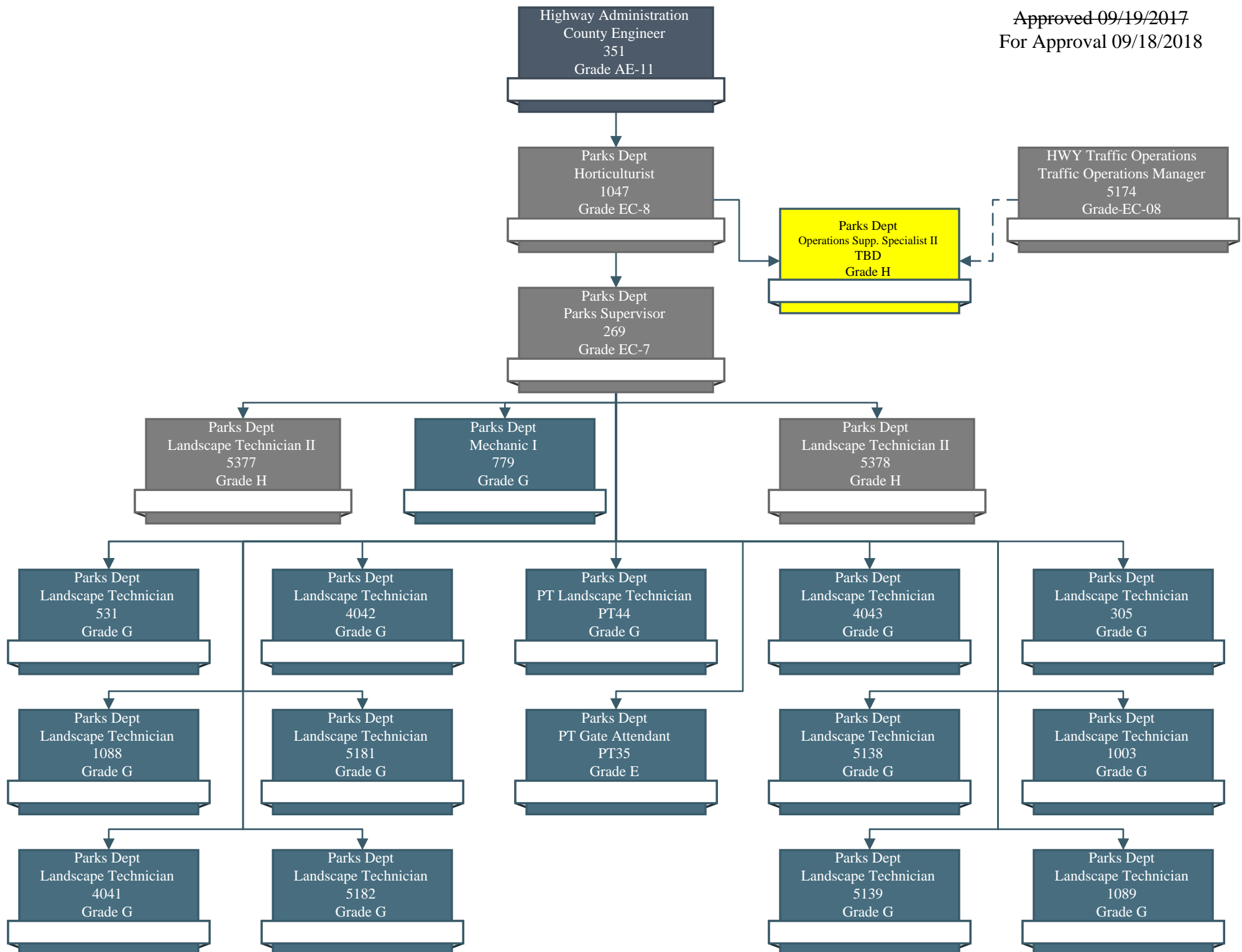
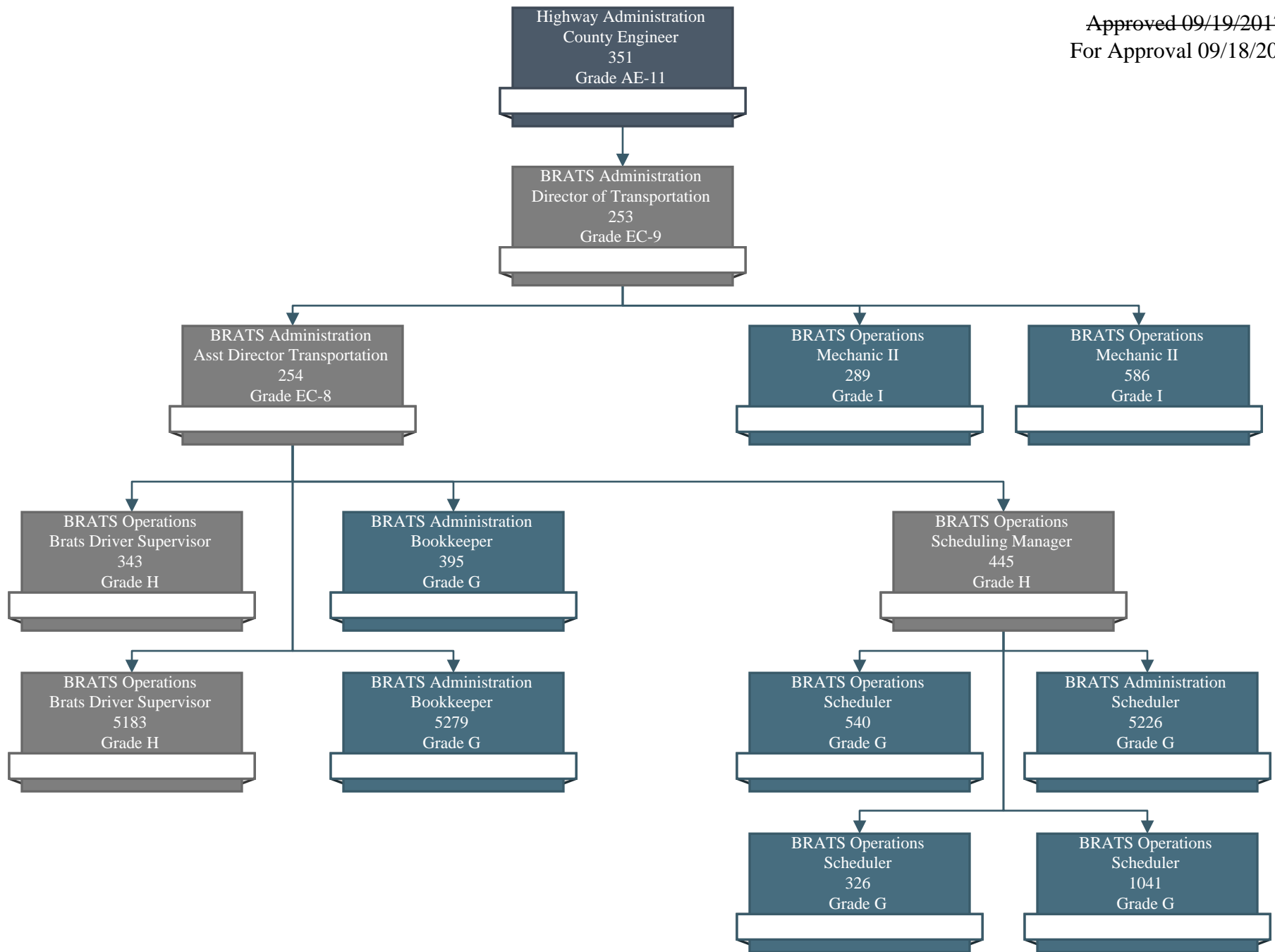
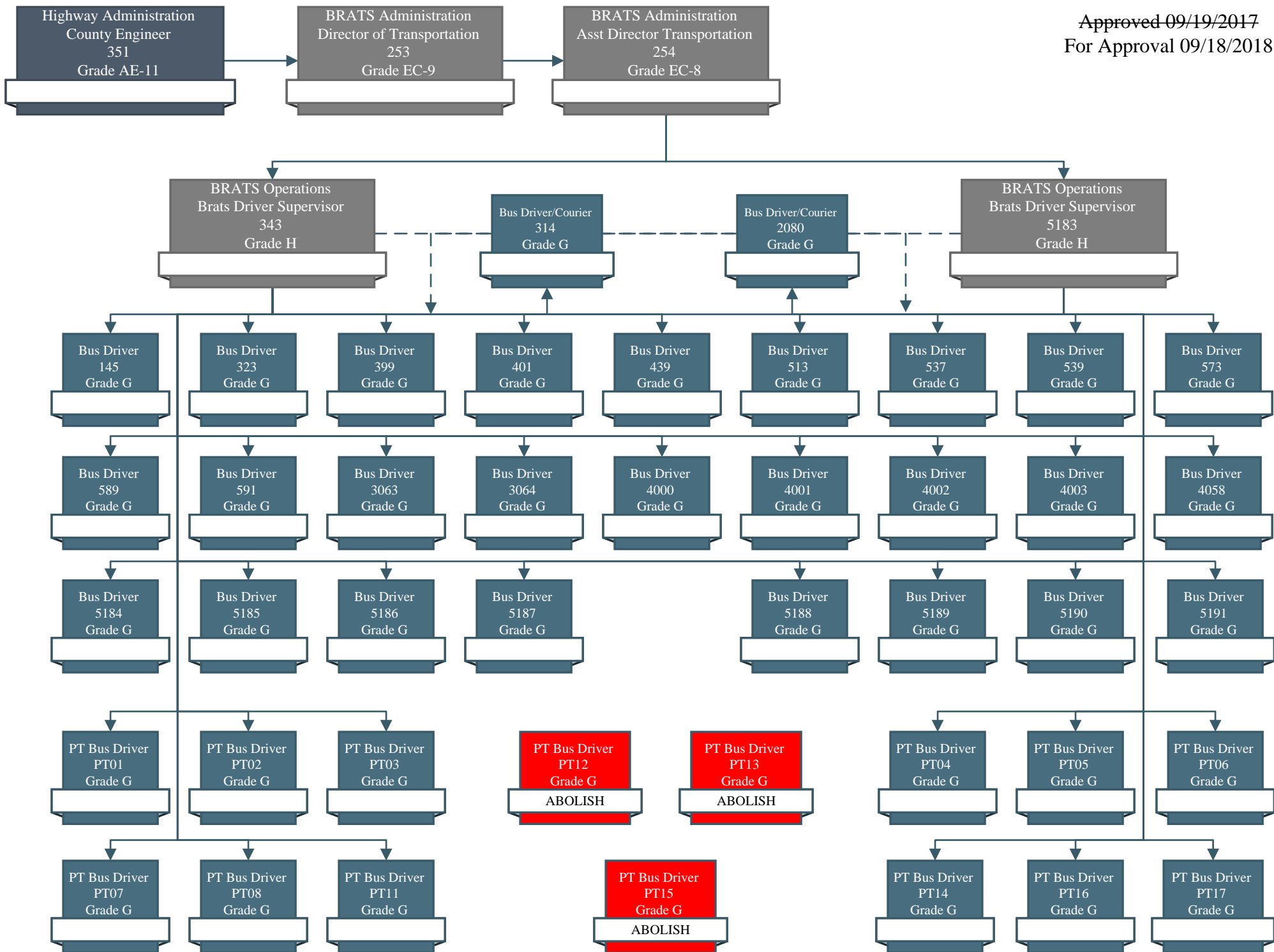


Approved 09/19/2017
For Approval 09/18/2018

Approved 09/19/2017
For Approval 09/18/2018







POSITION DESCRIPTION

Title: Administrative Support Specialist IV
Department: Highway Department – Administration Section
Job Analysis: September 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: N/A
Internal Contacts: Co-workers
External Contacts: General Public
Status: Classified/Non-Exempt (J)

Job Summary

The Administrative Support Specialist IV for Highway Department Administration serves to accomplish a myriad of administrative duties to assist the County Engineer and other Highway Department Personnel.

