



# Lincoln Trail ADD

## Job Description

**Infrastructure Specialist**

**Pay Grade 15**

STATUS	
<b>Date:</b> 1 October 2025	<b>Division:</b> CAPE
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Department Director
<b>Supervisory Responsibility:</b> None	

### **Position Overview:**

The incumbent is responsible in assisting local governments in the development and funding of essential infrastructure projects, specializing in securing and managing grants and loans for water, wastewater, and transportation infrastructure. The incumbent will be responsible for providing technical assistance and training, and building strategic partnerships to strengthen the region's infrastructure and helping communities navigate the complex landscape of federal and state regulations.

### **Duties & Responsibilities:**

- Manage all aspects of the Water Management Planning Council (WMPC) and Regional Transportation & Highway Safety Committee to include planning, scheduling, creating/distributing official correspondence and facilitating timely communication between systems, cities and counties, and state agencies.
- Conduct county and regional prioritization meetings, for both the Regional Transportation and Water/Wastewater Planning programs.
- Facilitate and conduct quarterly meetings of the LTADD Regional Transportation Committee and the Water Management Planning Council (WMPC).
- Prepare and maintain all applicable plans in relation to Water and Regional Transportation.
- Maintain and routinely update the Water Resource Information System (WRIS) database to ensure all data remains accurate, current, and complete.
- Prepare and submit comprehensive and compelling grant applications, including project narratives, budgets, and all required documentation.
- Administer grant-funded projects, ensuring compliance with all regulations, reporting requirements, and timelines.
- Maintain an updated database of grant opportunities, application deadlines, and project status.
- Build and maintain effective working relationships with local, state, and federal agencies, as well as community stakeholders.
- Represent the organization at meetings, workshops, industry conferences and public events to promote services and share expertise.

- Research and identify federal, state, and private funding sources—including programs from the Kentucky Infrastructure Authority (KIA), USDA Rural Development, and the Department of Transportation—that align with local water, wastewater, and transportation projects.
- Collaborate with local officials and engineers to develop project narratives, scope of work, and detailed budgets for funding applications.
- Manage and track grant-funded projects, ensuring compliance with all reporting and financial regulations.
- Manage and oversee grant-funded projects to ensure strict compliance with all federal and state regulations, reporting requirements, and project timelines.
- Stay up-to-date on changes to disaster funding programs, eligibility requirements, and application procedures.
- Serve as a primary technical resource for local governments, utility districts, and other public entities, guiding them through the planning, design, and implementation of infrastructure projects.
- Assist in the development of project profiles, feasibility studies, and strategic plans for water, wastewater, and transportation systems.
- Build and maintain collaborative relationships with a diverse range of stakeholders, including public safety officials, community leaders, and non-profit organizations.
- Conduct site visits to evaluate project needs and provide hands-on support.
- Attend Fiscal Court, City Council and other pertinent CRED related meetings as needed.
- Performs other duties as assigned.

#### **Education & Experience:**

- Required: Bachelor of Science Planning, Public Administration, Political Science, or related field and, at least one (1) year related experience. GIS experience a plus.

#### **General Qualifications:**

- Must have proven computer literacy/skills and experience with software programs such as Microsoft Word, Excel, PowerPoint, Access, etc. and knowledge of creating and editing of Adobe Acrobat PDF.
- Must be a motivated self-starter; able to skillfully organize, plan, manage, and implement multiple projects with a variety of due dates.
- Must have good oral and written communication skills for training or conveying information of a technical nature.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to establish and maintain effective working relationships with LTADD Staff.
- Must be able to act as an ambassador for LTADD at functions; create concise, professional reports; and, be an effective public speaker.
- Must hold a valid Kentucky Driver's License.

- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

**Work Site:**

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

**Workplace Hazards:**

- No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.
- Required to utilize appropriate personal protective equipment (PPE) as mandated by project site-specific safety protocols and regulations.