



Mecklenburg County
Community Development Block Grant Program
Application for FY 2017-2018 Funding

DEADLINE SUBMISSION DATE

TBA

Mail to:
Attn: Victoria Rittenhouse
Office of Community & Economic Development
Re: Mecklenburg County CDBG Program
525 North Tryon St., 12th Floor
Charlotte, NC 28202

or

Email to:
cedc@centralina.org
Subject: Mecklenburg County CDBG Program

(Incomplete applications will not be considered for funding)

Section I

Application Information

APPLICATION SUMMARY	
Full Legal Name of Applicant: Town of Huntersville	
Program/Project Name: Hambright Road Sidewalk Project	
Street Address: PO Box 664	
City, State, Zip Code: Huntersville, NC 28070	
Contact Person: Christina Schildgen	
Title: Assistant to the Manager	
Phone: 704-875-6541	Email: cschildgen@huntersville.org
Is this Project/Program: <input type="checkbox"/> Existing <input checked="" type="checkbox"/> New <input type="checkbox"/> Pilot Program	LEGAL STATUS <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Private-Non-Profit <input type="checkbox"/> Community-Based Development Organization Federal EIN: <u>56-6001252</u> DUNS #: <u>047134358</u>
<p><i>To the best of my knowledge and belief all data in this application are true and current. The document has been duly authorized by the governing board of the applicant.</i></p> <p>Certifying Official: _____ Title: _____</p> <p>Date: _____</p>	

Funds Requested: Please list the amount funding for which you are applying.
 \$128,000

Past CDBG Awards

What is the amount of CDBG/HOME funds your agency has received in the past four years?

	FY 16-17	FY 15-16	FY 14-15	FY 13-14
CDBG	\$	\$	\$	\$

Note: Applicants should not change the formatting of the application. Please provide your responses in the space provided directly following each question.

Section II

Project Need & Description

Project Description

1. Provide a **detailed** description of the project/program and the community need. Include the project/program name and physical location. The description should only address the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity.

The Hambright Road Sidewalk project will involve the construction of a 2000' sidewalk on Hambright Road from McCoy Road to Comanche Road. The sidewalk will benefit residents in tract 006215, block 1. This area has an LMI% of 57.29% and total universe population of 1440. 825 people in this area are classified as low to moderate income persons. The sidewalk project will border the Huntington Green neighborhood. Huntington Green is home to more than 330 mobile homes. According to One More Neighborhood, a non-profit serving the Huntington Green neighborhood, residents have vocalized concerns about economic poverty/high unemployment, crime, no sidewalks, poor lighting, and access to programming for school children. This project would be a step in addressing the sidewalk concerns of Huntington Green and also would enable the Town of Huntersville to deliver a sidewalk project faster in comparison to the Town's sidewalk program. The Town's sidewalk program prioritizes sidewalk projects based on need. The Huntington Green project has been a lower priority because there are so many other sidewalk projects on the list that demonstrate a higher priority.

Hambright Rd. is a major thoroughfare for many Huntersville residents. The absence of a sidewalk in this area puts the safety of pedestrians walking along Hambright Rd. at risk due to high traffic volumes and speeding vehicles. In addition, the sidewalk provides a safer transportation mode for residents to walk to the CATs bus stop located at the corner of Hambright Road and Cimmaron Road. This project will include pre-construction activities (surveying, design, layout, and right of way services), public involvement, right of way acquisition (purchase of right of way and/or easement), and construction (mobilization, clearing, grading, concrete placement, backfill, seeding, etc.).

2. What type of CDBG activity is your project? (choose one)

- | | |
|--|--|
| <input type="checkbox"/> Public Service | <input type="checkbox"/> Rehabilitation of residential and non-residential structures |
| <input type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Construction of public facilities and improvements |
| <input type="checkbox"/> Land Acquisition | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Relocation and demolition | |
| <input type="checkbox"/> Property Clearance Activities | |

2.a. If you checked Public Service above is this a new service provided by your organization? N/A

2.b. If the service is not new, will the existing public service activity level be substantially increased or improved? Provide details of how it will be improved. For increase in service provide data on the past three years illustrating service level and provides estimate for increase in service.

