

POSITION DESCRIPTION

Title: Construction Manager

Department: Highway Department – Construction Section

Job Analysis: July 2018

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: Bridge/Project Personnel, Construction Personnel, Traffic Operations Personnel

Internal Contacts: Other Section Heads and Staff

External Contacts: General Public, ADEM Personnel, ALDOT Personnel and other state and local officials, attorneys, vendors, and contractors

Status: Classified/Exempt (EC-9)

Job Summary

Performs highly responsible and diverse professional civil engineering tasks and assists the County Engineer in directing a major department of county government. This position is responsible for planning and directing activities of the bridge inspection program, traffic operations, and construction and paving aspects of the Baldwin County Highway Department. The employee determines and recommends major departmental policies, plans long-term programs, and makes administrative decisions consistent with County policies relative to construction and engineering activities.

Job Domains

A. Engineering

As Directed by County Engineer

1. Renders professional engineering advice/assistance to professional and supervisory staff in designs and construction of public works improvement projects and activities.

2. Directs professional, sub-professional and other employees engaged in construction of all public roads, highways, bridges and related drainage structures and other governmental activities.
3. Establishes project design/construction directives necessary to conform to good engineering practices as related to local, state and federal specifications and requirements, as required.
4. Oversees new construction projects accomplished by Baldwin County forces and by contract forces.
5. Provides professional design service for projects that require complete planning, design, and construction inspection effort for federal and state projects.
6. 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 by contractors or consultants.
7. Maintains project data up to date and accurately for all projects.

B. Planning and Coordinating

1. Liaison with ALDOT, NRCS, FEMA, FHWA and other state and federal agencies for coordinating Federal Aid funding from ALDOT and various other agencies.
2. Plans and schedules projects and specialized highway activities.
3. Assists in developing budget.
4. Approves construction pay estimates, engineering, and architectural invoices.
5. Leads subordinates to accomplish goals and priorities.
6. Inspects roads and bridges scheduled for maintenance or construction work.

C. 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 conference related to job domains.
3. 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. Math skills to accomplish any variety of civil engineering typical problems.
3. Writing skills to prepare reports and presentations.
4. Reading skills to read maps, blueprints, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.
7. Assist in coordinating disaster recovery.
8. See well enough to read maps, maintenance orders, etc.
9. Hear well enough to understand normal conversations.

10. Speak well enough to relate with other county employees and others.
11. Body mobility to inspect culverts and bridges.
12. Strength to lift Fifty (50) pounds, with or without accommodation.

Minimum Qualifications

1. Bachelor's Degree in Civil Engineering, required.
2. Licensed Professional Engineer in the State of Alabama preferred, but not required.
3. Successfully completed E.I.T. Exam in State of Alabama, with commitment to take and pass Alabama P.E. Examination within time prescribed by Alabama Law.
4. Willing to work non-standard hours.
5. Willing to attend meetings and other work activities.
6. Have a valid driver's license and be insurable by County insurance standards.
7. Five (5) years' experience in highway maintenance, design, or construction.