

**Colbert County Road Dept. is requesting applications to fill One Vacancy in the following position:**

**TITLE: Technical Systems Manager**

**QUALIFICATIONS:** Experience in highway construction, design and surveying required. Also requires experience in mapping, GIS, GPS and CADD.

**SPECIAL REQUIREMENTS:** Must have a valid driver's license. Required to obtain a Bridge Inspection License and Herbicide Applicator Permit.

**Hourly Rate:** Depends on Experience

**Position:** Regular/Full time employment

**Benefits:** BC/BS (Health Ins.), State Retirement, Annual and Sick leave accrual, Holidays.

COLBERT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (m/f)

Individuals interested in the position should contact the State Employment Office. Applications will be received no later than 7/8/2022.

# COLBERT COUNTY

## JOB DESCRIPTION

Job Title: Technical System Manager

Department: Road

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Reports to: County Engineer and Assistant Engineer

Subordinate Staff: As directed by County Engineer and Assistant Engineer

Other Internal Contacts: County Agencies

External Contacts: Government Officials, Engineering Personnel, General Public, and Contractors

### **JOB SUMMARY**

Under the direction of the County Engineer or Assistant Engineer, the employee is responsible for the departmental compliance of construction plan design, project development and construction. The employee is responsible for obtaining information necessary for construction plan development. The employee shall be responsible for maintaining active construction archives. The employee shall maintain the departmental computer system and inform the Engineer of necessary upgrades. The employee shall assist and instruct departmental employees in the use of computer software that includes but not limited to GIS, GPS, CIMS and CADD. The employee shall assist with construction project management, bridge inspection, sign making and installation, roadway and material testing and field surveys.

### **JOB DOMAINS**

#### A. Instruction

- Receives daily work orders from County Engineer and Assistant
- Directs departmental employees on computer software usage
- Directs departmental staff in the preparation of plans, maps, project data and reports
- Provides training, guidance, expertise and assistance in CADD operations and transportation management operations to departmental personnel
- Directs departmental employees on information necessary for construction plan development
- Directs departmental employees on sign installation

- Direct contractors on construction projects with regards to policies and procedures

#### B. Tasks

- Maintains department computer system, upgrades hardware and software programs for Computer Aided Design and Drafting (CADD)
- Designs and prepares civil drawings for transportation projects to include earthwork, drainage, material quantities, geometric details using CADD
- Develops and implements standards, policies and procedures for a CADD system including methods for the management of CADD files relating to the creation, standardization, modification, archival, intra- and inter-system transfer of plotting files
- Performs a variety of professional and administrative tasks requiring considerable background in CADD operations, transportation management operations and departmental plans.
- Prepares cost analysis for determination of cost effectiveness in design considerations
- Responsible for maintaining updated documents/memorandums for implementation in construction plan design
- Maintain project records
- Collects data, monitors and tests materials for project compliance
- Maintains mapping data and mapping system
- Helps maintain bridge inspection records

#### **Knowledge, Skills and Abilities**

- Knowledge of CADD software
- Knowledge of trigonometry, algebra, geometry
- Knowledge of basic engineering principles and techniques
- Knowledge of land survey technology
- Knowledge of ALDOT procedures for plan development and construction management
- Computer skills necessary for CADD operation
- Math skills necessary for plan design and development
- Reading skills necessary for the interpretation of manuals, plans, maps, policies and procedures
- Survey skills necessary for the operation of equipment
- Skills necessary for the interpolation of data necessary for plan development and construction
- Ability to interpret information received from field data
- Ability to perform CADD work using engineering principles, techniques, computer programs, and equipment to express ideas clearly and concisely
- Ability to follow directions
- Ability to communicate to departmental personnel, engineers and the general public
- Ability to use survey equipment to collect and interpret data

### **Other Characteristics**

- Possess a High School Diploma or equivalent, 5 years experience with CADD operation
- Be willing to become a certified Bridge Inspector
- Be willing to acquire a herbicide applicator permit
- Possess a valid Divers License

### **Work Environment**

The work environment involves everyday risk or discomforts, which require normal safety precautions typical with construction activity, laboratory testing, offices, meetings, training rooms, libraries, residences, commercial vehicles, etc.

### **Physical Demands**

The work will require sitting for extended periods and driving an automobile. In addition, the work will require physical exertions such as long periods of standing, walking over rough terrain, traversing uneven or rocky surfaces, recurring bending, crouching, stooping, stretching, reaching, recurring lifting moderately heavy items such as record boxes, road and material testing equipment, survey equipment, maps, books, laptop computer, etc. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. TThe physical demands listed are not all inclusive of that which may be required.

Approval:

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Name

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Title

\_\_\_\_\_

Date