N/A

3. Explain why the program activities are the right strategies to use to achieve the intended outcome?

Providing a sidewalk will improve the safety of residents in this area walking, running, and biking along Hambright Road. It is also is the right strategy in enhancing connectivity and improving livability of the area.

4. How will your organization use community and/or participant input in planning the program design and/or activities?

Our organization plans to contact property owners to secure Right of Way and easements for the sidewalk project. There are an estimated 21 properties. We also plan to do a mailing to the Huntington Green residents. The mailer will include a link to the Town of Huntersville's website where residents can learn about the project and provide input. In addition, door hangers will be provided to property owners located on Hambright Road in the area directly impacted by construction.

Project Benefit

5. Who is the project/program designed to benefit? Describe the project/program's target population, citing (if relevant) specific age, gender, income, community location or other characteristic of the population this project/program intends to serve.

The project is designed to benefit census tract 006215, block group 1. This area has an LMI of 57.29%. The universe population for this area is 1440. 825 people are classified as low to moderate.

6. How will you reach the targeted population?

We will reach the targeted population through improved sidewalk infrastructure.

7. Beneficiary Type, please choose either subcategory a, b, c or d.

- a. ☒ Area Benefit: The project or facility is available to all persons located within an area where at least 70% of the residents are low/moderate income. Please provide a map of the project area and documentation showing the census tract number and universal LMI percentage for the defined project area.

- b. ☐ Limited Clientele: The project serves a specific population (e.g., services for seniors, homeless, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, abused children, persons with AIDS or battered spouses); where at least 70% of clients served are LMI.
 - c. ☐ Housing Benefit: Housing structures must be occupied by LMI households.
 - d. ☐ Jobs Benefit: Activities must create or retain permanent jobs and 70% of the jobs created/retained must be available to or held by LMI persons.
8. Benefit to low and moderate income persons must be documented. How will your organization document the benefit chosen above? (check only one box - a, b, c or d)
- a. ☐ You will receive income data verification from each participant in the program. Please attach sample documentation of how you will document, income, race and ethnicity of clientele, i.e. worksheets, intake forms, etc.
 - b. ☒ Your project/activity serves only a limited area (Area Benefit) which is proven by most recent American Community Survey data.
Census Tract #_006215_____ Block Groups#_1_____
 - c. ☐ Your project/activity serves only a limited area (Area Benefit) which is proven by a HUD approved survey instrument. All surveys must be approved by HUD prior to implementing the survey, attach a copy of the survey instrument.

Proposed Outcomes

9. What are the intended outcomes for this project/program?
- Sidewalk infrastructure will improve the livability in project area.
 - Sidewalk infrastructure will enhance connectivity.
 - Sidewalk infrastructure will increase pedestrian safety.
 - Sidewalk infrastructure will promote physical activity.
10. How will beneficiaries benefit as a result of participation?
- Improved sidewalk infrastructure will increase the beneficiaries' accessibility to physical activity by creating a transportation mode where pedestrians can safely walk, run, and ride bicycles. Increased recreation activities will improve the livability of area. Sidewalk project will increase connectivity to nearby residential and commercial areas.
11. List your goals/objectives and activities that will take place to implement the project/program and the associated proposed outcomes.
- 1) Improve the safety of pedestrians walking, biking, and riding bicycles.
Objective: Construct sidewalk along Hambright Road from McCoy Road. to Comanche Road.

- 2) Enhance connectivity of project area to nearby neighborhoods and businesses.
Objective: Construct sidewalk along Hambright Road from McCoy Road. to Comanche Road.
- 3) Improve livability of project area.
Objective: Construct sidewalk along Hambright Road from McCoy Road. to Comanche Road.