Job Domains

1. Final reviewer of Highway Department Agenda items before they are submitted.
2. Maintain all scheduling, filing, and communication for County Engineer.
3. Provide whatever information is available to general inquiries.
4. Type and/or prepare correspondence, agenda items, public notices and releases and various documents as requested.
5. Greet visitors to the office; refer them to whom they need to see and make them comfortable if they must wait.
6. Answer incoming calls when necessary and transfer them to the proper office.
7. Maintain Highway organizational chart and job descriptions.
8. Agenda package preparation and presentations for work session and Commission meetings.
9. Attend work session and Commission meetings and follow up on action taken, when needed.
10. Road and Bridge meeting agenda preparation and advertising.
11. Staff meeting agendas and minutes.

12. Serves as liaison to the Personnel Department.
13. Process Highway employee evaluations and submit to Personnel.
14. Assist with building maintenance and CIS work orders, as needed.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Skills to communicate effectively and maintain effective working relationships with supervisors, co-workers and the general public.
5. Skills to read, understand and compile printed reports and research assignments.
6. Knowledge of filing procedures.
7. Knowledge and ability to operate office machinery, computers and general software.
8. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Two (2) years' experience in secretarial related work.
2. Have a valid driver's license.
3. Willing to work non-standard hours when necessary.
4. Be willing to attend educational courses for advanced training.

POSITION DESCRIPTION

Title: Bridge/Project Coordinator

Department: Highway Department – Construction Section

Job Analysis: January 2013, September 2017, September 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: Construction Development Manager, Construction Manager,
County Engineer (~~Dotted line to Highway Administrator~~)

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 (EC-07)

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 positions.

Job Domains

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 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 is kept up to date and projects are completed substantial compliance.
18. Ability to file and keep organized records.
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.**

POSITION DESCRIPTION

Title: ~~Permit/Subdivision Manager~~Construction Development Manager

Department: Highway Department – ~~Subdivision~~Construction Section

Job Analysis: November 2012, August 2015, September 2017, September 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: Construction Manager, County Engineer (~~Dotted line to Highway Administrator~~)

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

~~The employee is responsible for coordinating all Permit requests. The employee is responsible for planning and directing activities of the subdivision plat review and subdivision roads inspection.~~ 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 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.

A.B. ~~Permit/Subdivision Manager~~ Subdivision and Permitting

1. ~~Coordinates~~ Directs and oversees the review of all Subdivision Permits, Commercial Turn-out Permits, Turn-lane Permits, and Utility permits.
2. ~~Coordinates all Turn-lane Permits.~~ Manages the County's Subdivision Regulations and makes recommendations to the County Commission for proposed amendments.
3. ~~Responsible for Right-of-Way and Easement Vacation process.~~ Manages the Access Management Plans for both the Baldwin Beach Express and the Foley Beach Express.
4. ~~Coordinates all Recreational Park Reservation requests.~~ Oversees the inspections of subdivision construction projects for compliance with the Baldwin County Subdivision Regulations.
5. ~~Coordinates all Utility Permits.~~ Manages the ETJ agreements between the County Commission and other municipalities.
6. ~~Coordinate all Subdivision Applications.~~ Coordinates with the Planning and Zoning Department on cases that involve County zoning.
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.
- 7.8. ~~Coordinates with Permit Engineer on~~ 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.
8. ~~Reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission and subdivision developer/engineer.~~
9. ~~Advise applicants/property owners of subdivision and other land use requirements and respond to public inquiries on same.~~
10. ~~Coordinates all Variance Applications.~~
11. ~~Coordinate all Subdivision Exemption Applications.~~
12. ~~Coordinate all complaint requests and violations.~~
13. ~~Coordinate Adopt-a-mile requests.~~
14. ~~Coordinate with Municipalities on ETJ Agreements.~~
15. ~~Coordinate with Planning and Zoning Department on zoning cases.~~
16. ~~Coordinate all Highway Construction Setback appeals.~~
17. ~~Draft amendments to subdivision regulations.~~
18. ~~Maintain computer database of subdivisions.~~

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~~Departments, and ~~commissioners~~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.

POSITION DESCRIPTION

Title: Construction Manager

Department: Highway Department - Construction

Job Analysis: July 2018, September 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, Permit/Subdivision 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. The employee is responsible for planning and directing activities of the permit/subdivision section, bridge inspection program, traffic operations, and construction and paving aspects of 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 practice 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, negotiate 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, and 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 125 pounds, with or without assistance.

Other Characteristics

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

Minimum Qualifications

1. Minimum of B.S. in Civil Engineering.
2. Five (5) years' experience in highway maintenance, design, or construction.
3. Have a valid driver's license.
4. Licensed Professional Engineer in the State of Alabama preferred but not required.
5. 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.

POSITION DESCRIPTION

Title: Design Technician I

Department: Highway Department – ~~Design~~ Pre-Construction Section

Job Analysis: August 2013, ~~September~~ 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: Pre-Construction Manager, County Engineer ~~(Dotted line to Highway Administrator)~~

Subordinate Staff: None

Internal Contacts: Baldwin County Highway Department Section Heads, Pre-Construction Right-of-Way Team Members, Staff, and other County Employees

External Contacts: General Public, Alabama Department of Transportation, Members of County Offices, Engineering Firms, Other Government Agencies, Utility Companies

Status: Classified/Non-Exempt (I)

Job Summary

The employee will assist with various engineering duties including but not limited to Computer Aided Drafting and Design (CADD), data collection and recording, surveying, record keeping, preparing and distributing construction plans and contract documents, etc., and contributing to the operation of the Highway Department.

Job Domains

1. Utilize Microstation, InRoads, GIS, and other software in the development of road and bridge construction plans and site plans.
2. Assist Design Section in preparing engineering/GIS products for use in presentations to the Baldwin County Commission as well as the general public.
3. Assist the Design Section in the collection of field data such as traffic counts and survey.
4. Professional contact with outside engineering consulting firms and the general public.
5. Assist in filing and organizing information for multiple projects.
6. Assist in staking right-of-way, roadway layout and other surveying.
7. Write legal descriptions for ROW and easement dedications.
8. Request and participate in the collection of survey and mapping data.

9. Conduct interviews with tourist and the public to secure survey information.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff and general public.
2. Math skills to perform engineering calculations.
3. Writing skills to prepare reports, complete forms, compose letters accurately and neatly.
4. Reading skills to read and understand written instructions, manuals and correspondence.
5. Listening skills to understand verbal communications with co-workers and public.
6. Ability to operate office machines such as calculator, computer terminal and copy machine.
7. Must be highly motivated and organized.

Minimum Qualifications

1. High school education or equivalent.
2. Willing to work overtime and non-standard hours to meet deadlines as required.
3. Experience with Microstation, InRoads and Microsoft Office applications is desired.
4. Have a valid Alabama driver's license.

POSITION DESCRIPTION

Title: Design Technician II

Department: Highway Department – ~~Design~~ Pre-Construction Section

Job Analysis: August 2013, August 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: Pre-Construction Manager, County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Internal Contacts: Baldwin County Highway Department Section Heads, Pre-Construction Right-of-Way team members, Staff, and other County Employees

External Contacts: General Public, Alabama Department of Transportation, Members of County Offices, Engineering Firms, Other Government Agencies, Utility Companies

Status: Classified/Non-Exempt (J)

Job Summary

The employee will assist with various engineering duties including but not limited to Computer Aided Drafting and Design (CADD), project management, developing horizontal and vertical alignments, data collection and recording, surveying, and record keeping, etc. Additional duties may include estimates and project scheduling as needed for In House and Consultant Management projects, as well as contributing to the operation of the Highway Department. The employee may be required to have experience with Microstation, InRoads, GIS, GPS equipment and be able to assist in training subordinate staff and members of the Highway Department.

Job Domains

1. Utilize Microstation, InRoads, GIS, and other software in the development of road and bridge construction plans and site plans.
2. Assist Design Section in preparing engineering/GIS products for use in presentations to the Baldwin County Commission as well as the general public.
3. Assist the ~~Design~~ Pre-Construction Section in the collection of field data such as traffic counts, survey and drainage delineations.

4. Professional contact with outside engineering consulting firms, government agencies, utility companies, and the general public.
5. Assist in design and development of various roadway and bridge projects.
6. Assist in developing schedules and construction estimates for various projects and assist in making recommendations to the County Engineer.
7. Attend plan reviews for inhouse and consulted projects, as required.
8. Attend pre-bid meetings, bid openings, and prepare bids for award.
9. Coordinate with consultants and assist in establishing the scope of a project, review fee proposals and tasks, negotiate consultant fees, and assist in developing construction plans as needed.
- ~~7.10.~~ Assist in establishing the scope of a project and assist in developing construction plans.
- ~~8.11.~~ Assist in cConsultant mManagement for projects being prepared by a cConsultant.
- ~~9.12.~~ Coordinate with utility companies during the design phase to ensure the proper relocation of utilities prior to construction.
- ~~10.13.~~ Develop revised design and construction standards and standard operation procedures for the Highway Department.
- ~~11.14.~~ Administer contracts, coordinate & review the work of outside consultants including, but not limited to, having general knowledge of federal funding projects and required special provisions.
- ~~12.15.~~ Review and recommend payments and billing for contracted services related to assigned projects and coordinate with ALDOT and consultants/contractors in preparing invoices for reimbursable projects.
16. Write and review legal descriptions for ROW and easement dedications.
- ~~13.17.~~ Perform accident analyses in CARE (Critical Analysis Reporting Environment) – used to determine frequency and cause of accidents and recommended measures for intersection safety improvements.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff and general public.
2. Math skills to perform engineering calculations.
3. Writing skills to prepare reports, complete forms, compose letters accurately and neatly.
4. Reading skills to read and understand maps, plans, written instructions, manuals and correspondence.
5. Listening skills to understand verbal communications with co-workers and public.
6. Ability to operate office machines such as calculator, computer terminal and copy machine.
7. General knowledge of administration of public works projects and procedures.
8. Good working Knowledge of Microstation and InRoads, Microsoft Office applications as well as ARC GIS.
9. Must be highly motivated and organized.

Other Characteristics

1. High school education; minimum of a two (2) year drafting degree, or minimum of five (5) years' experience in design or construction related field.
2. Willing to work overtime and non-standard hours to meet deadlines as required.
3. Experience with various Engineering software such as drainage design, traffic design, project scheduling/management is a plus.

4. Have a valid Alabama driver's license.

POSITION DESCRIPTION

Title: Design Technician III

Department: Highway Department – ~~Design~~ Pre-Construction Section

Job Analysis: August 2013, September 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: Pre-Construction Manager, County Engineer-~~(Dotted line to Highway Administrator)~~

Subordinate Staff: None

Internal Contacts: Baldwin County Highway Department Section Heads, Pre-Construction Right-of-Way Members, Staff, and other County Employees.

