

CONSTRUCTION MANAGER HIGHWAY AND TRANSPORTATION DEPARTMENT

POSITION DESCRIPTION

This is a highly skilled position in the Columbia County Highway and Transportation Department serving under the direct supervision of the Highway Commissioner. This person is responsible for the overall management of the paving and seal coating programs in Columbia County.

GENERAL RESPONSIBILITIES

The employee in this position will be responsible for using engineering-based skills and knowledge to best assess the proper approach to developing the annual paving and seal coating programs. The overall condition of the entire county trunk highway system must be assessed to develop paving priorities. This employee will have primary responsibility on behalf of the Department for soliciting paving and seal coating work from the townships and municipalities – this will require attendance at many town board meetings, which are often held in the evenings.

ESSENTIAL DUTIES

1. Develop annual paving program and seal coating program and monitor schedules for both throughout the season.
2. Provide general oversight of the paving and seal coating programs.
3. Prepare bidding documents for county purchase of bituminous materials.
4. Develop effective business relationships with officials of the towns and other municipalities.
5. Prepare estimates and bids for paving/seal coating projects.
6. Oversee the effort to prepare PASER ratings for all CTHs and all Town Roads
7. Monitor budget-to-actual costs for individual projects and for the overall programs
8. Conduct project costing and paving/seal coating team performance analyses
9. Provide input to capital outlay (particularly for paving related equipment) during development of the annual Department budget

MATERIALS AND EQUIPMENT USED

- Computerized bid estimating program
- Calculator
- Distance measuring instrument (DMI)
- Other measuring & computation devices as needed
- Motorized vehicles/equipment
- Hand tools

EDUCATION AND EXPERIENCE REQUIRED

Must meet one of the following:

1. Any combination equivalent to graduation from college with a major in Civil Engineering and three (3) years of responsible engineering work in planning, designing and construction supervision or inspection of highways or bridges; OR
2. An Associate Degree from an accredited vocational or technical school in Civil Technology or related field and a minimum of five (5) years of responsible highway maintenance or construction experience, of which three (3) years shall have been in a supervisory capacity; OR
3. A high school diploma or its equivalent, and a minimum of eight (8) years of highway maintenance and/or construction experience, of which three (3) years shall have been in a supervisory capacity.

LICENSES AND CERTIFICATIONS

A valid Wisconsin driver's license and a CDL Class A with an N endorsement are required.

KNOWLEDGE SKILLS & ABILITIES

1. Highly developed oral and written, two-way, communications skills.
2. Effective interpersonal skills.
3. Ability and confidence to make informal presentations to small groups of local officials.
4. Ability to confidently negotiate with local governments and contractors.
5. Effective organizational and time-management skills.
6. Ability to interpret and understand technical documents related to asphalt paving operations.
7. Good long-range planning skills and foresight of issues.
8. Ability to represent the Highway Department in a professional and businesslike manner.
9. Familiarity or ability to quickly understand, the PASER asphalt paving rating program.
10. A well-developed understanding of the technical aspects of asphalt paving and seal coating operations.

PHYSICAL DEMANDS

1. Frequent bending, lifting, twisting, squatting, sitting, standing, and walking.
2. Visual acuity.
3. Ability to hear normal conversation.
4. Ability to communicate orally in a clear manner.
5. Good manual dexterity of hands and fingers.
6. Ability to lift, carry, push, pull at least 50 pounds.

SPECIAL REQUIREMENTS

Must be available to serve as the on-call person as part of a 4 or 5 person rotation every 4th or 5th weekend throughout the year.

Must maintain a telephone at residence for emergency situations.