12. Provide the project/program benchmarks you hope to achieve in FY 17-18. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. How will you measure and evaluate the success of the project/program to meet the goals/objectives (measures should be both qualitative and quantitative)? *Do not inflate your estimates - the numbers provided will be used to assess your proposed project's success.*

* Public Service/Housing - Unit of measure is "People"

* Economic Development - Unit of measure is "FTE jobs and/or business"

* Public Infrastructure- Unit of Measure is "People"

* Rehabilitation - Unit of measure is "House"

	Number Served	Unit of Measure*	CDBG Cost Per Unit	CDBG Total Cost
TOTAL	1440 (Universe Population)	People	\$88.88	\$128,000

Success of the project will be evaluated based on observation of project area and qualitative feedback from the public once the sidewalk is constructed.

13. Will this project have a long-term benefit for program participants/beneficiaries? Please explain.

There could be long-term health benefits to beneficiaries as the sidewalk provides a safer mode of transportation for walking, running, and biking. Long term, the sidewalk will improve the livability in this community.

Workplan, Timeline and Milestones

14. Provide a work plan detailing how the project will be organized, implemented and administered. Include a timeline and milestones from initiation through project completion.

-Pre-Construction to begin July 1, 2017

-Pre-Construction Phase including public involvement – Complete activities by September 30, 2017

-Right of Way Acquisition, if required, to occur between October 2017 and April 30, 2018

-Construction to begin as Right of Way (ROW) becomes available- Completion by June 30, 2018

Staff Roles and Responsibilities

15. Description of the management of your program/project, include name, job title, job description and qualifications. Attach any supporting documentation if necessary.

Grant Writer/Administrator, Christina Schildgen, Assistant to the Manager, (See Job Description)

- Master of Public Administration (MPA), Appalachian State University (2008)
 - Coursework in grant writing and administration.
- Experience writing and implementing over \$700,000 in state and local grants.
 - ARRA Justice Recovery Grant (2009)
 - Governor's Highway Safety Program (2009, 2010, 2011, 2015)
 - Governor's Highway Safety Program Education Grant (2010)
 - Electricities Smart Communities Grant (2011)
 - Governor's Crime Commission Grant (2012, 2013, 2014, 2015)
 - North Carolina Department of Commerce Downtown Economic Revitalization Grant (Current)

Project Manager, Max Buchanan, Engineering & Public Works Director, (See Job Description)

- Registered Professional Engineer
- 22+ years of experience in heavy highway construction and contract administration with North Carolina Department of Transportation (NCDOT) involving multi-million dollar projects.
- 9+ years of experience with Town of Huntersville delivering small to large scale transportation projects, including multiple sidewalk projects annually.

Project Engineer, Kevin Fox, Town Construction Engineer, (See Job Description)

- Registered Professional Engineer
- 3-5 years of experience in private sector with engineering consulting firm.
- 12+ years of experience with Town of Huntersville developing and administering construction contracts, including multiple sidewalk projects annually.

Income Eligibility

16. Discuss how the project directly benefits low and moderate income residents.

The sidewalk project will run along Hambright Rd. from McCoy Rd. to Comanche Rd. The sidewalk will border the Huntington Green neighborhood where a number of low to moderate income residents live in the project area. Huntington Green will benefit from the sidewalk project through the addition of a transportation mode that promotes pedestrian safety. Sidewalks will improve the livability of the Huntington Green community and also enhance its connectivity to other neighborhoods and nearby businesses. The sidewalk project will also provide a safer space for residents to run, walk, and ride bikes along; thus improving the public health of area.

17. For the project/program, please estimate on how beneficiaries will breakout into the income categories listed in the table below, during the total grant period. See attached income limits chart.

Income Group	Number of Beneficiaries
< 30% of AMI	
31-50% AMI	
51-80% AMI	
< 80% AMI	825
Total	1440 (universe population)

PLEASE NOTE: Community Development funds can only be used to reimburse for services to low and moderate income residents within the Mecklenburg County CDBG Program Area. An eligible program may assist persons over 80% median incomes, but at least 70% overall must be below the 80% median income to be eligible for CDBG funding. Income documentation must be retained and reported for all served in order to determine the percent of low/moderate income. Income documentation must be made available to Mecklenburg County and its agents in order to verify program eligibility.

