



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Infrastructure Contract & Compliance Officer
DEPARTMENT.....:	Public Works
DIVISION.....:	Road & Bridge
CLASSIFICATION/GRADE.....:	Infrastructure Contractor & Compliance Officer /109
REVISED.....:	12/2020
REPORTS TO.....:	Road & Bridge Superintendent
REVIEWED.....:	12/2020
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Perform research and design work of a routine nature under the direct supervision of Road & Bridge Superintendent. Responsible for the inspection of projects assigned and assists the Road & Bridge Superintendent in scheduling work so that assigned project are completed in a timely manner.

BASIC FUNCTIONS:

1. Under the supervision of the Road & Bridge Superintendent, performs research work, cost estimates, and assists the Engineering Department in the preparation of specifications for projects assigned to the Road, Bridge & Drainage Division.
2. Assists the Road & Bridge Superintendent in the inspection of existing TPCG roads for prioritization of maintenance activities.
3. Other tasks as requested and assigned by the Road & Bridge Superintendent.
4. Consultation on technical matters to other Divisions of the Department of Public Works and other Departments of the TPCG as requested and assigned by the Road & Bridge Superintendent.

OTHER REQUIREMENTS:

1. Must have a valid Louisiana vehicle operator's license.
2. Experience with the use of surveying and drafting tools and instruments, including computer-aided drafting professional.
3. Must have good oral and written communication skills.
4. Must be able to read and interpret civil engineering and field survey drawings.
5. Road design experience and mathematical aptitude are necessary along with a working knowledge of mathematics and engineering.
6. Must have ability to operate a personal computer.
7. Must have a good working knowledge of civil construction techniques, especially asphalt and concrete road paving and repair methods.
8. Must be able to work extra hours as required by the Road & Bridge Superintendent, as required to meet Division workload, or as required in emergencies.

EDUCATION/EXPERIENCE:

1. Must possess a High School Diploma or equivalent.
2. Equivalent combination of education, training or experience may substitute.
3. Five (5) years of experience in road maintenance or road construction.