



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Infrastructure Manager</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Manager, Engineering</u> <u>Design and Construction</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: 101	

DEFINITIONS:

With limited supervision, manages assigned public works infrastructure projects and manages the Asset Management Technician, the Engineering Tech and the Chief Public Works Inspector.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Develops and maintains public works infrastructure / asset database including storm drainage systems, roadway pavements, bridges, low water crossings, pavement markings and signage.

Develops infrastructure, maintains asset and repairs programs, proactive annual evaluations of maintenance / replacement programs for storm water drainage systems, roadway pavement surfacing/ resurfacing, and bridges low water crossings, pavement markings and signage.

Manages staff responsible for the maintenance of the infrastructure / asset database, the collection of traffic data, and preparation of construction plans associated with County Pavement Preservation program.

Coordinates with maintenance operations division to ensure execution of annual maintenance and replacement programs.

Prepares Bid Ready plans and specifications for implementation of the County’s pavement preservation program for subdivisions and roadway rehabilitation projects; including storm

water drainage improvements, pavement repairs, overlays, chip and seals and all other proactive preservation options as deemed appropriate or as budget allows.

Manages staff responsible for providing infrastructure data and field measurements of existing conditions for preparation of plan and specifications for the County's preservation projects. Manages staff responsible for pre-bid conferences, addenda to bid plans and specifications, review of bids for compliance of specifications and recommendations of bid proposals for award of contract. Manages staff responsible for construction contracts; pre-construction meetings; construction inspections; review of shop drawings and materials certification; preparation of change orders; review of invoices and authorization of payments in accordance with contract.

Coordinates with county Elected Officials to ensure compliance of the Neighborhood Improvement District Program (NID) with State Statutes and County Policy.

Prepares construction cost estimates for budgeting of proposed county projects to be submitted to commission for approval. Develops and performs site evaluations and submits proposals with recommendations for improvements appropriate and in the best interest of the county.

Prepares presentations for County Commissions and public meetings as well. Conducts a constructability review of capital improvement projects plans and specifications for compliance with county regulations and or scope of project.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of project management, and highway and bridge survey, construction and maintenance.
2. Considerable knowledge of County, state and federal statutes, codes and regulations related to highway and bridge maintenance and construction.
3. Considerable knowledge of Boone County, state and federal regulations regarding procurement and bids.
4. Good knowledge of Boone County Human Resources policies and procedures.
5. Skill in planning, organizing, budgeting and managing projects.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
7. Skill in hiring, training managing and evaluating staff.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Construction Management or Civil Engineering preferred, or related field and five years experience in Construction Project Management and supervisory experience or a related combination of education and experience will be considered.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)