

POSITION DESCRIPTION

Title: Construction Development Manager

Department: Highway Department – Construction Section

Job Analysis: November 2012, August 2015, September 2017, September 2018, August 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: Construction Manager, County Engineer

Subordinate Staff: Bridge/Construction Personnel, Permit/Subdivision Personnel

Internal Contacts: BCHD Section Heads, Staff and other County Employees

External Contacts: General Public, Municipal Officials, Contractors, Developers, Engineers, Surveyors, ALDOT and other state and local officials, attorneys, and vendors.

Status: Classified/Exempt (EC-08)

Job Summary

Responsible for overseeing and directing various types of complex construction projects including, but not limited to, bridge construction projects; box culvert construction projects; grade, drain, base, and paving projects; transportation enhancement projects; and other projects which may require a contractor's work to be monitored. The employee responsible for overseeing and directing reviews of subdivision ~~construction permits~~ developments and various right-of-way permitting including, but not limited to, utility permits, commercial turnout and turn lane permits, and expressway connection permits. The employee also manages the ~~County's Subdivision Regulations, municipal extraterritorial agreements, and the~~ County's access management plans for the Baldwin Beach Express and Foley Beach Express.

Job Domains

A. Bridge and Construction

1. Manages and oversees various construction projects.
2. Ensures construction projects remain in compliance with Alabama Department of Transportation, ADEM, and Baldwin County requirements.

3. Oversees the County's bridge inspection program to ensure compliance with applicable laws and regulations.
4. Coordinates with professional, sub-professional and other employees engaged in construction of all public roads, highways, bridges and related drainage structures and other governmental activities.
5. Provides professional assistance to the Construction Manager for projects that require planning, design and construction inspection effort for Federal and State projects.

B. Subdivision and Permitting

1. Directs and oversees the review of all Subdivision Construction Permits, Commercial Turn-out Permits, Turn-lane Permits, and Utility permits.
- ~~2. Manages the County's Subdivision Regulations and makes recommendations to the County Commission for proposed amendments.~~
- ~~3.2.~~ Manages the Access Management Plans for both the Baldwin Beach Express and the Foley Beach Express.
- ~~4.3.~~ Oversees the inspections of subdivision construction projects for compliance with the Baldwin County Subdivision Regulations.
- ~~5. Manages the ETJ agreements between the County Commission and other municipalities.~~
- ~~6.4.~~ Coordinates with the Planning and Zoning Department ~~on cases that involve County zoning as needed.~~
- ~~7. Performs thorough review of all proposed subdivisions to ensure compliance with the Baldwin County Subdivision Regulations and reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission and subdivision developer/engineer.~~
- ~~8.5.~~ Oversees the review of roadway design, drainage calculations, traffic studies, field inspections etc., to ensure compliance with the Baldwin County Subdivision Regulations and other applicable laws and regulations and reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission.

Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conferences related to job domains.
3. Must be highly motivated and organized.
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.

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. Writing skills to prepare reports and presentations.
3. Reading skills to read maps, blueprints, etc.
4. Skills in planning and scheduling.

5. Knowledge of occupational safety and health requirements.
6. Hear well enough to understand normal conversations.

Other Characteristics

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

Minimum Requirements

1. Bachelor's Degree in Civil Engineering with four (4) years' experience in planning or civil engineering activities or a minimum eight (8) years' experience in planning or civil engineering activities in lieu of degree.
2. Registered as a Professional Engineer in the State of Alabama, preferred but not required.
3. Possess a valid driver's license and be insurable by the County's insurance standards.
4. CAD and GIS experience preferred but not required.