

Hendricks County

Job Description

Title: Drainage Project Manager

FLSA Status: Exempt

Department: Engineering

Pay Band: PAT 2

Supervisor: Assistant County Engineer

PURPOSE OF POSITION:

Designs and oversees the construction of drainage improvements and other projects as needed. In addition, incumbent performs surveying activities, inspects work by Highway Department and contractors, and other engineering tasks.

ESSENTIAL FUNCTIONS:

- Investigates drainage complaints and assigns to Surveyor or Highway Department when appropriate.
- Directs design and construction activities on special projects
- Conducts field surveys and prepares detailed plans and specifications for drainage and other projects, advertising for bids or quotes upon approval of plans.
- Prepares easement and/or right of way documents.
- Calculates and prepares estimates for construction costs and orders material.
- Assists contractors and/or County personnel in laying out construction.
- Compiles and maintains records of completed construction.
- Coordinates construction activities with Highway Department and others.

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Prefer Bachelor of Science degree in Engineering and/or Construction Technology or related field, plus two years experience, or equivalent life experience (eight years)
- Knowledge of generally accepted engineering and construction practices, especially drainage and hydraulics.
- Ability to communicate effectively, both verbally and in writing
- Ability to provide direction to and evaluate work in progress of county contractors and personnel.
- Ability to use tact and maintain cooperation with citizens, other county personnel and contracting organizations
- Ability to use necessary surveying equipment, including E.D.M., transit, level, and GPS

devices.

- Ability to create plans and drawings using Computer Aided Drafting (CAD.)
- Ability to read and interpret legal descriptions
- Ability to utilize mathematical equations and make related computations

RESPONSIBILITY:

Incumbent is responsible for designing and monitoring drainage and other projects from beginning to end without supervision, but notifies the Assistant County Engineer of unusual circumstances. Incumbent must use engineering knowledge, discretion and sound judgment in maintaining drainage and survey needs within the County. Errors in work can have significant adverse effects on the department both functionally and financially. Errors in project management can cause moderate to excessive financial problems & liability for the department and the county government.

WORKING RELATIONSHIPS:

Working relationships are with contractors, other county departments, state officials, landowners and the general public due to right-of-way negotiations and drainage coordination, for the purpose of providing and obtaining factual information and assistance. Incumbent must be able to manage projects through effective communication.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Majority of winter activities are spent in office environment. Outdoor inspections result in exposure to dirt and dust common to construction work, some hazards exist at work sites. There are also potential traffic hazards when working in a roadway. Work activities depend on construction contracts in process and on weather.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Drainage Project Manager in the Engineering Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Printed Name