

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 2288
Job Title: Highway Engineer VI - Right of Way
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 501
Position I.D. 9517607
Shakman Exempt

Characteristics of the Position

General Overview

Functions as Chief Engineer of the Right of Way Bureau for the Cook County Department of Transportation and Highways. Plans, formulates, executes and supervises the activities and operations of three (3) divisions including Valuations; Negotiations; Right of Way Plats; encompassing professional, technical or paraprofessional support staff. Responsible for the acquisition of all land or construction easements necessary to build and improve new and existing highways. Under the direction of the Superintendent of the Department of Transportation and 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, legal, consultant and personnel issues which may arise.

Key Responsibilities and Duties

Acquires all land or construction easements for Cook County highway construction improvements.

Oversees and reviews all records and transactions relative to right of way plats and land acquisitions to ensure cost efficiency of land purchases; maintains maps and plats of county highways.

Serves as legal advisor to the Superintendent of the Department of Transportation and Highways relative to lawsuits filed against the Department of Transportation and Highways in Right of Way matters; assembles relevant information for defense of pending cases.

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 appraisal or negotiation services for highway projects; negotiates contracts, reviews and evaluates consultant's performance and approves invoices for payment.

Policies and procedures are followed relative to the Illinois Department of Transportation's rules and regulations.

Organizes, prioritizes and monitors all work assignments for Right of Way bureau staff to guarantee highway projects meet deadlines.

Develops and recommends goals and long-range planning strategies for the Right of Way 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 Right of Way Bureau.

Knowledge, Skills and Abilities

Thorough knowledge of generally accepted highway engineering procedures and methods; County, State of Illinois, and Federal Highway Administration specifications, policies, programs, regulations and requirements relative to right of way and land acquisitions.

Knowledge of the operations and functions of the Right of Way 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.

Extensive knowledge of Road & Bridge, Motor Fuel Tax and Eminent Domain Laws of the State of Illinois. Possession of advanced supervisory skills acquired through exposure to a wide variety of management problems. Ability to communicate effectively both verbally and in written forms.

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 related 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 to 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.