

1.2 Personnel

CONSTRUCTION PROJECT OFFICE PERSONNEL

The Area Construction Engineer is responsible for initially staffing project offices. Selection of project personnel may vary widely depending on type of construction and rate of contractor progress. These factors determine the number of project personnel required and their type and level of skills. During construction, the Project Manager is responsible for monitoring and anticipating project office staffing needs. Consideration should be given to current staffing levels and expected increases or decreases in workload. The Project Manager should notify and update the Area Construction Engineer of the quantity and skill level of project staffing required for satisfactory contract management. Changes to project office staffing will be made at the direction of the Area Construction Engineer with input from the Region Engineer and District Managers. The Area Construction Engineer is responsible for ensuring the adequacy of region/area construction staffing levels by monitoring and anticipating staffing needs. Consideration should be given to current staffing levels and expected increases or decreases in workload.

Project office personnel include a Project Manager and an inspection staff. Additional personnel may include assistant project managers, chief inspectors, dedicated stormwater inspectors, traffic control inspectors, surveying, and office support staff.

PROJECT MANAGER

The Project Manager serves as the direct supervisor of all personnel assigned to their project office, the field representative of ALDOT as the “Engineer” referenced by contract specifications, and often the initial contact for public and stakeholder comments and inquiries. The Project Manager ensures project personnel adhere to all applicable ALDOT policies and guidelines. The Project Manager is responsible for direct communication with region/area construction leadership and the contractor. The Project Manager is responsible for administration of the contract including documentation of project activities, contractor compensation for work completed in accordance with contract documents, and verification of both quantity and quality. The Project Manager is responsible for awareness of all of ALDOT construction responsibilities and commitments to the contractor, the public, and applicable government regulatory agencies.

The Project Manager title carries with it a high level of responsibility and expectation. How the Project Manager conducts business and communicates with stakeholders can have a direct affect on ALDOT operations in both positive and negative forms. ALDOT leadership expects the Project Manager to perform and conduct themselves professionally at all times. Personal accountability and improvement should be a priority of the Project Manager for themselves as well as the personnel that they supervise.

PROJECT INSPECTORS

Project Inspectors serve as agents of the Project Manager, communicating and documenting the quality and quantity of work completed by the contractor. Quantity and quality of work items are assessed for payment through observation, direct measurement, sampling, and testing which shall be conducted in accordance with contract requirements, ALDOT policies and procedures, and completed training. Construction inspection training is available to increase the knowledge base of the inspector and to fulfill requirements of ALDOT policies regarding the inspection duties associated with particular types of construction. The Project Inspector is held personally accountable for work that they perform. Inspector documentation of personnel and contractor activities as well as verbal communication of activities shall be accurate, thorough, and complete at all times. Project Inspector communications with contractor personnel shall always be professional.

Project Inspectors are often the initial contact for public and stakeholder comments and inquiries related to the project. Project Inspectors are expected to handle all such encounters professionally as they provide contact information for the Project Manager.