Organizational Capacity

18. Describe your organization's experience in managing and operating projects or activities funded by CDBG or other Federal sources. Include within the description a resource list (partnerships) in addition to the source and commitment of funds for the operation and maintenance of the program.

We received \$1.4 million in EDA funds for the construction of a bridge in 2011. Centralina Council of Governments assisted with the administration of the grant. Huntersville's role was administering construction.

In partnership with Our Town's Habitat for Humanity, in FY15-16 \$68,153 in CDBG funds were spent to provide housing repairs for homeowners in the Town of Huntersville, that had household incomes at or below 60%. In FY16-17, \$80,000 in CDBG funds were given to our partner Our Towns Habitat to provide rehabilitative housing services for approximately 12 homeowners in Huntersville.

Huntersville worked with Our Towns Habitat in 2010 to secure \$550,000 for the infrastructure and land acquisition in Norman Park. In June of 2012, \$87,454 was also received in HOME funds for down payment assistance in Norman Park.

19. For what period of time has this organization provided the proposed services? More than 30 years
20. What services, other than those proposed in this proposal does the organization provide? Parks and Recreation, Planning, Finance, Administration, Law Enforcement, Engineering/Public Works
21. If the organization does not have experience in providing the proposed service, what experience and success has the organization had in carrying out similar projects/programs?

Huntersville's Engineering and Public Works Department builds sidewalks routinely. They are successful in delivering multiple projects for the Town of Huntersville Annually.

Section III

Project Budget & Funding

BUDGET

1. Provide a clear description of what you will do with the CDBG investment in the project/program. How will you spend the funds, provide specific details? If the CDBG funded activity will start on a date other than July 1, 2017 please indicate the start date.
CDBG funds will be used to construct a 2000' sidewalk on Hambright Road from McCoy Road to Comanche Road. Approximately \$20,000 will be spent on pre-construction costs (surveying, design, layout, right of way acquisition services, etc.). \$5,000 will be spent on public involvement (public outreach, direct mailings, door hangers, neighborhood meeting, etc.). \$15,000 will be budgeted for Right of Way acquisition (purchase of Right of Way and/or Easement). \$88,000 will be spent on construction costs (mobilization, clearing, grading, concrete placement, backfill, seeding, etc.).
2. Show Program/Project fiscal budget (not entire agency), add or remove expense categories as needed.

Expense (Example)	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PRE-CONSTRUCTION COSTS (Surveying, Design, Layout, Right of Way Acquisition Services, etc.)	\$20,000			\$20,000
PUBLIC INVOLVEMENT (Public outreach, direct mailings, door hangers, neighborhood meeting, etc.)	\$5,000			\$5,000
CONSTRUCTION COSTS: (Mobilization, Clearing, Grading, Concreate Placement, Backfill, Seeding, etc.)	\$88,000			\$88,000
OTHER (Describe) Right of Way Acquisition	\$15,000			\$15,000
Total Budget Expenditures	\$128,000			\$128,000
Other:				

- What are the other funding sources? Are those funds secured? N/A
- If you do not receive the requested funds or only receive a portion of what you requested, how will that impact the project/program? Huntersville has a Memorandum of Understanding (MOU) with Mecklenburg County that states we are entitled to \$128,000.
- If your request includes recurring costs, what are your plans to secure funds for these needs in the future? We will use money from Powell Bill to make sidewalk repairs.

**The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.*

Section IV

Conflict of Interest

Federal law (24CFR570.611) (24CFR92.356) prohibits person who exercise or who have exercised any functions or responsibilities with respect to the above grants...or who are in a position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity.... either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

- a) Employees of or closely related to employees of your agency or the member government through which this application is made?

☐ Yes ☒ No

- b) Members of or closely related to Members of City/County/Town Council or Commission of the member government through which this application is made:

☐ Yes ☒ No

- c) Current beneficiaries of the program for which funds are requested?