External Contacts: General Public, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Environmental Agencies, Surveyors, Attorneys and Local Officials

Status: Classified/Non-Exempt (K)

Job Summary

Employee will perform highly responsible and diverse civil engineering tasks. Employee will perform ~~i~~n-h~~o~~u~~s~~e ~~d~~e~~s~~i~~g~~n, ~~as well as~~ ~~co~~o~~r~~dina~~t~~i~~n~~g with ~~c~~o~~n~~sultants and review~~i~~ng ~~c~~o~~n~~sultant Plans. Employee will participate in the planning of roads and bridges relating to Highway Department projects. The employee will assist with various engineering duties including, but not limited to, ~~;~~ Computer Aided Drafting and Design (CADD); ~~;~~ drainage studies; ~~;~~ traffic studies; ~~;~~ developing horizontal; and vertical alignments, surveying, and record keeping.

Job Domains

1. Assist in design and development of various roadway and bridge projects.
2. Assist in developing schedules and construction estimates for various projects and assist in making recommendations to the County Engineer.
3. Assist in establishing the scope of a project and assist in developing construction plans.
4. Assist in preparing engineering/GIS products for use in presentations to the Baldwin County Commission as well as the general public.

5. Professional contact with outside survey, engineering, construction, or other miscellaneous service oriented providers for the purposes of obtaining services, administering contracts and ensuring prosecution of work.
6. Works with professional, sub-professional and other employees engaged in design, of all public roads, highways, bridges and related drainage structures and other governmental activities.
7. Participates in preparing complete set of construction plans for highway projects.
8. Coordinates with outside agencies (ALDOT, NRCS, Corps of Engineers, etc.) regarding project funding, permits, requirements and regulations for County projects.
9. Assists in developing budgets for County projects and annual Highway Department Design budget.
10. Participate in the plan check, review and processing of plans for highway construction and other related construction projects.
- ~~10.~~11. Coordinate utility relocations as required during contract bid and award phase.
12. Ability to train other staff members
13. Billing and payment processing for PE Consultants, Utility companies and prepare reimbursements as required.
- ~~11.~~14. Prepare and submit grant applications for highway and pedestrian safety projects.

Knowledge, Skills, and Abilities

1. Verbal skills to 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, complete forms, compose letters accurately and neatly.
4. Reading skills to read and understand maps, blueprints, written instructions, manuals and correspondence.
5. Listening skills to understand verbal communications with co-workers and public
6. Ability to operate office machines such as calculator, computer terminal and copy machine.
7. Proficient in Microstation and InRoads, Microsoft Office applications as well as ARC GIS.
8. Skills in planning and scheduling.
9. Knowledge of occupational safety and health requirements.
10. Assist in coordinating disaster recovery.
11. Hear well enough to understand normal conversations.
12. Thorough knowledge of administration of public works projects and procedures.
13. Must be highly motivated and organized.

Minimum Qualifications

1. High School education, minimum of five (5) years experience in design or construction related field.
2. Willing to work overtime and non-standard hours to meet deadlines as required
3. Have a valid driver's license.
4. Experience with various Engineering design software packages to aid in such as drainage design, traffic design, project scheduling/management, is a plus.

POSITION DESCRIPTION

Title: Engineering Technician I (Construction Option)

Department: Highway Department – Construction Engineering

Job Analysis: September 2017, September 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: Bridge/Project Coordinator, Construction Development Manager, Construction Manager, County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc...

Status: Classified/Non-Exempt (H)

Job Summary

To successfully complete any job/duty deemed necessary by the **supervisor** or his/her Designee.

Job Domains

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. May take elevations and measurements needed to calculate quantities of excavation and embankment.
4. May calculate and prepare monthly estimates and final documentation for various construction projects.
5. May assist with the Bridge Safety Inspection Program.
6. **May** perform paved and dirt road inspections.
7. Ensure ADEM regulations are met on projects.
8. May operate herbicide spraying unit.
9. Utilize GPS, GIS, and other programs as deemed necessary by Supervisor.
10. Collect traffic counts and data.

11. Analyze traffic data and make recommendations for roadway feature improvements or modifications.
12. May perform material testing for projects.
13. May create and enter project schedules in CIMS or other database.

Knowledge, Skills, and Abilities

1. Knowledge of MicroStation
2. Knowledge of ARCGIS and ARCMAP.
3. Knowledge of ARCGIS database manipulation.
4. Knowledge of CIMS or equivalent database.
5. Knowledge of Microsoft Powerpoint to put together presentations.
6. Knowledge of civil engineering practices and their applications to road maintenance.
7. Knowledge of deed research and county software that is applicable.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers and the general public.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 pounds.
7. **Ability to stand all day.**

Other Characteristics

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Willing to work non-standard hours as required.
3. **May require** a valid Alabama commercial driver's license (CDL Class B) with Tanker Endorsement may be required.
4. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

(Items listed below may be required as deemed necessary by Supervisor)

1. Must have 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. Experience in construction project inspection and Alabama Department of Transportation procedures preferred.
4. Certified Traffic Control Inspector **preferred.**
5. Certified Concrete Technician **preferred.**
6. Certified Roadway Technician **preferred.**
7. Qualified Credentialed Inspector (QCI) **preferred.**
- ~~8.~~ Receive Herbicide Applicators License **preferred.**
- ~~9.~~ Acquire additional certifications as needed **preferred.**

~~10.8.~~ 10.8.

POSITION DESCRIPTION

Title: Engineering Technician I (Permits Option)

Department: Highway Department – Subdivision Section

Job Analysis: November 2012, September 2017, September 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: Engineering Tech III, Permit/Subdivision ~~Manager~~Coordinator,
Construction Development Manager, Construction Manager,
County Engineer (Dotted line to Highway Administrator)

Subordinate Staff: None

Internal Contacts: ~~Office Administrator~~, Employees of Highway Department, Other
County Employees

External Contacts: General Public, Municipal Officials, Utility Companies, Alabama
Department of Transportation; Contractors; Baldwin County
Health Department, ADEM, U.S. Army Corps of Engineer

Status: Classified/Non-Exempt (H)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on the installation of public utilities on County rights-of-ways. ~~Duties include administering the Utility Permits, coordinating moving of utilities which conflict with construction activities, and inspecting the installation of utilities to insure conformance with accepted construction practices. This person also insures the right of way is restored to its “pre-installation” condition by the Utility contractor.~~ Furthermore, will work to obtain the needed job skills to coordinate and perform benchmark inspections of subdivision developments in Baldwin County in accordance with the approved construction plans and coordinate and perform inspections of other work being conducted on County right-of-ways under other permits or agreements.

A person in this position must be able to travel to construction sites throughout the County and must have a good understanding of the County’s Highway network.

Job Domains

A. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, utility, and R.O.W. work to insure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to insure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.

B. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare monthly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by radio or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer terminal and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. ~~Prepare agendas for presentation during County Commission work sessions.~~
9. Knowledge of standard utility installation techniques.
10. Ability to address deficiencies of new utility installations.
11. Ability to coordinate construction activities and utility activities to avoid conflicts.
12. *Knowledge of county road and bridge systems and Baldwin County Subdivision Regulations.
13. *Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
14. Ability to use level, calculator, drawing tools, chain and plumb bob.
15. Ability to exercise independent judgment and initiative in planning and implementing work.
16. *Knowledge of rules and regulations regarding safety.

17. Ability to establish and maintain effective working relationships with ~~associates,~~ associates, supervisors, developers and contractors in this work.
18. Ability to understand and follow complex written and verbal instructions.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate to the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. High school diploma or equivalent.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Engineering Technician II (Construction Option)

Department: Highway Department – Construction Engineering

Job Analysis: September 2017, September 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: Bridge/Project Coordinator, Construction Development Manager, Construction Manager, County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc...

Status: Classified/Non-Exempt (J)

Job Summary

To successfully complete any job/duty deemed necessary by the **supervisor** or his/her Designee.

Job Domains

1. **May** perform GIS drawings.
2. Assist with Highway Management plan as directed.
3. **May** perform traffic counts and run reports.
4. May approve routes for overweight and oversized vehicles traveling thru Baldwin County ensuring the safety of the County Road and Bridge System.
5. Communicate with contractors regarding Highway Department Projects.
6. Performs typing and filing of correspondence and records.
7. Perform basic surveying skills such as operating levels and level rods, chains and tapes.
8. **May** perform road inspections.
9. Serve as “Project Inspector” or “Project Engineer” for construction projects.
10. Perform Bridge Safety Inspections **and manage program elements as needed.**

11. May calculate and prepare monthly estimates and final documentation for various construction projects.
12. Ensure ADEM regulations are met on projects.
13. Perform material testing for projects.

Knowledge, Skills, and Abilities

1. Knowledge of MicroStation
2. Knowledge of ARCGIS and ARCMAP.
3. Knowledge of ARCGIS database manipulation.
4. Knowledge of CIMS or equivalent database.
5. Knowledge of Microsoft Powerpoint to put together presentations.
6. Knowledge of civil engineering practices and their applications to road maintenance.
7. Knowledge of deed research and county software that is applicable.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers and the general public.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 pounds.
7. **Ability to stand all day.**

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. Five (5) years' experience in civil field engineering **preferred**.
2. Valid driver's license and be insurable by the County's insurance standards.
3. Certified Traffic Control Inspector preferred.
4. Certified Concrete Technician preferred.
5. Certified Roadway Technician preferred.
6. Qualified Credentialed Inspector (QCI) preferred.
7. Certified Level 1 Asphalt Technician preferred.
8. Certified Bridge Inspector preferred.
9. Acquire additional certifications as needed.

POSITION DESCRIPTION

Title: Engineering Technician II (Permits Option)

Department: Highway Department – Subdivision Section

Job Analysis: August 2013, September 2017, September 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: Engineering Tech III, Permit/Subdivision ~~Manager~~Coordinator,
Construction Development Manager, Construction Manager,
County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Internal Contacts: ~~Office Administrator~~, Employees of Highway Department, Other
County Employees

External Contacts: Suppliers, General Public, Municipal Officials, Utility Companies,
Alabama Department of Transportation; Contractors; Baldwin
County Health Department, ADEM, U.S. Army Corps of
Engineer

Status: Classified/Non-Exempt (J)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on the installation of public utilities on County rights-of-ways. Furthermore, will coordinate and perform benchmark inspections of subdivision developments in Baldwin County in accordance with the approved construction plans and coordinate and perform inspections of other work being conducted on County right-of-ways under other permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must have a good understanding of the County's Highway network.

This individual shall also successfully complete any job/duty deemed necessary by the ~~Permit/Subdivision~~Construction Manager or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various permits in the County rights-of-ways.
2. Create GIS drawings and enter projects into ARCGIS database.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicant any other County employees.
5. Create agenda items for License Agreements.

B. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, utility, and R.O.W. work to insure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to insure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by radio or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer terminal and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
- ~~8. Prepare agendas for presentation during County Commission meetings.~~
- ~~9.~~8. Knowledge of standard utility installation techniques.
- ~~10.~~9. Ability to address deficiencies of new utility installations.
- ~~11.~~10. Ability to coordinate construction activities and utility activities to avoid conflicts.

- ~~12.11.~~ Ability to successfully balance workloads.
- ~~13.12.~~ Knowledge of Microsoft Excel and other software to successfully maintain databases.
- ~~14.13.~~ Knowledge of county road and bridge systems and Baldwin County Subdivision Regulations.
- ~~15.14.~~ Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
- ~~16.15.~~ Ability to use level, calculator, drawing tools, chain and plumb bob.
- ~~17.16.~~ Ability to exercise independent judgment and initiative in planning and implementing work.
- ~~18.17.~~ Knowledge of rules and regulations regarding safety.
- ~~19.18.~~ Ability to establish and maintain effective working relationships with ~~associates,~~ associates, supervisors, developers and contractors in this work.
- ~~20.19.~~ Ability to understand and follow complex written and verbal instructions.
- ~~21.20.~~ Knowledge of ARCGIS and ARCMAP.
- ~~22.21.~~ Knowledge of ARCGIS database manipulation.
- ~~23.22.~~ Knowledge of Microsoft Outlook and how manage/compose emails.
- ~~24.23.~~ Knowledge of Microsoft Powerpoint to put together presentations.
- ~~25.24.~~ Knowledge of deed research and county software that is applicable.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisory, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. High school diploma or equivalent and two (2) years' experience preferred, but not required.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Engineering Technician III (Construction Option)

Department: Highway Department – Construction Engineering

Job Analysis: September 2017, September 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: Bridge/Project Coordinator, Construction Development Manager, Construction Manager, County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc...

