

HIDALGO COUNTY

Precinct 4 – Drainage Improvement Project

NEW

JOB TITLE: DIRECTOR OF OPERATIONS

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 124

CIVIL SERVICES STATUS: EXEMPT

GENERAL JOB DESCRIPTION:

Plans, organizes, manages, and coordinates labor construction and maintenance activities and projects, using in-house forces, throughout the Precinct 4 drainage system. Work involves overseeing and managing the construction and/or reconstruction of storm drainage systems to include developing maintenance programs for storm water conveyance facilities and reviewing plans and specifications for alternative drainage projects. Other responsibilities include budgeting, accounting, environmental reviews, planning and interacting with consultants and other state and local agencies.

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

EXAMPLES OF WORK PERFORMED:

1. Manages work priorities and coordinates drainage maintenance and construction projects
2. Performs construction estimate and quantity take-off calculations, prepares legal descriptions and right of way contracts for construction projects.
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. Coordinate complex construction projects assigned to in-house staff , to include work scheduling meetings, safety meetings, preconstruction review of plans, and oversight of day labor construction in progress to ensure compliance with County standards and plans.
11. 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:

Minimum qualifications for this position include a four (4) year college degree from an accredited university or college in construction management or related field and six (6) 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.

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HIDALGO COUNTY

Precinct 4 – Drainage Improvement Project

OLD

JOB TITLE: DIRECTOR OF CONSTRUCTION

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 124

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.