☐ Yes ☒ No

- d) Paid providers of goods or services to the program or having other financial interest in the program?

☐ Yes ☒ No

If you have answered YES to any question above, please attach a full explanation. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

Signature of Certifying Official

Date

Section V

501(c)3 Designation

(If you are not a 501(c)3 please disregard this section)

Name of organization: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Contact Person: _____

Title: _____

Telephone Number: _____

Email Address: _____

How long have you been operating?

What is your annual budget?

How often does your Board of Directors meet?

The following information must be submitted with your application:

1. Most recent financial statement and/or audit
2. Current 501C (3) Non-Profit determination letter
3. Current names of Board of Directors and program staff members
4. Brochure or flyer of services provided

SECTION VI

(Non-profit Agencies Only)

THREE-MONTH CASH RULE TEST

The three (3)- month rule is used by the CDBG Program Office as a guideline to determine whether an Agency is solvent and has enough available cash to take a CDBG project from beginning to end during the 12-month period allowed to complete the project. CDBG projects should not harm the day-to-day operations of the Agency, so enough funds must be available for both purposes.

Provide the information requested below to demonstrate that the agency has enough cash on hand to operate the proposed project on a reimbursement basis.

Balance Sheet- Audited Financial Statements FY: _____ Page #: _____
(Documents must be attached to the Application)

Enter Agency Cash Balance _____
(Cash cannot include investments of receivables)

A. Multiply Agency Balance by 4 and enter in adjacent box.
Cash available for project(s) _____

List the amount of FY 18 CDBG funding applied for in this application. _____

List the amount of FY 18 CDBG funding applied for on any other application. _____

B. Sum all the amount for FY 2018 CDBG funding request(s). _____

Compare Agency Cash Balance Available (Item A) with the Total FY 2018 CDBG Funding Request (Item B):

Item A: _____ **Item B:** _____ **Difference:** _____

Analyze the Results

- 1- If the difference is a positive amount or equals \$0, the Agency is eligible to apply.
- 2- If the difference is a negative amount, the Agency has the options below:

The Agency can adjust any of the FY 2018 CDBG requested amount(s) to result in a positive or \$0 balance, as long as: A) Each project meets the minimum required amount for each of the applications, and B) cash available for projects is now greater than or equal to the total FY 2018 CDBG funding request.

Current Mecklenburg County CDBG Income Limits

CDBGUOICD	CDBGNAME	STUSAB	CDBGTY	STATE	COUNTY	COUNTYNAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV	LOWMODPCT
379119	Mecklenburg County	NC	61	37	119	Mecklenburg County	006215	1	825	1440	57.29%
379119	Mecklenburg County	NC	61	37	119	Mecklenburg County	006215	2	760	2265	33.55%



ASSISTANT TO THE TOWN MANAGER

PAY GRADE: 84
FLSA STATUS: *Exempt*

Position Overview

Performs as public information officer, liaison to boards and departments and overseeing the identification and completion of special projects, and related work as required. Work is performed under the limited supervision of the Assistant Town Manager and Town Manager.

Essential Duties of the Position

The following duties are those considered most essential to the position. This does not preclude the delegation of other duties considered as necessary by management to successfully complete an assignment or project.

- Prepares press releases; distributes information to media and posts on website; creates and updates brochures and town literature.
- Coordinates the Town's Huntersville 101 civic program.
- Researches media for Huntersville related news and information.
- Manages the Town's website; coordinates website update needs with departments and liaises with web development company; coordinates communications projects.
- Coordinates application for various awards and grants.
- Receives and responds to requests from the general public; answers questions and responds to information requests from elected officials.
- Composes memos and reports to update Board on projects; attends Town Board meetings and assists in following up on items needing further attention.
- Coordinates with other departments' need for community outreach, departmental status reports.
- Monitors the solid waste contract and customer service.
- Performs research and analysis for Assistant Town Manager and Town Manager and other departments as needed.
- Attends and provides support at meetings and may serve as town representative at various local and regional meetings.
- Participates in town budget and bond preparations.
- Coordinates the town Employee Appreciation Committee.
- Coordinates town surplus equipment and vehicle processes and townwide safety committee efforts.
- Performs other duties as apparent or assigned.