Status: Classified/Non-Exempt (K)

Job Summary

To successfully complete any job/duty deemed necessary by supervisor or his/her Designee.

Job Domains

1. **May** perform GIS drawings.
2. Assist with Highway Management plan as directed
3. **May** perform traffic counts and run reports.
4. May approve routes for overweight and oversized vehicles traveling thru Baldwin County ensuring the safety of the County Road and Bridge System.
5. Communicate with contractors regarding Highway Department Projects.
6. Performs typing and filing of correspondence and records.
7. Perform basic surveying skills such as operating levels and level rods, chains and tapes.
8. **May** perform road inspections.
9. Serve as "Project Inspector" or "Project Engineer" for construction projects.
10. Perform Bridge Safety Inspections **and manage program elements as needed.**

11. May calculate and prepare monthly estimates and final documentation for various construction projects.
12. Ensure ADEM regulations are met on projects.
13. Perform material testing for projects.
14. ~~Assist with management of Bridge Safety Inspection Program.~~
15. Assist with management of Asphalt Placement and Pavement Preservation Programs, as needed.
16. May assist with personnel management, as needed.

Knowledge, Skills, and Abilities

1. Knowledge of MicroStation
2. Knowledge of ARCGIS and ARCMAP.
3. Knowledge of ARCGIS database manipulation.
4. Knowledge of CIMS or equivalent database.
5. Knowledge of Microsoft Powerpoint to put together presentations.
6. Knowledge of civil engineering practices and their applications to road maintenance.
7. Knowledge of deed research and county software that is applicable.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers and the general public.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 pounds.
7. **Ability to stand all day.**

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. Five (5) years' experience in civil field engineering **preferred**.
2. Valid driver's license and be insurable by the County's insurance standards.
3. Certified Traffic Control Inspector preferred.
4. Certified Concrete Technician preferred.
5. Certified Roadway Technician preferred.
6. Qualified Credentialed Inspector (QCI) preferred.
7. Certified Level 1 Asphalt Technician preferred.
8. Certified Bridge Inspector preferred.
9. Acquire additional certifications as needed.

POSITION DESCRIPTION

Title: Engineering Technician III (Permits Option)

Department: Highway Department – Subdivision Section

Job Analysis: September 2017, September 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: Permit/Subdivision ~~Manager~~Coordinator, Construction Development Manager, Construction Manager, County Engineer
(~~Dotted line to Highway Administrator~~)

Subordinate Staff: Engineering Technician I (Permits), Engineering Technician II (Permits)

Other Internal Contacts: ~~Office Administrator~~, Employees of Highway Department, Other County Employees

External Contacts: Suppliers, General Public, Municipal Officials, Utility Companies, Alabama Department of Transportation; Contractors; Baldwin County Health Department, ADEM, U.S. Army Corps of Engineer

Status: Classified/Non-Exempt (K)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on the installation of public utilities on County rights-of-ways. Furthermore, will coordinate and perform benchmark inspections of subdivision developments in Baldwin County in accordance with the approved construction plans and coordinate and perform inspections of other work being conducted on County right-of-ways under other permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must have a good understanding of the County's Highway network. This individual is responsible for assisting with the review of subdivision applications to ensure the Baldwin County Subdivision Regulations are met.

This individual shall also successfully complete any job/duty deemed necessary by the ~~Permit/Subdivision~~Construction Manager or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various permits in the County rights-of-ways.
2. Create GIS drawings and enter projects into ARCGIS database.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicant any other County employees.
5. Create agenda items for License Agreements.
6. Review subdivision applications and create staff reports for public hearings.

B. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, utility, and R.O.W. work to insure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to insure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by radio or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer terminal and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. ~~Prepare agendas for presentation during County Commission meetings.~~

- ~~9.~~8. Knowledge of standard utility installation techniques.
- ~~10.~~9. Ability to address deficiencies of new utility installations.
- ~~11.~~10. Ability to coordinate construction activities and utility activities to avoid conflicts.
- ~~12.~~11. Ability to successfully balance workloads.
- ~~13.~~12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
- ~~14.~~13. Knowledge of county road and bridge systems and Baldwin County Subdivision Regulations.
- ~~15.~~14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
- ~~16.~~15. Ability to use level, calculator, drawing tools, chain and plumb bob.
- ~~17.~~16. Ability to exercise independent judgment and initiative in planning and implementing work.
- ~~18.~~17. Knowledge of rules and regulations regarding safety.
- ~~19.~~18. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors in this work.
- ~~20.~~19. Ability to understand and follow complex written and verbal instructions.
- ~~21.~~20. Knowledge of ARCGIS and ARCMAP.
- ~~22.~~21. Knowledge of ARCGIS database manipulation.
- ~~23.~~22. Knowledge of Microsoft Outlook and how manage/compose emails.
- ~~24.~~23. Knowledge of Microsoft Powerpoint to put together presentations.
- ~~25.~~24. Knowledge of deed research and county software that is applicable.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisory, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. High school diploma or equivalent and five (5) years' experience preferred, but not required.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Geospatial Operations Manager

Dept: Highway Department (~~GIS Section~~) - **Geospatial**

Job Analysis: May 2018, **September 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: GIS Coordinator, Survey Manager

Internal contacts: Highway Department Section Heads, Staff and other County Employees

External contacts: General Public, Vendors, Representatives from other Agencies

Status: Classified/Exempt (EC-9)

Job Summary

Provides coordination, supervision, and overall direction for the Highway Department's Geographic Information Systems. This individual is responsible for all phases of GIS development, implementation, and maintenance for the Highway Department. In addition to coordinating departmental needs within the Highway Department, this position will coordinate with other governmental agencies and various private sector entities in order to reap the benefits of developing a department wide GIS system.

Job Domains

A. Systems Administration, Maintenance and Operations

1. Assists in the integration of engineering, design, survey, construction, and maintenance department data.
2. Develops, implements, and maintains software applications as required.
3. Develops and implements maintenance plans on all GIS systems/databases as required.
4. Conducts and/or coordinates user training classes as required.
5. Collects, analyzes, and distributes geographic data to support the highway department.
6. Facilitates, manages, and executes project activities for large complex GIS tasks.

7. Implements project controls to ensure accuracy and completeness of data and information systems.
8. Provides technical support and develops standards related to GIS.
9. Prepares, maintains, and reports implementation plans and schedules for projects and tasks.
10. Performs daily supervisor duties for all subordinates.
11. Mentors technical staff and fosters a good working environment through knowledgeable effective hands-on technical oversight and support.

Knowledge, Skills, and Abilities

1. Good knowledge of computer operating systems and computer networks.
2. Good knowledge of project management principles, including budgeting.
3. Ability to apply GIS software and hardware technology to solve user problems and information needs.
4. Ability to plan and organize work in order to set priorities and meet deadlines.
5. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
6. Ability to communicate effectively, both orally and in writing.
7. Proficiency with ESRI ArcMap or ArcGIS Pro (or equivalent) required.
8. Proficiency with standard land surveying practices and equipment required.
9. Proficiency with Excel, PowerPoint, and other Microsoft Office software
10. Possess excellent computer skills.
11. Team player with exceptional interpersonal skills.

Physical Characteristics

1. See well enough to read deeds and right-of-way drawings.
2. Hear well enough to talk on telephone.
3. Speak well enough to discuss projects with supervisors, co-workers, general public, and engineers.

Minimum Qualifications

1. Possess a Bachelor's degree in Survey, Mapping, GIS, or a closely related field.
2. Should have a minimum of four (4) years' experience as a GIS Coordinator, GIS Analyst, or other similar position that demonstrates leadership and technical capabilities in a multisite distributed environment.
3. Should have a minimum of two (2) years' experience using ESRI ArcInfo and ArcView.
4. Must be willing to travel and stay overnight as required.
5. Must be willing to work nonstandard hours, including weekends and overtime.
6. Must be willing to attend additional training, skills development, and other self-improvement courses as deemed necessary by supervisor.
7. Have a valid driver's license.

POSITION DESCRIPTION

Title: GIS Coordinator

Department: Highway Department (~~GIS Section~~) - **Geospatial**

Job Analysis: May 2018, **September 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: Geospatial Operations Manager, County Engineer

Subordinate Staff: None

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

External Contacts: General Public, Alabama Department of Transportation; Municipalities, etc...

Status: Classified/Exempt (EC-7)

Job Summary

Assist Engineering staff with various GIS duties including but not limited to making maps, and creating new shapefiles and layers which contributes to the operation of the Highway Department. Update/Maintain CIMS road table on a daily basis. Manage linked CIMS and GIS data. Train Highway staff members and answer GIS questions as needed. Assist and perform QA/QC on data collected by BCHD employees as BCHD infrastructure is collected.

Job Domains

1. Utilize ArcMap, CIMS, Crystal Reports and other software to maintain the department's GIS data.
2. Assist all Sections in preparing GIS maps and creating shapefiles and layers for use in the field as well as for presentations to the Baldwin County Commission and the general public.
3. Must be highly motivated and organized.
4. Be a backup for overweight permits for the state.
5. Professional contact with outside engineering consulting firms and the general public.
6. Review all MSAG notifications from 911.
7. Assist the Operations Manager in reviewing all annexations to see the impact on county maintained roads.

Knowledge, Skills, and Abilities

1. Must be proficient in ArcMap.
2. Verbal skills to communicate effectively with office staff and general public.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer terminal, plotter, and copy machine.

Minimum Qualifications

1. Minimum of Bachelor's degree and two (2) years' experience in ArcMap or a minimum of five (5) years' experience in ArcMap in lieu of Bachelor's degree.
2. Willing to work overtime and non-standard hours to meet deadlines as required.
3. CIMS, Microsoft Office applications, and Power Point experience a plus.
4. Have a valid driver's license.

POSITION DESCRIPTION

Title: Laborer (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 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: Designated Sign Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group

External Contacts: General Public

Status: Classified/Non-Exempt (E)

Job Summary

Responsible for carrying out the activities of the Traffic Control paint crew. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domains

A. Operations

1. Operate small portable paint machine to stripe parking lots.
2. Operate epoxy gun to install pavement markers.
3. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
4. Willing to assist the paving/mowing, sign and signal crews as needed.
5. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Operation and Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisor or co-workers.
2. Skills to follow verbal instructions.
3. Basic skills in the operation, maintenance and safe use of trucks and tractors.
4. Knowledge of traffic regulations.
5. Knowledge of safety rules, including accident causes and prevention.
6. Skills to complete routine forms and records.
7. Knowledge of County policies, procedures and rules.

