

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2296  
Job Title: Highway Engineer VI-Planning  
Salary Grade: 24  
Bureau: Bureau of Administration  
Department: Transportation and Highways  
Dept. Budget No. 501  
Position I.D. 9517580  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Functions as Chief Engineer of the Transportation and Planning Bureau for the Cook County Department of Transportation and Highways. Plans, formulates, executes and supervises the activities and operations of three (3) divisions including Traffic Engineering; Traffic Operations; Advance Planning and Agreements encompassing professional, technical or paraprofessional support staff. Responsible for the development of an integrated transportation system and its relationship to the comprehensive system of Cook County Department of Transportation and Highways. Compiles, prepares and submits the annual Five Year Transportation Plan for the County. Under the direction of the Superintendent of Highways, formulates and implements all bureau policies and procedures; determines and develops long-range planning strategies. Confers regularly and in a confidential manner with the Superintendent of the Department of Transportation and Highways in all matters pertinent to the above including problematic assignment, consultant and personnel issues which may arise.

#### **Key Responsibilities and Duties**

Provides administrative direction to the Traffic Operations Division in the preparation and administration of pavement markings and sign maintenance contracts for the county transportation and highways system to ensure the installation and placement of necessary traffic controls as required by the Illinois Vehicle Code, the Manual on Uniform Traffic Control Devices and the Illinois Department of Transportation's Standard Specifications for Traffic Control Items.

Reviews and approves the application of technical traffic engineering procedures to the study of plans for improvement projects; submits data and makes recommendations to ensure improvement projects provide capacity and geometries to meet design year volume estimates.

Provides administrative direction to the Traffic Engineering and Traffic Operations Divisions insuring the erection and installation of all traffic control devices necessary to provide safe and optimum services on county roadways.

Supervises the use of video filming techniques of all county highways to provide information on field conditions; assists in the future planning, design and general operations of county roadways; may furnish relevant data for the State's Attorney's Office for use in legal actions.

Oversees and handles all confidential personnel issues including performance evaluations, recommendations on promotions, and disciplinary actions. Confers with Supervisor of Employment relative to job postings for available positions; interviews job applicants and recommends candidates.

Interviews and recommends consultants who provide engineering services for highway projects; negotiates contracts, reviews and evaluates consultant's performance and approves invoices for payment.

Examines work assignments regarding transportation and planning prepared by support staff to ensure proper policies and procedures are followed relative to state and federal highway rules and regulations. Organizes, prioritizes and monitors all work assignments for Transportation and Planning Bureau Staff to guarantee highway projects meet deadlines.

Develops and recommends goals and long-range planning strategies for the Transportation and Planning Bureau relative to the Department of Transportation and Highways five (5) year plan on projects and to the department's overall mission and objectives; confers and advises the Superintendent of the Department of Transportation and Highways on the implementation of policies and procedures for the Bureau.

Prepares and submits budget appropriations for the Transportation and Planning Bureau.

**Knowledge, Skills and Abilities**

Thorough knowledge of generally accepted engineering procedures and methods; County, State, Federal and American Association of State Highway Officials specifications, policies, programs, regulations and requirements relative to transportation and planning of highways.

Extensive knowledge of transportation systems, the application of traffic data as related to the planning function. Knowledge of the operations and functions of the Transportation and Planning Bureau Divisions.

Ability to administer a variety of highly technical and managerial functions, coordinating diverse engineering efforts to assure the timely and efficient completion of projects; ability to exercise sound engineering judgment in the formulation and execution of plans in the Transportation and Planning area.

Possession of advanced supervisory skills acquired through exposure to a wide variety of management problems. Ability to communicate effectively both verbally and in written form. Ability to direct, motivate and supervise subordinates through to completion of work assignments.

Ability to analyze, prioritize and handle, a large number of projects and problems effectively under stressful conditions and time constraints.

**Minimum Qualifications**

Graduation with a Bachelor of Science Degree from an accredited program in Civil Engineering as listed in the most recent Accredited Board of Engineering and Technology Annual Report.

Current registration in the State of Illinois as a Licensed Professional Engineer/Licensed Structural Engineer.

A minimum of three (3) years' full-time experience as a Highway Engineer or related field.

**Preferred Qualifications**

Master's degree in Civil Engineering from an accredited engineering program.

Five (5) years management experience in the highway or transportation field.

Prior supervisory or managerial work experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**