

POSITION DESCRIPTION

Title: Bridge/Project Coordinator
Department: Highway Department – Construction Section
Job Analysis: January 2013, September 2017, September 2018, [July 2023](#)

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 Development Manager,~~ Construction Manager,
~~Operations Manager, Assistant County Engineer,~~ County Engineer
Subordinate Staff: Engineering Technician III, Engineering Technician II,
Engineering Technician I
Internal Contacts: Area Supervisors, Engineering Crews, Survey Crew, Design
Section, Utility Inspectors, Office Assistant, and other County
Employees
External Contacts: General Public, Alabama Department of Transportation Bridge
Inspection Team, Alabama Department of Transportation
Personnel and other state and local officials, ADEM personnel,
contractors, and vendors.
Status: Classified/Exempt (S313)

Job Summary

Serve as “Project Engineer” to enforce the Alabama Department of Transportation Standard Specifications for Highway Construction and Baldwin County Specifications on 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. Employee will be responsible for bridge safety inspections of all County maintained bridges, including assimilating and maintaining all state and federal records related to bridge safety inspections. Employee will also be primarily responsible for ensuring that all ADEM environmental guidelines and regulations are met on construction projects. Employee will supervise and direct the activities of Engineering Technician I, ~~and~~ Engineering Technician II, ~~and~~ [Engineering Technician III](#) positions.

Job Domains

Approved [09/18/2018](#) BC Commission Meeting

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1. Ensure that contractors construct projects in accordance with plans and specifications.
2. Obtain, organize, and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures.
3. Oversee the calculation and preparation of monthly estimates and final documentation of various construction projects.
4. Supervise the work of project inspectors and ~~ensuring ensure~~ the prosecution of work by contractors or consultants.
5. Primarily responsible for ensuring that ADEM requirements are followed and met regarding construction projects.
6. Responsible for bridge safety inspections for all County maintained bridges and responsible for assimilating all state and federal records related to safety bridge inspections.
- ~~7. Responsible for administrating the Paved and Dirt Road Inspection Program.~~

Knowledge, Skills, and Abilities

1. Verbal communication skills to effectively meet the public, direct, and supervise subordinates, correspond with supervisors, ask for information and instructions, communicate by radio or phone.
2. Math skills to prepare timely pay estimates, calculate areas and volume of roadway features, earthwork, base, pavement and utilities, knowledge of math formulas, and basic geometry.
3. Writing skills to take field notes, write inspection reports, inventories, estimates, formal transcripts, and employee evaluation forms.
4. Reading skills to understand and interpret Alabama Department of Transportation Standard Specifications memoranda, blueprints, plats, construction plans and property descriptions.
5. Knowledge of county road and bridge system and Baldwin County Subdivision Regulations.
6. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
7. Ability to operate computer, various basic computer programs, level, calculator, and drawing tools.
8. Ability to exercise independent judgment and initiative in planning, interpreting, and implementing work.
9. Knowledge of rules and regulations regarding safety.
10. Ability to establish and maintain effective working relationships with associates, supervisors, subordinates, developers, and contractors.
11. Ability to understand and follow complex written and verbal instructions.
12. Ability to prepare formal letters and documents.
13. Ability and knowledge to follow state bid laws when purchasing supplies.
14. Perform storm water monitoring and recording per ADEM regulations as required.
15. Ability to supervise employees to maintain an effective working atmosphere and complete task in a timely manner.
16. Knowledge and ability to schedule and perform paved and dirt road inspections.
17. Ability to schedule projects and bridge inspections to ensure ~~ABIMS-BrM~~ is kept up to date and projects are completed ~~within~~ substantial compliance ~~to plans and specifications~~.
18. Ability to file and keep organized records.

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19. See well enough to operate engineering instruments, keep notes in field books and project diaries, read construction plans and specifications, operate motor vehicles, corrective lens acceptable.
20. Hear well enough to perform bridge inspections on active roadways, perform construction inspections on active roadways, understand oral instructions, carry on conversations with contractors, the public, and other workers, with or without accommodation.
21. Speak well enough to meet and converse with contractors, other entities, and the public, convey instructions to others, communicate by telephone and two-way radio.
22. Body movement or mobility to properly inspect bridges, make field surveys, operate motor vehicles, handle signs and hand tools, take samples.
23. Strength to make field surveys, lift objects, use hand tools, operate motor vehicle.
24. Have endurance to withstand field conditions for entire workday as required.
25. Strength to lift 50 lbs unassisted.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Assist in coordinating disaster recovery.
3. Willing to travel to training sessions, meetings, and seminars on public works.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Minimum of eight (8) years experience in road and bridge construction preferred.
4. Certified Traffic Control Inspector preferred.
5. Certified Concrete Technician preferred.
6. Certified Roadway Technician preferred.
7. Qualified Credentialed Inspector (QCI) preferred.
8. Certified Bridge Inspector ~~preferred~~required.