Physical Characteristics

1. See well enough to operate machinery safely.
2. Hear well enough to follow directions from Supervisors.
3. Use of hands and fingers to perform manual work.
4. Physical dexterity sufficient to operate lever, gears, shovels, etc.
5. Body mobility to perform maintenance and operate various types of equipment and perform basic manual labor.
6. Ability to stand all day
7. Ability to lift 50 pounds.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Required to wear uniforms as directed by the County Engineer.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Have a valid driver's license (Commercial Driver's License required for promotion) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Office Administrator (Permit Option)

Department: Highway Department – Subdivision Section

Job Analysis: November 2012, September 2017, September 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: Permit/Subdivision ~~Manager~~Coordinator, Construction Development Manager, Construction Manager, County Engineer
(~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Internal Contacts: ~~Engineering Technicians~~, Highway Department Staff, Purchasing Department, Commission Administration, Other County Employees

External Contacts: General Public, Developers, Engineers, Surveyors, Utility Companies

Status: Classified/Non-Exempt (H)

Job Summary

Organize and compile the Subdivision Staff Reports for the Planning Commission Meetings, prepares public notices as required for the applications processed by the Permit Division, types correspondence generated by the Permit Section, prepares Commission Agenda Items as needed for the Permit Section, handles correspondence incoming and outgoing so as to stay “in tune” with current affairs, stay informed to make decisions and represent the Permit Section of the Highway Department, responsible for filing, typing, scheduling and communication for the Permit/Subdivision ~~Manager~~Coordinator and Construction Development Manager.

Job Domains

A. Typing and Word Processing

1. Prepare Public Notices for Subdivision Cases ~~and Right of way Vacation requests~~.
2. Prepares Notice of Actions from the Planning Commission.
3. Type letters and other memoranda as necessary.

4. Maintain all scheduling, filing, and communication for ~~Permit Division~~the permitting and subdivision division of the Construction Section of the Highway Department.
5. Type and prepare Agenda Items for the County Commission meetings as necessary.
6. Receives Applications for ~~all Permit Division~~the permit/subdivision division of the Construction Section activities.
7. Maintains the Database of all Subdivision Files.
8. Prepares requisitions as necessary ~~for the Permit Division of the Highway Department~~.

B. Reception and Referral

1. Greet visitors to the office; refer them to whom they need to see, and make them comfortable if they must wait.
2. Answer incoming calls for the ~~Permit Division~~permit/subdivision division of the Construction Section and transfer them to the proper office.
3. Take written telephone messages when people are out of the office.
4. Provide whatever information is available to general inquiries.

C. Filing and Records Management

1. File all correspondence ~~to the Permit Division office~~ on a daily basis.
2. Retrieve materials from files upon request.
3. Maintain filing system in an organized manner.
4. Maintain copies of all Planning Commission Meeting Agendas and Minutes pertaining to ~~the Permit Division~~the permit/subdivision division.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition, and spelling.
4. The ability to type a minimum eighty (80) words per minute within acceptable standards of quality and accuracy.
5. A good working knowledge of general office practices and procedures.
6. Skills to communicate effectively with office staff, supervisors and general public.
7. Skills to read and understand printed reports.
8. Knowledge of Highway Department activities.
9. Knowledge of filing procedures.
10. Knowledge of office machinery operations.
11. Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
12. Skills to post to journals, neatly and legibly.
13. Ability to operate computer effectively.

Other Characteristics

1. Willing to work non-standard hours, including evenings and weekends when necessary.

2. Willingness to work with the general public.
3. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. High School diploma or equivalent.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Office Manager (Highway Option)

Department: Highway Department – ~~Right-of-Way~~Pre-Construction Section

Job Analysis: April 2012, August 2012, September 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: Right-of-Way Tech III, ~~Right-of-Way Manager/Highway Administrator~~Pre-Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: ~~Co-workers~~Area Supervisors, Pre-Construction Design Members, Survey Crew, Utility Inspectors, and other County Employees

External Contacts: General Public

Status: Classified/Non-Exempt (G)

Job Summary

To successfully complete any job/duty as deemed necessary by the County ~~Right-of-Way~~Pre-Construction Manager or his/her designee.

Job Domains

1. Research records to provide information to all sections of Highway Department and other County Departments including other governmental agencies and general public. Enter daily activity sheets, filing, typing, etc. Meet with general public to explain projects and answer questions.
2. Assists Right-of-Way Techs I, II, & III in all aspects of property acquisition and research as required.
3. Communicates with individuals such as supervisors, co-workers, and other third parties as required to support the right-of-way acquisition process.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. A good working knowledge of general office practices and procedures.
3. Familiar with computers and various software programs. Advanced Microsoft Office skills desired.
4. Skills to communicate effectively with office staff, supervisors and general public.
5. Skills to read and understand printed reports.
6. Knowledge of filing procedures.
7. Knowledge of office machinery operations.
8. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
9. Ability to operate work processing equipment and data entry.
10. Ability to read deeds, maps and plans

Physical Characteristics

1. See well enough to read deeds, and Right-of-Way drawings, ~~plans, etc.~~
2. Hear well enough to talk on telephone and deal with general public.
3. Speak well enough to discuss projects with supervisors, co-workers, consultants, the general public, and Engineers.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meeting and other work activities after work hours.
3. Have a valid Alabama driver's license.

POSITION DESCRIPTION

Title: Operations Support Specialist II (Parks Option)

Department: Highway Department – Parks

Job Analysis: September 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: Parks Supervisor, Horticulturalist, County Engineer (Dotted Line to Traffic Operations Manager and Construction Manager)

Subordinate Staff: N/A

Internal Contacts: Parks Personnel, Traffic Operations Personnel, and other County Employees

External Contacts: General Public

Status: Classified/Non-Exempt (H)

Job Summary

Maintains organized office records and documents with both computerized and hard filing systems. Provides prompt response and proper management of department emails. Assists with department purchasing/payments. Provides clerical assistance, data entry, and answers phone calls. Treats the public in a courteous, prompt, and professional manner.

Job Domains

A. Reception and Referral

1. Greet visitors to the office; refer them to whom they need to see and make them comfortable if they must wait.
2. Answer incoming calls in a professional manner and transfer them to the proper office.
3. Provide whatever information is available to general inquiries.
4. Prepare and manage work orders.

B. Typing and Stenographic

1. Type letters, bids, contracts, and other memoranda as necessary.

2. Manage and ensure accuracy of activity sheets, project data, and Highway Management Plan data.
3. Manage and ensure purchase orders/invoices are filled out, coded, and processed accurately.

C. Records Management

1. File all pertinent correspondence and internal memoranda on a daily basis.
2. Retrieve materials from files upon request.
3. Maintain hard filing system and computerized filing system in an organized manner.
4. Maintain copies of relevant information from Baldwin County Commission meetings minutes/agenda items.
5. Have the ability to manage, run reports and retrieve data from CIMS (Computer Information Management System) using Crystal Reports and other software programs.
6. Ensure that equipment maintenance records are properly managed.

D. Administration

1. Instruct field personnel on current procedures regarding activity sheets, purchasing, leave time, record keeping, etc.
2. Maintain current project scheduling data as needed.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. A good working knowledge of general office practices and procedures.
3. Familiarity with computers and various software programs.
4. Skills to communicate effectively with office staff, supervisors, and general public.
5. Skills to read and understand printed reports.
6. Knowledge of filing procedures.
7. Knowledge of office machinery operations.
8. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
9. Ability to operate word processing equipment and data entry.
10. Knowledge of Bid Laws and purchasing procedures.

Physical Characteristics

1. See well enough to read, etc.
2. Hear well enough to talk on telephone.
3. Speak well enough to discuss projects, etc. with supervisors, co-workers, the general public and Engineers.

Other Characteristics

1. Willing to work overtime when necessary.

2. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Must possess a valid driver's license.
2. High school diploma or equivalent.
3. 3-4 years of office experience.

POSITION DESCRIPTION

Title: Operator Technician I (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: [September 2017, September 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: Designated Crew Chief, Traffic Operations Manager, [Construction Manager](#), County Engineer

Subordinate Staff: None

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (G)

Job Summary

Operates various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.

Job Domains

A. Equipment Operation

1. Must be able to operate a minimum of three pieces of the following equipment: dump truck, tiller, bush hog, light tractor, or a box blade.
2. May also operate the paint truck and bucket truck with aerial lift.
3. Required to wear uniforms as directed by the County Engineer.
4. Operate paving equipment as needed.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspection of assigned equipment.

2. While equipment is being operated, continuously monitors gauges and other indicators for non-standard conditions.
3. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems. May assist mechanic with mechanical failure repairs.
4. Responsible for safe operation of equipment.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road Maintenance Program.
4. Loads and unloads trucks of construction materials and supplies.
5. Shovels asphalt, cinder, rocks, soil and other materials.
6. Repairs bridges.
7. Installs traffic signs for public safety.
8. Performs related manual labor as required.
9. Directs traffic at jobsite.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Knowledge of traffic regulations.
5. Defensive driving skills.
6. Knowledge of safety rules including accident causes and prevention.
7. Ability to work independently without close supervision.
8. Knowledge of County policies, procedures and rules.
9. Ability to stand all day.
10. Ability to lift 50 pounds.
11. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to respond to callouts when deemed necessary by the Supervisor.

Minimum Qualifications

1. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.
2. Prefer one (1) year experience in operation of light equipment.

POSITION DESCRIPTION

Title: Operator Technician II (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: [July 2018](#)[September 2017, September 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: Designated Crew Chief, Traffic Operations Manager, [Construction Manager](#), County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (H)

Job Summary

Operates various types of heavy/light equipment contributing to the operation of the Highway Department. Performs maintenance inspections on assigned equipment and may assist mechanic with repairs. Performs routine manual labor as required. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.

Job Domains

A. Equipment Operation

1. Must be able to operate a minimum of three pieces of the following equipment: dump truck, tiller, bush hog, light tractor, or a box blade.
2. May also operate the paint truck and bucket truck with aerial lift.
3. Required to wear uniforms as directed by the County Engineer.
4. Operate paving equipment as needed.
5. May serve as crew leader.

B. Equipment Maintenance

1. Prior to operating equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauges and other indicators for non-standard conditions.
3. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems. May assist mechanic with mechanical failure repairs.
4. Responsible for safe operation of equipment.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road Maintenance Program.
4. Loads and unloads trucks of construction materials and supplies.
5. Shovels asphalt, cinder, rocks, soil and other materials.
6. Repairs bridges.
7. Installs traffic signs for public safety.
8. Performs related manual labor as required.
9. Directs traffic at jobsite.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Knowledge of traffic regulations.
5. Defensive driving skills.
6. Knowledge of safety rules including accident causes and prevention.
7. Ability to work independently without close supervision.
8. Knowledge of County policies, procedures and rules.
9. Ability to stand all day.
10. Ability to lift 50 pounds.
11. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to respond to callouts when deemed necessary by the Supervisor.

Minimum Qualifications

1. One (1) year experience in operation of light equipment.
2. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Operator Technician III (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: October 2017, [September 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: Traffic Operations Manager, [Construction Manager](#), County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public

Status: Classified/Non-Exempt (I)

Job Summary

Must be able to competently operate a minimum of eleven (11) pieces of the following equipment: dump truck, tractor, bush hog, tiller, backhoe/excavator, motor grader, chip spreader, tractor trailer/low boy, bulldozer, front end loader, roller, asphalt spreader, scraper, distributor, paint truck, gradeall, boom mower, or other special skill.

