

# Jessica Claire

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## PROFESSIONAL SUMMARY

- Experienced roadway construction manager
- Effectively handles deadlines and added responsibilities
- Dependable team-player with strong work ethic
- Knowledgeable of prevailing standards and best-practices
- Successfully delivers projects from pre-construction to closeout, including budgeting and scheduling

## WORK HISTORY

### CONSTRUCTION AND TESTING INSPECTOR II 04/2011 to CURRENT

#### Sunpro | Navasota

- Primarily responsible for reviewing right-of-way use permits, construction plans, and MOT schedules for County infrastructure projects
- Coordinate permit processing with Project Management and administer approvals
- Schedule and inspect bores and trenching associated with underground utility installations
- Inspect milling and asphalt paving operations, new road construction and drainage improvements
- Partners with municipalities, contractors and utility coordinators to expedite permitting process

### UTILITY COORDINATOR 07/2008 to 06/2010

#### Md Anderson | Houston

- Scheduled contractor work on utility-owned water, sewer and reclaim water systems
- Inspected and documented jacking and directional bores
- Reviewed engineered drawings for future developments
- Coordinated wet taps, manhole core drilling, and water main connections with utility contractors
- Supervised back-filling, compaction and asphalt paving for open-cut utility crossings
- Ensured right-of-way restoration equal or better to project start
- Inspected concrete flatwork and curbing
- Coordinated timely completion of work with other departments and agencies
- Position was eliminated due to Countywide budget cuts

### OPERATIONS & MAINTENANCE SUPERVISOR 07/2001 to 07/2008

#### Polk County BOCC Utilities Dept. | City, STATE

- Supervised and 14-man line crew (incl. 2 electricians, 2 mechanics, 1 lift station tech and laborer)
- Assigned work ranged from replacing meters to repairing 24" water lines, as well as lift station, water and waste water plant repairs and maintenance
- Scheduled work and ordered all materials needed to complete projects on time and within budget
- Hired, trained and evaluated staff
- Worked directly with department manager on annual budgets
- Performed final walk through inspections of new subdivisions, inspection storm systems, pavement, and signage
- Position was eliminated due to a department reorganization

### CAPITAL PROJECTS FOREMAN II 07/2001 to 07/2008

#### Polk County Utilities Capital Projects | City, STATE

- Working Foreman assigned Utilities Engineering projects
- Laid-out water lines from engineered drawings
- Assisted in the installation of water, sewer and reclaim lines from 2" to 24" in diameter
- Constructed new water and waste water plants
- Installed and maintained roads and drainage systems to new remote plants
- Assisted Natural Resources Department to repair storm-damaged drainage systems and restore flooded areas
- Promoted to Utilities Supervisor

## EDUCATION

**High School Diploma** | Vocational (Welding, Carpentry, Machine Shop) 1972  
**Oconomowoc High School, Oconomowoc, WI**

## CERTIFICATIONS

- Qualified Storm Water Management
- Trenching and Shoring
- 10 & 30 Hour OSHA
- Nuclear Gauge Safety Training
- Hazmat Cert. (Required by FDOT)
- MOT Certification
- Class A CDL with Tanker Endorsement
- Emergency Management courses through Polk County EOC
- Educational/informational classes through Polk County OED

## ADDITIONAL INFORMATION

Other work history and professional references provided on request.