





HWY Maintenance Engineering
Operations Manager
1052
Grade S322

Bay Minette Highway
Area Supervisor
272
Grade S317

Approved 09/22/2020
For Approval 09/21/2021

Mechanic II
336
Grade 311

Asst Area Supervisor
299
Grade S313

Operations Supp. Spec. II
5222
Grade 307

Operations Supp. Spec. I
5387
Grade 305

Operator Technician IV
879
Grade 311

Operator Technician III
265
Grade 309

Operator Technician II
248
Grade 308

Operator Technician I
614
Grade 307

Operator Technician Trainee
634
Grade 304

Operator Technician IV
2047
Grade 311

Operator Technician III
266
Grade 309

Operator Technician II
252
Grade 308

Operator Technician I
5007
Grade 307

Operator Technician Trainee
5486
Grade 304

Operator Technician IV
2048
Grade 311

Operator Technician III
267
Grade 309

Operator Technician II
264
Grade 308

Operator Technician I
4046
Grade 307

Operator Technician Trainee
5487
Grade 304

Operator Technician IV
5215
Grade 311

Operator Technician III
273
Grade 309

Operator Technician II
270
Grade 308

Operator Technician I
5386
Grade 307

Operator Technician Trainee
5562
Grade 307

Operator Technician III
281
Grade 309

Operator Technician II
333
Grade 308

Operator Technician I
5561
Grade 307

Operator Technician III
876
Grade 309

Operator Technician II
340
Grade 308

Operator Technician I
TBD
Grade 307

Operator Technician III
877
Grade 309

Operator Technician II
356
Grade 308

Operator Technician III
1007
Grade 309

Operator Technician II
4040
Grade 308

Operator Technician III
2046
Grade 309





POSITION DESCRIPTION

Title: Staff Engineer

Department: Highway Department – Pre-Construction Section

Job Analysis: September 2021

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: N/A

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

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

Status: Classified/Exempt (S316)

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.

Job Domains

A. Engineering

1. Works with other County design personnel in all aspects of highway design.
2. 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.
3. 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.
4. Participates in preparing complete set of construction plans for highway projects.

5. Performs detailed engineering calculations and sizing of drainage structures in accordance with applicable engineering standards.
6. Performs detailed traffic engineering analysis and makes recommendations for roadway capacity and safety improvements.

B. Planning and Coordinating

1. Coordinates with outside agencies (ALDOT, NRCS, Corps of Engineers, etc.) regarding project funding, permits, requirements and regulations for County projects.
2. Plans and schedules projects and specialized highway activities.
3. Assists in developing budgets for County Highway Department projects.

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 conferences related to job domains.
3. Must be highly motivated and organized.

Knowledge, Skills, and Abilities

1. Verbal skills to effectively communicate 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, technical publications, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.
7. Assist in coordinating disaster recovery.
8. Hear well enough to understand normal conversations.
9. Technical skills to operate complex engineering or GIS related computer programs.
10. Microsoft Office products including Word, Excel, and PowerPoint.

Other Characteristics

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

Minimum Qualifications

3. Minimum of a Bachelor of Science degree in Civil Engineering.
4. Must have passed the Fundamentals of Engineering (FE) Exam.
5. Willing to take and pass Professional Engineering exam.
6. Microstation and InRoads software experience preferred but not required.
7. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Right-of-Way Manager

Department: Highway Department – Pre-Construction Section

Job Analysis: September 2021

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: Right-of-Way Personnel

Internal Contacts: 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/Exempt (S313)

Job Summary

To successfully complete any job/duty as deemed necessary by the County 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. The employee is responsible for planning and directing activities of the Right-of-Way Division of the Highway Pre-Construction Section.

Job Domains

1. Coordination of resources, both material and human, to acquire right-of-way for projects.
2. Contact citizens and negotiate the purchase of Right-of-Way.
3. Handles Eminent Domain Cases and attends court hearings when necessary.
4. Assigns and delegates work and workloads to 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.
5. Briefs Pre-Construction Manager and County Engineer on current status of all right-of-way projects and other right-of-way activities

6. Communicates with employees, colleagues, supervisors, government officials and the general public so that information is exchanged with minimal misunderstandings and so that instructions/assignments are clear.
7. Composes letters, reports and documents using clear and concise terms so that all right-of-way activities and job performances are properly documented.
8. Completes forms and reports such as monthly and weekly project status reports, employee and consultant performance evaluations and other related documents.
9. Assists Pre-Construction Manager in training employees.

Knowledge, Skills, and Abilities

1. Skills to produce required drawings and deeds and/or oversee and verify consultant's drawings and deeds for acquisition of right-of-way.
2. Skills and ability to 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.
3. Knowledge of federal and state guidelines for right-of-way acquisition (preferably Alabama Department of Transportation guidelines and standards.)
4. Knowledge of right-of-way mapping, deed and sketch preparation.
5. Appraisal (Including knowledge of Federal Real Estate Acquisition policies.)
6. Negotiations (Knowledge of Federal Real Estate Acquisition Policies, Alabama Department of Transportation procedural guidelines as they relate to relocation assistance.)
7. Relocation Assistance (Knowledge of Federal Real Estate Acquisition policies, Alabama Department of Transportation procedural guidelines as they relate to relocation assistance.)
8. Probate Court (Eminent Domain).
9. Knowledge of property management.
10. Microsoft Office products including Word, Excel, and PowerPoint.

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, the general public, and Engineers.

Other Characteristics

1. Willing to work non-standard hours, including overtime and weekends, when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Requirements

1. Bachelor's Degree in Civil Engineering, Business Administration, or a similar field, with a minimum of five (5) years' experience in Right-of-Way Acquisition preferred, but not required.
2. Possess a valid driver's license and be insurable by the County's insurance standards.