

INFRASTRUCTURE CONTRACT & COMPLIANCE OFFICER

Public Works | Engineering



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Infrastructure Contract and Compliance Officer is responsible for providing technical and administrative support to the Assistant Director of Public Works by reviewing subdivision and building permit submissions for compliance with Planning Commission Regulations.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. – 4:30 p.m.

LOCATION

Government Tower – 2nd Floor

REPORTS TO

Assistant Public Works Director

PHYSICAL DEMANDS

Lift up to 50 lbs. (Medium)

WORK ENVIRONMENT

Frequent interactions with contractors, state, local, and federal agencies, government employees and the general public.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent is expected to perform field inspections, maintain GIS layers, conduct engineering-related research, and support various public infrastructure projects.

The Infrastructure Contract and Compliance Officer requires a solid foundation in civil engineering principles, technical drawing interpretation, and experience with GIS and CAD software.

JOB DUTIES

- Review subdivision plans and building permit applications for compliance with Planning Commission Regulations and applicable drainage requirements.
- Conduct field inspections of constructed subdivisions and commercial development sites to ensure conformance with approved plans and regulatory standards.
- Perform routine engineering research and assist with basic design work under the direct supervision of a licensed engineer.
- Assist in the development, maintenance, and updating of various GIS data layers, including but not limited to culverts, catch basins, rights-of-way, forced drainage infrastructure, subdivisions, and street networks.
- Provide technical support and consultation to other divisions within the Department of Public Works and to other TPCG departments, as directed.
- Conduct courthouse research to gather property ownership information and prepare required documentation.
- Draft technical correspondence, including subdivision and permit review letters, and prepare reports for review by senior staff.
- Maintain organized and accurate databases, electronic records, and paper files related to subdivision and building permit activities.
- Respond to public records requests and assist in coordination and documentation of subdivision inspections for final approval.
- Participate in pre-application meetings with developers, consultants, and the Planning Department to provide technical guidance.
- Monitor and respond to communications via email, Microsoft Teams, and phone; route inquiries and information appropriately.
- Handle administrative tasks including document scanning, filing, phone message management, and routine correspondence.
- Attend and participate in monthly safety meetings and Planning Commission meetings as required.
- Complete mandatory annual training including ethics and harassment/discrimination programs.
- Assist in emergency operations by responding to calls and supporting the Public Works Division at the Emergency Operations Center during major storm events.
- Perform all other responsibilities deemed necessary by Supervisor.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates initiative and accountability in supporting engineering reviews and coordinating with multiple departments to ensure project compliance.
- **Time Management:** Effectively prioritizes tasks and meets deadlines for permit reviews, inspections, GIS updates, and reporting, even under tight schedules or during emergencies.
- **Analytical Skills:** Must be able to apply sound judgment and critical thinking to evaluate engineering plans, identify regulatory noncompliance, and recommend appropriate solutions.
- **Communication Skills:** Clearly conveys technical information through written reports and oral presentations, and maintains professional correspondence with internal staff, consultants, and the public.
- **Organizational Skills:** Maintains accurate records, manages multiple projects simultaneously, and ensures the proper filing and retrieval of physical and digital documents.
- **Technical Skills:** Proficient in GIS, CAD, and Microsoft Office applications, with the ability to interpret civil engineering drawings and utilize surveying tools for data collection and analysis. Strong knowledge of mathematics and engineering.
- **Qualifications:**
 - Bachelor of Science degree in Civil Engineering or a related field from an accredited university.

