

NEW POSITION: Brief job description and attach a copy of the new job description.




Manage the construction, reconstruction and/or renovation of drainage system in Pct. 2

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>10/24/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>10/24/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>10/24/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY

Precinct 2 – Drainage Improvement Project

JOB TITLE: DIRECTOR OF CONSTRUCTION **FLSA STATUS:** -EXEMPT

DEPARTMENT: 122 **CIVIL SERVICES STATUS:** EXEMPT

GENERAL JOB DESCRIPTION:

Under the supervision of the County Commissioner or other designated supervisor, the Director of Construction is responsible for overseeing and managing the reconstruction and/or renovation of storm drainage systems, to include coordinating, scheduling, and supervising construction projects.

The position of Director of Construction is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED:

1. Schedules, establishes work priorities, and coordinates drainage maintenance and construction projects
2. Directs through subordinate supervisors, such activities as constructing, repairing, and/or replacing storm and water drainage systems
3. Oversees the repairing and cleaning of drainage wells, storm water lift stations, alum injection systems, and/or open drainage systems
4. Reviews plans and specifications relating to storm sewer, ditch and retention/detention pond maintenance, construction and/or their reconstruction to determine manpower requirements, and cost of equipment and personnel needed to construct and/or maintain projects
5. Estimates costs and recommends modifications as needed using knowledge of construction principles and regulations pertinent to ditch maintenance operations
6. Researches drain records to obtain information about drainage ditches such as location of easements, drain maintenance work performed, and past or present problems.
7. Inspects drainage construction projects in progress to ensure compliance with plans and specifications
8. Checks such items as proper grade, placement of pipes, materials used, soil type, joints, and constructed ditch maintenance activities
9. Oversees all clearing and grubbing activities including the removal and disposition of roots, stumps, stubs, logs, and other timber occurring within the grubbing limits
10. Perform other related duties as assigned

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Knowledge, Skills, and Abilities:

Knowledge of drainage system design, construction, and/or maintenance practices and standards including construction equipment and materials, pertinent codes, statutes, regulations, and laws affecting assigned projects

Ability to effectively supervise the work of others, establish and maintain effective working relationships with other supervisory staff, employees, outside agencies, and the general public

Skill in negotiation of critical and controversial issues with engineers, regulatory agencies, and/or other governmental agencies

Minimum Qualifications:

A four (4) year college degree from an accredited university or college in construction management or related field and four (4) years of experience in the planning, design, and maintenance of drainage systems is desired. Experience and education may be substituted for one another. Substantial experience can be substituted for the required college education.

Certificates, Licenses, Registrations:

1. Employee must possess a valid Texas Motor Vehicle Operators License.
2. Employee must be able to be insured by the County's insurance carrier.

Physical Demands and Work Environment:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Exposure to dirt, fumes, toxic materials, extreme temperatures, noise, vibrations and high work places
- Pushing, pulling, or lifting equipment or supplies used in surveying and inspecting construction weighing up to 50 lbs
- Sitting for extended periods of time
- Stooping, twisting, or crouching for performance of inspections, surveying and monitoring construction projects
- Required to follow all County and Precinct safety policies and procedures

Other Requirements:

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.