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies supervisor/crew leader of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I and II's in use of various road equipment. Must be able to work without close supervision and be able to serve as crew leader for operations as directed. [Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews, as needed.](#)

Job Domains

A. Equipment Operation

Minimum of three (3) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Operates a motor grader to perform the most difficult finishing and grading operations;
 - b. Performs the full range of operation with bulldozer, front-end loader, scraper, roller, tractor-trailer, power shovel, backhoe, crane, asphalt paver, and other types of heavy equipment;
 - c. Operates an excavator or gradeall in digging ditches, digging trenches and setting pipe, placing bridge timbers, demolition, and digging roots.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. May operate other equipment such as dump truck and light tractor.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel in complex construction and maintenance projects.
6. May advise foreman on capabilities and best utilization of various types of heavy equipment.
7. Operate paving equipment as needed.
8. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies supervisor/crew leader of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the paved road.
4. Shovel asphalt.
5. Repairs bridges.
6. Performs related manual labor as required.
7. Install traffic signs for public safety.

Knowledge, Skills and Abilities

1. Skills to communicate information to supervisors and co-workers.

2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.
4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow instructions and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of traffic regulations.
10. Defensive driving skills.
11. Knowledge of safety rules, including accident causes and prevention.
12. Must be able to stand all day.
13. Must be able to lift 50 lbs.
14. Knowledge of County policies, procedures, and rules.
- 14.15. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real work applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Considerable experience in operating heavy equipment or possess unique skills.
3. Willing to travel to pick up material out of area.

Minimum Qualifications

1. Have a valid commercial driver license (CDL Class A) and be insurable by the County's insurance standards.
2. Minimum of three (3) years' experience in complex and difficult operations in equipment operation.

POSITION DESCRIPTION

Title: Operator Technician IV (BBE/Paving)

Department: Highway Department – Traffic Operations

Job Analysis: [September 2017, September 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: Traffic Operations Manager, [Construction Manager](#), County Engineer

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of work group and Engineering

External Contacts: General Public, Emergency Responders, Other Government Employees

Status: Classified/Non-Exempt (J)

Job Summary

Must be able to competently operate a minimum of eleven pieces of the following equipment: dump truck, tractor, bush hog, tiller, backhoe/excavator, motor grader, chip spreader, tractor trailer/low boy, bulldozer, front end loader, roller, asphalt spreader, scraper, distributor, paint truck, gradeall, boom mower, or other special skill.

Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Supervisor/Assistant Supervisor of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I, II, and III in use of various road equipment. Must be able to work without close supervision and be able to serve as crew leader for operations as directed. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.

Job Domains

A. Equipment Operator

Minimum of four (4) years' experience in one or more of the following:

1. Performs complex and difficult operations using one or more of the following equipment:
 - a. Operates a motor grader to perform the most difficult finishing and grading operations;
 - b. Performs the full range of operation with bulldozer, front-end loader, scraper, roller, tractor-trailer, power shovel, backhoe, crane, asphalt paver, and other types of heavy equipment;
 - c. Operates an excavator or gradeall in digging ditches, digging trenches and setting pipe, placing bridge timbers, demolition, and digging roots.
2. Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.
3. May operate other equipment such as dump truck, tractor, paint truck and bucket truck with aerial lift.
4. Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
5. May supervise and direct the work of other personnel in complex construction and maintenance projects.
6. May advise foreman on capabilities and best utilization of various types of heavy equipment.
7. Required to wear uniforms as directed by the County Engineer.

B. Equipment Maintenance

1. Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.
3. Performs light maintenance and servicing in connection with equipment operated.
4. Notifies Supervisor/Assistant Supervisor of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs.

C. Manual Labor

1. Uses chain saw to cut trees from right-of-way in emergency situations.
2. Uses ax, bush ax, banjo blade to clear brush.
3. Patches holes for the Paved Road
4. Repairs bridges.
5. Performs related manual labor as required.

Knowledge, Skills and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Skills to understand operator manuals, directives, procedures and instructions.

4. Skills in basic math to use measuring instruments and to read equipment gauges.
5. Skills to follow instructions and counsel with crew members.
6. Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
7. Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
8. Ability to instruct and direct other employees.
9. Knowledge of traffic regulations.
10. Defensive driving skills.
11. Knowledge of safety rules, including accident causes and prevention.
12. Must be able to stand all day.
13. Must be able to lift 50 lbs.
14. Knowledge of county policies, procedures, and rules.
15. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Other Characteristics

1. Willing to work overtime and weekends in emergencies or when required.
2. Willing to travel to pick up material out of area.
3. Willing to respond to callouts when deemed necessary by the Supervisor.

Minimum Qualifications

1. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.
2. Considerable experience in operating heavy equipment or possess unique skills.

POSITION DESCRIPTION

Title: Permit/Subdivision Coordinator

Department: Highway Department – Construction Section

Job Analysis: September 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: Construction Development Manager, Construction Manager, County Engineer

Subordinate Staff: Permits Office Administrator, Permits Engineering Technician I, Permits Engineering Technician II, Permits Engineering Technician III

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-07)

Job Summary

The Permit/Subdivision Coordinator assists the Construction Development Manager in coordinating all Permit Section reviews. The Permit/Subdivision Coordinator reviews applications and plans for compliance with the Baldwin County Subdivision Regulations and other applicable laws and regulations.

Job Domains

1. Coordinates all commercial turn-out permits.
2. Coordinates all turn-lane permits.
3. Coordinates all utility permits.
4. Coordinates all subdivision applications.
5. Performs thorough review of all proposed subdivisions to ensure compliance with the Baldwin County Subdivision Regulations.

6. Coordinates with Construction Development Manager on the review of roadway design, drainage calculations, traffic studies, field inspections etc., to ensure compliance with the Baldwin County Subdivision Regulations.
7. Reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission and subdivision developer/engineer.
8. Advise applicants/property owners of subdivision and other land use requirements and respond to public inquiries on same.
9. Coordinates all variance applications.
10. Coordinate all subdivision exemption applications.
11. Coordinate all complaint requests and violations.
12. Coordinate with Municipalities on ETJ Agreements.
13. Coordinate with Planning and Zoning Department on zoning cases.
14. Coordinate all Highway Construction Setback appeals.

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.

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. Knowledge of math formulas and basic geometry.
3. Writing skills to prepare reports and presentations.
4. Reading skills to read maps, blueprints, etc.
5. Ability to establish and maintain effective working relationships with associates, supervisors, subordinates, developers, citizens, and contractors.
6. Ability to understand and follow complex written and verbal instructions.
7. Skills in planning and scheduling.
8. Knowledge of occupational safety and health requirements.
9. 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 or a minimum four (4) years of experience in planning or civil engineering activities in lieu of degree.
2. Possess a valid driver's license and be insurable by the County's insurance standards.
3. CAD and GIS experience preferred, but not required.

POSITION DESCRIPTION

Title: ~~Design Engineer~~Pre-Construction Manager

Department: Highway Department – ~~Design~~Pre-Construction Section

Job Analysis: May 2013, September 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: ~~Pre-Construction Manager~~, County Engineer

Subordinate Staff: ~~Pre-Construction Personnel~~N/A

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

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

Status: Classified/Exempt (EC-08)

Job Summary

~~Employee will perform highly responsible and diverse civil engineering tasks. Employee will perform In-House Design as well as coordinating with Consultants and reviewing Consultant Plans. Employee will participate in the planning of roads and bridges relating to highway department projects~~

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
- 4-7. Propose for approval and manage the internal budgets for design and right-of-way activities of the highway department

B. Engineering/Design

- ~~1. Works with other County design personnel in all aspects of highway design.~~
1. Works with 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
- ~~2. Oversees design projects accomplished by consultant forces when needed, and approves consultant pay estimates and invoices for engineering and architectural services~~
- ~~4.~~
5. Maintains Pprofessional 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
- 3-7. Renders professional engineering advice/assistance as required for other Highway Department Sections and activities
- ~~4. Participates in preparing complete set of construction plans for highway projects.~~

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

~~C.D.~~ Planning and Coordinating Environmental Permitting

1. Coordinates with outside environmental agencies such as ADEM, USACE, NRCS, etc., regarding (ALDOT, NRCS, Corps of Engineers, etc.) regarding project funding, applicable environmental permits, requirements and regulations for County projects-
2. Plans and schedules projects and specialized highway activities. Oversee the preparation and submittal of permit applications, CBMPPs, wetland mitigation credits, and other environmental documents to the appropriate permitting agencies as required
- 2.3. Maintain working knowledge of the USACE nationwide permits and the allowances and limitations for highway work on these permits
3. Assists in developing budgets for County projects and annual Highway Department
4. Design budget.

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

~~D.F.~~ Miscellaneous

1. Draft and review contracts, development agreements, maintenances 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.

1.6. Reads literature and attends formal training to improve knowledge and skills for both immediate and long term application to the job.

2.7. Attend seminars and conferences related to job domains.

3.8. 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

1.3. Body mobility to inspect culverts and bridges

2.4. Math skills to accomplish any variety of civil engineering typical problems.

3.5. Writing skills to prepare reports and presentations.

4.6. Reading skills to read maps, blueprintsplans, etc.

5.7. Skills in planning and scheduling.

6.8. Knowledge of occupational safety and health requirements.

7.9. Assist in coordinating disaster recovery.

8.10. 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

1.3. Eight (8) years' experience in right-of-way, highway maintenance, design, construction or similar supporting fields preferred

2.4. Microstation and InRoads software preferred but not required.

3.5. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Right-of-Way Technician I

Department: Highway Department – ~~Right-of-Way~~Pre-Construction Section

Job Analysis: June 2011, September 2013, September 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: Right-of-Way Tech III, ~~Right-of-Way Manager/Highway Administrator~~Pre-Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Area Supervisors, ~~Pre-Construction Design Members, Engineering Crews,~~ Survey Crew, ~~Design Section,~~ Utility Inspectors, ~~Public-Land Officer~~ and other County Employees

External Contacts: General Public, Consultants, Contractors, Utility Companies, ALDOT, and other Officials

Status: Classified/Non-Exempt (H)

Job Summary

To successfully complete any job/duty as deemed necessary by the County ~~Right-of-Way Manager~~Pre-Construction Manager or his/her designee.

Job Domains

1. Composes and completes documents, forms, reports, letters, memorandums, deeds, maps, negotiator reports, agreements, progress reports, status reports, sign inventories and other related documents so that all work associated with the acquisition and relocation of private property for public purposes is performed ~~properly in accordance with all applicable State and Federal Laws and Regulations and so that project schedules are met without complaints or valid delay.~~
2. ~~Documents records of contacts with individuals such as supervisors, co-workers, appraisers, lawyers, property owners, real estate agents, etc... regarding Right of Way acquisition activity.~~

- 3.2. Contact citizens and negotiate the purchase of Right-of-Way. Must be able to follow all State and Federal Guidelines and Alabama Department of Transportation (ALDOT) procedures for acquiring Right-of-Way.
- 4.3. Gathers information for preliminary estimates, Right-of-Way map preparation and any other item deemed necessary to successfully perform the Right-of-Way acquisition process.
4. Communicates ~~orally~~ with individuals such as supervisors, co-workers, negotiators, appraisers, lawyers, subordinates, property owners, real estate agents, federal, state and local officials, contractors, private engineers/consultants and the general public, and when necessary document this contact for right-of-way acquisition purposes.
5. Understand and perform the steps necessary to locate the legal property owners by researching the Baldwin County Probate Records.
6. Prepare basic GIS location and right-of-way research sketches.
7. Perform basic functions within CAD software.

Knowledge, Skills and Abilities

1. Federal and State guidelines for Right-of-Way acquisition (preferably Alabama Department of Transportation guidelines and standards)
2. Right-of-Way Mapping, Deed & Sketch preparation
3. Negotiations (Knowledge of Federal Real Estate Acquisition Policies, Alabama Department of Transportation Procedural guidelines as they relate to relocation assistance.)

