



# Victoria County, TX

## POSITION PROFILE

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|                               |                                |                       |                                          |
|-------------------------------|--------------------------------|-----------------------|------------------------------------------|
| <b><u>Position Title:</u></b> | Precinct Project & GIS Manager | <b><u>Grade:</u></b>  | General – Grade 16<br>\$31.84 - \$42.63* |
| <b><u>Department:</u></b>     | Engineering & Development      | <b><u>Salary:</u></b> | *Dependent on Qualifications             |
| <b><u>Accountable to:</u></b> | County Engineer                | <b><u>Status:</u></b> | Non-Exempt                               |

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### **Primary Objectives**

Work closely with the County Engineer, Director of Engineering & Development, County Commissioners, and Road & Bridge Managers on the initiation, daily oversight, and delivery of County Precinct construction projects, as assigned. The Precinct Project & GIS Manager will be responsible for project life cycles from the planning phase through to final completion. The Precinct Project & GIS Manager will successfully manage multiple on-going projects at the same time which range in complexity and size, have various funding sources, and experience varying levels of stakeholder engagement. This position will ensure all assigned County Precinct construction projects are appropriately permitted and maintain compliance with Federal, State & Local laws, regulations and ordinances. The Precinct Project & GIS Manager will also collaborate with the County Engineer and Precinct Road & Bridge personnel on the collection and management of County GIS Data. This position must possess excellent written communication skills as well as interpersonal skills and the ability to interact with federal, state, local and county officials, agency representatives, contractors and the general public.

### **Supervision Received**

Work is performed under the limited supervision of County Engineer.

### **Supervision Exercised**

Limited supervision.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Develop and maintain a database of County Precinct projects, including current project status, timeline, funding amount, and funding source among other relevant project information
2. Develop and maintain a database of County GIS Data, including the collection of field data
3. Create, compile, and distribute project information, construction and financial status reports, and budget expenditures with regular updates to key stakeholders
4. Evaluate project feasibility for both cost and time perspectives from received project initiative requests;
5. Coordinate with appropriate departments, personnel, and consultants to develop project bidding documents, solicit bids, and evaluate received bids
6. Coordinate with appropriate departments and personnel, as assigned, to track and maintain compliance of approved project funds and expenditures
7. Manage daily operations of assigned construction projects from planning to completion, including discretionary resolution of problems associated with project work
8. Inspects, or coordinates and reviews the inspection of work during construction to ensure compliance with project design documents (plans and specifications) and all applicable Federal, State and Local regulations, orders and ordinances;

9. Maintains complete records of project documentation, including but not limited to design documents, construction documents, applicable permits, and communications
10. Assists County Engineer, County Commissioners, and Precinct Road & Bridge Managers with the assessment of County-owned Road & Bridge infrastructure, including the documentation of condition and development of plans for the systematic maintenance, replacement, and overall improvement of these assets;

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree (B.S.) from a four-year college or university and considerable (3-5 years) experience required or equivalent extensive experience in roadway and drainage infrastructure construction and project management (10+ years) required
- Remote Pilot Certificate required, or ability to receive within 1 year of hire
- Certified Floodplain Manager (CFM) preferred, or complete accreditation within 1-year of hire.
- Experience with ESRI ArcGIS or similar GIS products preferred
- Must have a valid, unrestricted, Texas driver's license and possess good driving record
- Must be able to read and interpret Professional Engineer issued design drawings, plats, specifications, maps, charts, and graphs
- Must be technologically proficient in the use of computers and other data collection devices (GNSS receivers, handheld data loggers, drones, handheld cameras, etc.)

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit some of the time but may walk or stand for some periods of time.
- This position will require some outdoor field work, requiring driving to a location and operating digital devices for data collection purposes.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include specific vision abilities - close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

| Physical Exertion (Pounds) |                 |
|----------------------------|-----------------|
| Up to 10                   | Occasionally    |
| Up to 25                   | Occasionally    |
| Up to 50                   | Occasionally    |
| Up to 100                  | Seldom or never |
| 100 or more                | Seldom or never |

| Environmental Exposures           |                 |
|-----------------------------------|-----------------|
| Work near moving mechanical parts | Seldom or never |

|                                 |                 |
|---------------------------------|-----------------|
| Work in high, precarious places | Seldom or never |
| Toxic or caustic chemicals      | Seldom or never |
| Outdoor weather conditions      | Occasionally    |
| Extreme Cold, non-weather       | Occasionally    |
| Extreme Heat, non-weather       | Occasionally    |
| Noise Level                     | Moderate        |

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*