

HILLSDALE COUNTY ROAD COMMISSION

PROJECT MANAGER - HCRC

General Summary

Under the general direction of the Manager, coordinates and administers engineering activities and functions including construction planning, management, project design, and coordination of local road and other projects. This position drafts plans for construction projects, compiles data for cost estimates, and provides project recommendations; and works directly with the Manager to manage projects, perform analyses, coordinate customer service complaints/requests, and to resolve road drainage and construction problems. Represents the Hillsdale County Road Commission regarding township related matters at meetings with the assistance from the Manager or designee.

Essential Functions

1. Amends and modifies drawings annually for the HCRC book of certified roads utilizing CAD software as required by Public Act 51.
2. Prepares and submits annual TAMC (Transportation Asset Management Council) report.
3. Prepares estimates, plans specifications, and delivers presentations for Township and maintenance projects in accordance with federal, state and county standards.
4. Utilizes computer aided design (CAD) and related software packages, such as AutoCAD, Microstation, Eagle Point, and Carlson to design construction and maintenance projects.
5. Administers RoadSoft software; provides technical assistance, support, and training to on site staff.
6. Assists the Manager in the development of short- and long-range construction and improvement projects; submits recommendations to the Manager for review.
7. Works in coordination with the Director of Engineering and the engineering team to prepare all Act 51 reports regarding new streets and roads within the Hillsdale County Road system.
8. Tracks road classifications and status for all state and federally funded roads.

Experience: A minimum of Four to five years of experience in construction inspection, surveying, design, or related area including a minimum of two years of experience with road/infrastructure/public works management agencies, construction management, or maintenance supervision, or an equivalent combination of experience and education.

Other Qualifications: Possession of a valid Michigan driver's license.

Relevant Skills/Specialized Equipment Knowledge:

- Basic office equipment such as telephone, calculator, photocopier, Fax, etc.
- Photographic, audio and video equipment.
- Computer programs including word processing, spreadsheets, and database entry.
- Ability to use survey instruments.
- Ability to use specialized software including Roadsoft and MERL.

FLSA: Non-Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.]


- Ability to sit for extended periods of time.
- Ability to enter data and otherwise perform work on a computer.
- Ability to communicate by telephone, e-mail, radio, or in person.
- Ability to frequently bend, stoop, push, pull, and climb.
- Ability to lift heavy parts/materials weighing up to 50 pounds.
- Hand-eye coordination is necessary to operate instruments, computers, and various office/field testing equipment.
- Ability to speak clearly and audibly.

Working Conditions:

- Works in an office setting.
- Works outside in varying weather conditions.
- Works outside in construction zones.
- Exposure to hazardous environmental conditions when on the job site.
- Exposure to dust and fumes, toxic or caustic chemicals, and loud noises.



Manager



Human Resources