Physical Characteristics

1. See well enough to read deeds and Right-of-Way drawings.
2. Hear well enough to talk on telephone and deal with general public.
3. Speak well enough to discuss projects with supervisors, co-workers, consultants, the general public, ~~and~~ Engineers.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Qualifications

1. Bachelor's Degree or minimum of two (2) years' experience in Right-of-Way acquisition preferred but not required.
2. Have a valid driver's license.

POSITION DESCRIPTION

Title: Right-of-Way Technician II

Department: Highway Department – ~~Right-of-Way~~Pre-Construction Section

Job Analysis: February 2011, September 2013, September 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: Right-of-Way Technician III, ~~Right-of-Way Manager/Highway Administrator~~Pre-Construction Manager, County Engineer;

Subordinate Staff: None

Internal Contacts: ~~BCHD Personnel~~Area Supervisors, Pre-Construction Design Members, Survey Crew, Utility Inspectors, -and other County Employees

External Contacts: General Public, Consultants, Contractors, Utility Companies, ALDOT, and other Officials

Status: Classified/Non-Exempt (J)

Job Summary

To successfully complete any job/duty as deemed necessary by the Right of Way Technician III and/or ~~Right-of-Way~~Pre-Construction Manager/~~Highway Administrator~~ or his/her designee.

Job Domains

1. Composes and completes documents, forms, reports, letters, memorandums, deeds, maps, negotiator reports, agreements, progress reports, status reports, sign inventories and other related documents so that all work associated with the acquisition and relocation of private property for public purposes is performed properly in accordance with all applicable State and Federal Laws and Regulations and so that project schedules are met without complaints or valid delay.
2. ~~Documents records of contacts with individuals such as supervisors, co-workers, appraisers, lawyers, property owners, real estate agents, etc... regarding Right of Way acquisition activity.~~

- 3.2. Contacts citizens and negotiate the purchase of Right-of-Way. Must be able to follow all State and Federal Guidelines and Alabama Department of Transportation (ALDOT) procedures for acquiring Right-of-Way.
- 4.3. Gathers information for preliminary estimates, Right-of-Way map preparation and any other item deemed necessary to successfully perform the Right-of-Way acquisition process.
- 5.4. Communicates ~~orally~~ with individuals such as supervisors, co-workers, negotiators, appraisers, lawyers, subordinates, property owners, real estate agents, federal, state and local officials, contractors, private engineers/consultants and the general public, and when necessary document this contact for right-of-way acquisition purposes.
5. ~~Create~~es ~~ion of~~ maps in GIS software while following layout standards. Creating shapefiles, geocoding data, collecting, analyzing and presenting spatial GIS data. Database creation and coordination.
6. Assist with and manage right-of-way vacations as directed by the Pre-Construction Manager.
7. Understand and perform the steps necessary to locate the legal property owners by researching the Baldwin County Probate Records.
8. Prepare basic GIS location maps and right-of-way research sketches.
9. Perform basic functions within CAD software.

Knowledge, Skills and Abilities

1. Federal and State guidelines for Right-of-Way acquisition (preferably Alabama Department of Transportation guidelines and standards).
2. Right-of-Way Mapping, Deed & Sketch preparation.
3. Negotiations (Knowledge of Federal Real Estate Acquisition Policies, Alabama Department of Transportation Procedural guidelines as they relate to relocation assistance.)

Physical Characteristics

1. See well enough to read deeds and Right-of-Way drawings.
2. Hear well enough to talk on telephone and deal with general public.
3. Speak well enough to discuss projects with supervisors, co-workers, consultants, the general public, and Engineers.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Requirements

- ~~1. Bachelor's Degree or minimum of 2 years experience in Right-of-Way acquisition preferred but not required.~~
1. Bachelor's Degree or minimum of four (4) years' experience in Right-of-Way acquisition preferred but not required.
2. Have a valid driver's license.

POSITION DESCRIPTION

Title: Right-of-Way Technician III

Department: Highway Department – ~~Pre-Construction~~ Right-of-Way Section

Job Analysis: August 2013, September 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: ~~Right-of-Way~~Pre-Construction Manager/~~Highway Administrator,~~ County Engineer

Subordinate Staff: Pre-Construction Right-of-Way Personnel as Directed by the Pre-Construction Manager~~Right-of-Way Personnel~~

Internal Contacts: Area Supervisors, Pre-Construction Design Members~~Engineering Crews~~, Survey Crew, ~~Design Section~~, Utility Inspectors, other County Employees

External Contacts: General Public, Consultants Contractors, Utility Companies, ALDOT, and other Officials

Status: Classified/Non-Exempt (K)

Job Summary

To successfully complete any job/duty as deemed necessary by the County ~~Right-of-Way Manager~~Pre-Construction Manager or his/her designee. Provide supervisory oversight of other Pre-Construction right-of-way members as directed by the Pre-Construction Manager.

Job Domains

1. Composes and completes documents, forms, reports, letters, memorandums, deeds, maps, negotiator reports, agreements, progress reports, status reports, sign inventories and other related documents so that all work associated with the acquisition and relocation of private property for public purposes is performed properly.
- ~~2. Documents records of contacts with individuals such as supervisors, co-workers, appraisers, lawyers, property owners, real estate agents, etc. regarding Right of Way acquisition activity.~~
2. Contact citizens and negotiate the purchase of Right-of-Way.
3. Must be able to follow all State and Federal Guidelines and Alabama Department of Transportation (ALDOT) procedures for acquiring Right-of-Way, if directed to do so.

4. Gathers information for preliminary estimates, right-of-way map preparation and any other items deemed necessary to successfully perform the Right-of-Way Acquisition process.
5. Reviews and monitors status of mapping, appraisal, negotiations, relocation assistance and any other Right-of-Way activity deemed necessary by the County ~~Right-of-Way~~Pre-Construction Manager.
6. Keeps the ~~Right-of-Way~~Pre-Construction Manager informed on the current status of certain Right-of-Way projects and other Right-of-Way activities.
7. Handles Eminent Domain Cases and attends court hearings when necessary.
8. Assigns and delegates work and workloads to subordinate right-of-way staff and/or consultants based upon each individual's knowledge, skills and abilities maximizing manpower to complete Right-of-Way acquisition activities so that project schedules are met without complaints or valid delays.
9. Assists ~~Right-of-Way~~Pre-Construction Manager in training ~~new~~ employees.
- 9.10. The ability to research the Baldwin County Probate Records and prepare a title report.
- 10.11. Communicates ~~orally~~ with individuals such as supervisors, co-workers, negotiators, appraisers, lawyers, subordinates, property owners, real estate agents, federal, state and local officials, contractors, private engineers/consultants and the general public, and when necessary document this contact for right-of-way acquisition purposes.

Knowledge, Skills, and Abilities

1. Federal and State guidelines for Right-of-Way acquisition (preferably Alabama Department of Transportation guidelines and standards)
2. Right-of-Way Mapping, Deed & Sketch preparation
3. Negotiations (Knowledge of Federal Real Estate Acquisition Policies, Alabama Department of Transportation Procedural guidelines as they relate to relocation assistance.)

Physical Characteristics

1. See well enough to read deeds and right-of-way drawings.
2. Hear well enough to talk on telephone and deal with general public.
3. Speak well enough to discuss projects with supervisors, co-workers, consultants, the general public, and Engineers.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Qualifications

1. Bachelor's Degree or minimum of eight (8) years' experience in Right-of-Way Acquisition preferred.
2. Have a valid driver's license.

POSITION DESCRIPTION

Title: Survey Manager

Department: Highway Department – ~~Design Section~~ **Geospatial**

Job Analysis: January 2013, **September 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: ~~Pre-Construction Manager,~~ Geospatial Operations Manager,
County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: ~~Engineering Technician I~~ **None**

Internal Contacts: Highway Department Employees

External Contacts: General Public, Contractors, Utility Companies, ALDOT and
Members of County Offices

Status: Classified/Non-Exempt (M)

Job Summary

This position performs various surveying and other duties including but not limited to highly technical, administrative and field survey work, construction and maintenance of highways and other structures. Assist the Design Engineer in managing the County's surveying program. Position receives general direction on most assignments and uses own initiative in solution of details.

Job Domains

A. Surveying

1. Supervise, instruct, and assist field survey crews to perform roadway surveys including topographic surveys, locating roads, drainage structures, and property ownership lines and tying same to road location.
2. Supervise, instruct and assist office staff to process field data and develop Microstation drawings of the survey as well as develop computerized 3D surfaces in InRoads Survey used in design.
3. Stake out right-of-way limits.
4. Take elevations and measurements needed to calculate quantities of excavation and embankment.

5. Possess the skills necessary to perform all common types of surveys, such as boundary survey, geodetic survey, etc.

B. Right-of-Way

1. Prepare legal documents for property subdivisions and land acquisition by the County.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job)

1. Verbal communication skills to meet the public, converse with personnel, make surveys, ask for information and instructions, and communicate by radio or phone.
2. Math skills to calculate area and volume of road and bridge drainage, earthwork, base, pave and maintenance; knowledge of math formulas, trigonometry and geometry for field surveying.
3. Writing skills to take field notes, write bridge and roadway inspection reports, inventories, estimates, transcripts.
4. Reading skills to understand and interpret Alabama Highway Standards Specifications memoranda, blueprints, plat, and property descriptions.
5. Ability to plan, direct, and supervise activities of Field Survey Crew.
6. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
7. Ability to use total station, level, calculator, GPS and data collector.
8. Ability to exercise independent judgment and initiative in planning and implementing work.
9. Knowledge of rules and regulations regarding safety.
10. Knowledge of data collectors and upload to desktop software.
11. Ability to establish and maintain effective working relationships with associates, supervisors, subordinates and the contractor's employees contacted in this work.
12. Ability to understand and follow complex written instructions.
13. Ability to collect and record data as well as perform calculations as necessary.
14. See well enough to operate engineering instruments, keep notes in field books, prepare topographic maps/plans, make inventories, operate motor vehicle; corrective lens acceptable.
15. Hear well enough to make field surveys for roads and bridge plans, understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
16. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
17. Body movement or movement to make field surveys, operate survey instruments, operate motor vehicles, handle signs and hand tools, take samples.
18. Strength to make field surveys, lift objects, use hand tools, repair flashing signals, and operate motor vehicle.

Other Characteristics

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Willing to work non-standard hours as necessary.

Minimum Requirements

1. Possess a valid driver's license.
2. Any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Experience in making surveys on roads and bridges and in preparing documents and plan preparation.
4. Minimum of four (4) years experience in running a survey crew for boundary, construction and topographic surveys.
5. GPS and Microstation (Inroads) experience a plus.
6. Professional Surveying registration in the State of Alabama is required.

POSITION DESCRIPTION

Title: Traffic Control Technician II (Sign Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 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: Designated Crew Chief, Traffic Operations Manager, [Construction Manager](#), County Engineer

Subordinate Staff: None

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (G)

Job Summary

To successfully complete any job/duty deemed necessary by the Traffic Operations Manager or Crew Chief. Work involves the following: physical placement of traffic signs as required throughout the county while insuring all signage meets MUTCD Standards. Placement of detours as needed. Performing complex traffic control operations.

Capturing data on all signage with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs. Willing to assist other crews within the department as needed.

Job Domain

A. Operations

1. Operate sign truck with aerial bucket to install traffic control signs including post driver and puller.
2. Operate sign truck with aerial bucket to trim limbs and precisely cut brush as needed.

