuring prosecution of work.
6. Maintains project data up to date and accurately for all projects.
7. Renders professional engineering advice/assistance as required for other Highway Department Sections and activities.

C. Right-of-Way Acquisition and Management

1. Coordination of resources, both material and human, to acquire right-of-way for highway projects in accordance with the UNIFORM Act and ALDOT policies.
2. Assigns and delegates duties and responsibilities to right-of-way staff and consultants
3. Briefs County Engineer and/or County Commissioners on current status of all right-of-way projects and other right-of-way activities.
4. Reviews and monitors personnel activities such as work tasks and work habits in order to determine work flow, evaluate progress and insure project schedules are met without complaint or valid delay.
5. Composes letters, reports and documents using clear and concise terms so that all right-of-way activities and job performances are properly documented.
6. Coordinate with legal counsel on condemnation proceedings, including the preparation of trial exhibits and preparation for testimony.

7. Oversee the processing of right of way research requests from the general public.
8. Oversee the processing of right of way vacation requests in compliance with Alabama Code and Commission policy.

D. Environmental Permitting

1. Coordinates with outside environmental agencies such as ADEM, USACE, NRCS, etc, regarding applicable environmental permits, requirements and regulations for County projects.
2. Oversee the preparation and submittal of permit applications, CBMPPs, wetland mitigation credits, and other environmental documents to the appropriate permitting agencies as required.
3. Maintain working knowledge of the USACE nationwide permits and the allowances and limitations for highway work on these permits.

E. Construction Contracts and Letting

1. Oversee the preparation of construction contracts as required by the individual guidelines of the various funding agencies.
2. Coordinate with the purchasing manager to let projects for public bid, including scheduling and attending pre-bid meetings and bid openings.
3. Review bids for accuracy and appropriateness and recommend lowest responsive and responsible bidder for Commission Approval.
4. Collect required contractor documents and signature to prepare and bind final contracts for Commission Chairman signature.
5. Coordinate with utility companies and oversee utility relocations, including reimbursements when applicable, during the project advertising and award phase.

F. Miscellaneous

1. Draft and review contracts, development agreements, maintenance agreements, and similar intergovernmental agreements.
2. Manage the Baldwin County Mitigation Bank in accordance with the US Army Corps of Engineers approved Mitigation Banking Instrument.
3. Provide support, as required, for the Baldwin County Megasite Economic Development Efforts.
4. Assist with infrastructure inspections as part of disaster recovery efforts.
5. Prepare presentations for the Commission and public as required by the County Engineer.
6. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
7. Attend seminars and conferences related to job domains.
8. Must be highly motivated and organized.

Knowledge, Skills, and Abilities

1. Verbal skills to direct and supervise subordinates, deal with the public, and handle various requests from the public, other Departments, and Commissioners.
2. Be familiar with design guidelines and standards as related to all aspects of Road and Bridge design.
3. Body mobility to inspect culverts and bridges.
4. Math skills to accomplish any variety of civil engineering typical problems.
5. Writing skills to prepare reports and presentations.
6. Reading skills to read maps, plans, etc.
7. Skills in planning and scheduling.
8. Knowledge of occupational safety and health requirements.
9. Assist in coordinating disaster recovery.
10. Hear well enough to understand normal conversations.

Other Characteristics

1. Willing to work non-standard hours.
2. Willing to attend meetings and other work-related activities.

Minimum Qualifications

1. Minimum of a Bachelor of Science degree in Civil Engineering preferred.
2. Licensed Professional Engineer in the State of Alabama preferred.
3. Eight (8) years' experience in right-of-way, highway maintenance, design, construction or similar supporting fields preferred.
4. Microstation and InRoads software preferred.
5. Possess a valid driver's license.