Essential Knowledge, Skills and Abilities

Thorough knowledge of municipal government operations, policies and structures; excellent research and organization skills; knowledge of writing and editing techniques required to prepare press releases, reports and related documents; town programs, policies, and structure; and, public information and modern principles and practices of public relations media; general experience in media and public relations; ability to develop promotional copy and perform technical editorial work; ability to write public information reports and releases; good research and organization skills; ability to communicate effectively in both oral and written forms; ability to establish and maintain effective working relationships with elected officials, associates, the media and the general public.

Minimum Required Education and Experience

Bachelor's degree with coursework in public administration, or related field and 2 to 5 years' experience in local government. Master's degree preferred.

ASSISTANT TO THE TOWN MANAGER

**Physical Requirements**

This work is sedentary and requires little to no exertion of force; work regularly requires sitting and speaking or hearing, frequently using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking and repetitive motions; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of North Carolina.

ASSISTANT TO THE TOWN MANAGER



ENGINEERING AND PUBLIC WORKS DIRECTOR

PAY GRADE: Executive Band
FLSA STATUS: *Exempt*

Position Overview

Performs work involving setting policies and goals under the direction of the Town Manager; plans, organizes, and directs the operations of the Public Works Department. Departmental supervision is exercised over all department personnel.

Essential Duties of the Position

The following duties are those considered most essential to the position. This does not preclude the delegation of other duties considered as necessary by management to successfully complete an assignment or project.

- Plans, directs, manages and oversees the Public Works and Engineering Department.
- Develops, implements and monitors annual and long-term operating and capital budgets.
- Allocates personnel and department resources; oversees and directs departmental training; assigns and schedules work.
- Directs the procurement of services and the administration of services contracts.
- Conducts departmental personnel duties such as hiring, disciplining, terminating, training and appraising the performance of departmental personnel.
- Establishes procedures for department.
- Processing of administrative forms and reports.
- Drafting and review of legal documents.
- Manages, schedules and monitors multiple projects; plans and conducts pre-construction activities.
- Receives, investigates and responds to inquiries and complaints from citizens, elected and public officials.
- Performs other duties as apparent or assigned.

Essential Knowledge, Skills and Abilities

Knowledge of the principles and practices of civil engineering; and, municipal public works and utilities administration, planning and design; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; plan and supervise the work of a large staff; and, establish and maintain effective working relationships with government officials, associates, contractors and the general public.

Minimum Required Education and Experience

Bachelor's degree with coursework in civil engineering, or related field and 10 or more years of experience of a progressively responsible nature in public works administration.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, using hands to finger, handle or feel and repetitive motions; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a very quiet location.

ENGINEERING AND PUBLIC WORKS DIRECTOR



Special Requirements

Possession of Professional Engineer license valid in the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.

ENGINEERING AND PUBLIC WORKS DIRECTOR



TOWN CONSTRUCTION ENGINEER

PAY GRADE: 89
FLSA STATUS: *Exempt*

Position Overview

Performs technical and professional work in the development, coordination, design, construction, contract administration and inspection of capital and public improvement projects including street maintenance, stormwater and drainage, public works construction, and related work as required. Work is performed under the limited supervision of the Engineering and Public Works Director.

Essential Duties of the Position

The following duties are those considered most essential to the position. This does not preclude the delegation of other duties considered as necessary by management to successfully complete an assignment or project.