3. May operate other equipment as deemed necessary by Supervisor.
4. May operate other equipment such as asphalt spreader, roller, paint truck or tractor.
5. Perform routine manual labor on other crews as needed.
6. Ensure that all signs are in proper placement by current MUTCD standards.
7. Ensure that all traffic control operations meet current MUTCD standards.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. Perform light maintenance and servicing in connection with equipment operated.
3. Notify supervisor of mechanical or safety problems.
4. May assist mechanic or other repairmen with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills to operate computers and software programs.
4. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Familiar with ALDOT standard drawings and how to apply these standards to real world applications.
8. Familiar with *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Willing to work overtime and non-standard hours.
2. Willing to travel for schools and training.
3. Assist in Disaster Recovery efforts as needed.
4. Willing to assist the paving crew/mowing crew, stripe crew and signal crew.
5. Required to wear uniforms as directed by County Engineer.

Minimum Qualifications

1. One (1) year experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician II (Stripe Crew Option)

Department: Highway Department - Traffic Operations

Job Analysis: September 2017, September 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: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Other Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (G)

Job Summary

Responsible for carrying out the activities of the Traffic Control paint crew. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic control signal lights.
5. Maintain traffic control devices including minor repairs and bulb repairs/replacements.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.

8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated, make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
5. Knowledge of traffic regulations.
6. Familiar with ALDOT standard drawings and how to apply these standards to real world applications.
7. Familiar with *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
8. Knowledge of safety rules including accident causes and prevention.
9. Ability to work independently without close supervision.
10. Knowledge of county policies, procedures and rules.
11. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.

3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Three (3) years' experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician III (Sign Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017 , September 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: Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: Crew assigned by Supervisor

Other Internal Contacts: Members of work group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (H)

Job Summary

Responsible for serving as crew leader to carry out the activities of the Traffic Control sign crew. Work involves the following: physical placement of traffic signs as required throughout the county while insuring all signage meets MUTCD Standards. Placement of detours as needed. Performing complex traffic control operations.

Capturing data on all signage with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs. Willing to assist other crews within the department as needed.

Job Domain

A. Operations

1. Operate sign truck to install traffic control signs including post driver and puller.
2. Operate sign truck with aerial bucket to trim limbs and precisely cut brush as needed.
3. May operate other equipment as deemed necessary by Supervisor.
4. May operate other equipment such as the asphalt spreader, roller, paint truck or tractor.

5. Perform routine manual labor on other crews as needed.
6. Ensure that all signs are in proper placement by current MUTCD standards.
7. Ensure that all traffic control operations meet current MUTCD standards.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. Perform light maintenance and servicing in connection with equipment operated.
3. Notify supervisor of mechanical or safety problems.
4. May assist mechanic or other repairmen with mechanical repairs.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills to operate computers and software programs.
4. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
8. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 pounds, use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by County Engineer.

2. Willing to work overtime and non-standard hours as needed.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in Traffic Control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician III (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 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: Designated Crew Chief, Traffic Operations Manager, Construction Manager, County Engineer

Subordinate Staff: None

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (H)

Job Summary

Responsible for substituting as crew leader to carry out the activities of the Traffic Control paint crew when needed. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic control signal lights.
5. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.
7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Skills to complete striping cost estimates that include labor, material and equipment.
5. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
6. Knowledge of traffic regulations.
7. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
8. Knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.
12. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic control.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician IV (Signal Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 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: Traffic Operations Manager, Construction Manager, County Engineer.

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (I)

Job Summary

Serve as a working leader performing complex installation, programming, monitoring, preventative maintenance and repair of electronically controlled and coordinated traffic control systems. Also, may serve as crew leader to carry out the activities of the Traffic Control Stripe crew as needed. Work will also include assisting the Traffic Operations Manager with daily activities. Work includes, but is not limited to: reviewing daily activity sheets, inspecting finished work for compliance with specifications, keeping up with sign and paint inventory, planning and scheduling crews, assist with complex traffic control operations and assist all crews within the department when deemed necessary. Capturing data on all signals with County issued tablets to ensure GIS is updated. This requires general skills and knowledge to operate computers and software programs.

Job Domain

A. Operations

1. Evaluate, diagnose, schedule, and complete repairs to defects and malfunctions of traffic signals. Work may include repairs to traffic signal cabinets, traffic signal controllers,

overhead signal equipment and conducting inspections/performing preventative maintenance.

2. Respond to and perform repairs to after hour emergency situations relating to traffic signals or signs.
3. Create and file daily reports, maintenance logs, signal timing charts and inventory records for future use.
4. Coordinate and inspect work performed by external contractors involved in the construction and alteration of traffic signals.
5. Order and stock an operational spare traffic signal inventory.
6. Operate paint truck to put traffic markings on county roads.
7. Operate small portable paint machine to stripe parking lots.
8. Operate epoxy gun to install pavement markers.
9. Operate bucket truck with aerial lift to repair traffic control signal lights.
10. May operate other equipment such as the asphalt spreader, roller or tractors.
11. Willing to assist the stripe, paving/mowing or sign crews as needed.
12. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
13. Assist Traffic Operations Manager with various daily activities as needed.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Knowledge of The Manual of Uniform Traffic Control Devices (MUTCD), National Electric Manufacture Association (NEMA) and IMSA- International Municipal Signal Association. Relating to common principles, practices, equipment, materials, and methods used in the installation, operation, repair and maintenance of traffic control devices and signage.
2. Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
3. Use and care of hand powered tools and equipment.
4. Skills to communicate information to supervisors and co-workers.
5. Skills to complete routine forms and records.
6. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
7. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
8. Knowledge of traffic regulations.
9. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
10. Knowledge of safety rules including accident causes and prevention.

11. Ability to work independently without close supervision.
12. Ability to operate computers / GPS Devices
13. Knowledge of county policies, procedures and rules.
14. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.
2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.
5. Traffic Signal Field Technician Level 1 required.

Minimum Qualifications

1. Five (5) years' experience in traffic signals preferred.
2. Valid Commercial Driver's License (CDL – Class B) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Control Technician IV (Stripe Crew Option)

Department: Highway Department – Traffic Operations

Job Analysis: September 2017, September 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: Traffic Operations Manager, Construction Manager, County Engineer-

Subordinate Staff: Crew assigned by Supervisor

Internal Contacts: Members of Work Group, Engineering Personnel

External Contacts: General Public, Vendors and Material Suppliers, Emergency Responders and Other Government Employees

Status: Classified/Non-Exempt (I)

Job Summary

Serve as crew leader to carry out the activities of the Traffic Control Stripe crew as needed. Work involves physical placement of traffic striping, legends, and markings as required throughout the County per MUTCD standards. Work also involves assisting with routine maintenance of traffic signals and devices throughout the County, performing complex traffic control operations and assisting the sign, paving/mowing and signal crews as needed.

Job Domain

A. Operations

1. Operate paint truck to put traffic markings on county roads.
2. Operate small portable paint machine to stripe parking lots.
3. Operate epoxy gun to install pavement markers.
4. Operate bucket truck with aerial lift to repair traffic signal lights if needed.
5. Maintain traffic control devices and perform minor or basic repairs on traffic signals.
6. May operate other equipment such as the asphalt spreader, roller, tractor and front-end loader.

7. Willing to assist the paving/mowing, sign and signal crews as needed.
8. Willing to respond to callouts when deemed necessary by the Supervisor.

B. Equipment Maintenance

1. Prior to operating equipment; perform safety and maintenance inspection of assigned equipment.
2. While equipment is being operated make adjustments to insure proper pressures for painting.
3. Service parts of paint truck as required.
4. Perform maintenance and servicing in connection with equipment operated.

Knowledge, Skills, and Abilities

1. Use and care of hand powered tools and equipment.
2. Skills to communicate information to supervisors and co-workers.
3. Skills to complete routine forms and records.
4. Skills to complete striping cost estimates that include labor, material and equipment.
5. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
6. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
7. Knowledge of traffic regulations.
8. Knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
9. Knowledge of safety rules including accident causes and prevention.
10. Ability to work independently without close supervision.
11. Knowledge of county policies, procedures and rules.
12. Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.
3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift 50 lbs., use hand tools, repair flashing signals and operate motor vehicles.
6. Must be able to stand all day.

Other Characteristics

1. Required to wear uniforms as directed by the County Engineer.

2. Willing to work overtime and non-standard hours as required.
3. Willing to travel for school and training.
4. Assist in Disaster Recovery efforts as needed.

Minimum Qualifications

1. Five (5) years' experience in traffic signals preferred.
2. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Traffic Operations Manager

Department: Highway Department – Traffic Operations

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

Subordinate Staff: Traffic Control Sign Crew, Stripe/Signal Crew, BBE/Paving Crew

Internal Contacts: Area Maintenance Supervisors, Engineering Personnel, other County Employees

External Contacts: General Public, Material Suppliers Emergency Responders, Equipment Vendors and Other Government Employees

Status: Classified/Exempt (EC-08)

Job Summary

Responsible for directing the activities of Sign Crews, Stripe/Signal Crews, and BBE/Paving Crew in the County. Work involves supervising the sign crew, including maintenance of signs on existing roads and placement of signs on newly constructed roads, striping of existing roads and newly constructed roads as directed by the County Engineer. Work also involves supervising Expressway Maintenance Crew and internal paving operations.

Job Domains

A. Supervision

1. Supervise daily work routines in Traffic Control, to include signs, striping, and traffic signals.
2. Monitors work-in-progress and makes on-the-spot corrections when necessary.
3. Inspect finished work for compliance with specifications.
4. Maintain records of all County roads that are posted.
5. Make sure all materials are up to standards.
6. Coordinates ordering of signs and sign materials from vendors.

7. Supervise daily work routine of Expressway Maintenance Crew and internal paving operations.

B. Planning & Coordinating

1. Plan and schedule crews for sign maintenance and striping.
2. Assist in developing budget.
3. Assign work for sign and striping/paving crews.
4. Plan and schedule work to ensure traffic control devices are in place before projects start.
5. Ensure that all signs/paint striping are in proper placement by current ALDOT, County and MUTCD standards.
6. Inspect all Traffic Control signs/paint for reflectively.
7. Track all signs in County using GPS.

C. Miscellaneous

1. Read literature and attend formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Maintain good public relations with citizens.
3. Required to wear uniforms as directed by County Engineer.

Knowledge, Skills, and Abilities

1. Skills to communicate information to supervisors and co-workers.
2. Skills to complete routine forms and records.
3. Basic skills in the operation, maintenance and safe use of aerial buckets and lifts.
4. Moderate skills in the operation, maintenance and safe use of trucks, tractors and heavy equipment.
5. Knowledge of traffic regulations.
6. Thorough knowledge of ALDOT standard drawings and how to apply these standards to real world applications.
7. Thorough knowledge of *The Manual of Uniform Traffic Control Devices* and how to apply the manual to real world applications.
8. Knowledge of safety rules including accident causes and prevention.
9. Ability to work independently without close supervision.
10. Knowledge of County policies, procedures and rules.
11. Knowledge of traffic signals and their basic operations and how to troubleshoot basic problems and repair them.
12. Ability to operate computers / GPS Devices and train others to do so.

Physical Characteristics

1. See well enough to operate equipment and motor vehicles; corrective lens acceptable.
2. Hear well enough to understand oral instructions, carry on conversation with public and workers; hearing aid acceptable.

3. Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.
4. Body movement to place traffic markings and signs, operate equipment, operate motor vehicles, handle signs and hand tools.
5. Strength to lift objects, use hand tools, repair flashing signals and operate motor vehicles.
6. Ability to lift fifty (50) pounds, unassisted.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to travel for schools and training.

Minimum Requirements

1. High school diploma or equivalent.
2. Possess a valid driver's license and be insurable by the County's insurance standards.
3. Five (5) years' experience in Traffic Operations required.