- Serves as project manager; supervises and participates in the preparation of designs, drawings, cost estimates, specifications, bid documents, construction contracts and related engineering work for various public and capital improvement projects. Provides overall construction management for the projects.
- Coordinate consultant engineering services relating to project management.
- Provides oversight and technical assistance to contractors on construction projects.
- Provides developers, contractors and the general public with technical information relating to engineering projects and municipal services.
- Provides technical assistance to contractors and public works staff in carrying out necessary repairs to municipal infrastructure. Serves as a technical resource and reference for problem areas; directs remedial actions.
- Works with Mecklenburg County representatives to plan, develop and implement Town's engineering certification and inspection program.
- Assists in establishing standards for design and construction of public improvement projects. Periodically reviews Town standards and makes recommendations for revisions, additions and/or deletions to the Engineering and Public Works Director.
- Attends public meetings to discuss community infrastructure concerns.
- Monitors and inspects construction progress; receives invoices and recommends periodic payments.
- Develops change orders to incorporate differing site conditions and changing needs; negotiates change orders with consulting engineers and contractors.
- Coordinates and performs survey and other field related engineering activities.
- Participates and assists in the identification of right-of-ways. Coordinates and approves right-of-ways maps and easements. Assists in the negotiations and acquisitions of right-of-ways and construction easements. Acquires appraisals as necessary.
- Evaluates condition of asphalt roadway, concrete infrastructure and various other right-of-way infrastructure; prioritizes and coordinates repairs or replacement as necessary.
- Inspects, evaluates and recommends repairs on right-of-way infrastructure donated to the Town by various developers prior to Town acceptance. Recommends acceptance of infrastructure to Board of Commissioners.
- Develops and implements Town's right-of-way encroachment agreement program.
- Performs other duties as assigned.

Essential Knowledge, Skills and Abilities

Knowledge of the principles and practices of civil engineering as they relate to construction and public works; knowledge of and ability to interpret engineering plans, specifications, drawings and construction management practices; ability to detect errors in construction projects; general knowledge of the occupational hazards and safety precautions of the work and related equipment operation; ability to prepare

TOWN CONSTRUCTION ENGINEER



plans, specifications, contracts, contract provisions, and detailed reports; ability to exercise initiative, tact, discretion and independent judgment in carrying out duties; ability to establish and maintain effective working relationships with associates, contractors, government officials and the general public. Skilled in the use of survey equipment and computers to include word processing, spreadsheets and database software. Proficiency in CAD or other drafting software required.

Minimum Required Education and Experience

Bachelor of Science degree in Civil Engineering, or closely related field and 5 to 11 years of experience in construction management and inspection.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting, frequently stooping, kneeling, crouching or crawling and occasionally requires speaking or hearing and repetitive motions; work requires depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, use of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

Special Requirements

Professional Engineer license required. Possession of an appropriate driver's license valid in the State of North Carolina.



Sidewalk Priority Ranking

Rank	Location	Description	Length	Score
1	NC 73	Glenfurness Dr to Birkdale Commons Shopping Ctr	960'	52
2	HuntersvilleConcord(Vermillion)	From Warfield Avenue to R/R	710'	51
3	Verhoeff Drive @ CPCC	From Old Verhoeff to CPCC	2100'	47
4	Beatties Ford/Stephens Rd	Beatties Ford (R. Barry Park to Stephens Grove Entrance)	4400'	45
5	Statesville Road (US 21)	Between Holly Point Drive and Rich Hatchett Road	235'	44
6	Statesville Road (US 21)	Gilead Road to Mt Holly-Huntersville Road	2640'	40
7	Statesville Road (US 21)	Northdowns Drive to Rich Hatchett Road	2000'	40
8	Hunters Road	US 21 to Apartments	525'	38
9	Greenfarm Road	Vixen Lane to NC73	2000'	37
10	Dallas Street	US 21 to Mt. Holly- Huntersville Road	3520'	36
11	Hambright Road	McCoy Road to Swansboro Drive	3600'	34
12	Knoxwood	NC73 to Hampton Ridge Subdivision	1900'	32
13	Mt Holly-Huntersville Road	US 21 to NC 115	3500'	31
14	David Kenney Farm Road	NC 73 to End	3480'	28
15	McIlwaine Road	Between Moonshadow and Stratton Farm Road	1000'	27
16	Rich Hatchett Road	US 21 to NC 73	3300'	23