

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2293  
Job Title: Highway Engineer VI - Design  
Salary Grade: 24  
Bureau: Administration  
Department: Transportation and Highways  
Dept. Budget No. 501  
Position I.D. 9517626  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Functions as Chief Engineer of the Design Bureau for the Cook County Department of Transportation and Highways. Plans, formulates, executes and supervises the activities and operations of four (4) divisions including Drainage and Utilities; Pavement Geometries; Mechanical, Electrical, Architectural and Landscape; and Structural encompassing professional, technical or paraprofessional support staff. Responsible for the preparation of all highway improvement contracts. 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, consultant and personnel issues which may arise.

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

Executes, administers and coordinates the design of all highway improvement projects using in house personnel and consultant firms.

Reviews and approves all subdivision plans and planned unit developments earmarked for building and zoning to ensure safe and properly engineered developments which are in compliance with federal, state and local statutes; reviews highway permit applications and designs.

Maintains all traffic signals and pumping stations under the jurisdiction of the Cook County Department of Transportation and Highways to ensure the safety of the motoring public.

Conducts bi-annual inspection of highway bridges under the jurisdiction of the Department of Transportation and Highways to ensure the safety of the motoring public.

Oversees and handles all confidential personnel issues including performance evaluations, recommendations on promotions, and disciplinary actions. Confers with Supervisors to review 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 engineering plans prepared by support staff to ensure safety and cost efficiency of designs; approves and certifies all design plans with Professional Engineering Seal and/or Structural Engineering Seal.

Organizes, prioritizes and monitors all work assignments for Design Bureau Staff to guarantee highway projects meet deadlines and to ensure permits, subdivisions and planned unit developments are reviewed in a timely manner.

Coordinates highway construction projects with utility companies, villages, City of Chicago, Illinois Department of Transportation, Illinois State Toll Highway Authority, Chicago Metropolitan Water Reclamation District and the Cook County Forest Preserve District to minimize construction delays and complete projects on time.

Develops and recommends goals and long-range planning strategies for the Design 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 Design Bureau.

Advises Maintenance Bureau of all major projects and repairs; confers with Construction Bureau on construction problems and requested design changes.

### **Knowledge, Skills and Abilities**

Thorough knowledge of generally accepted design and structural engineering procedures and methods; County, State of Illinois, and Federal Highway Administration specifications, policies, programs, regulations and requirements.

Knowledge of the operations and functions of the Design Bureau Divisions.

Ability to certify highway and bridge design plans.

Ability to administer a variety of highly technical and managerial functions: coordinating diverse engineering efforts to assure the timely and efficient completion of projects.

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.

Skill in negotiating contracts with consultants.

### **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 of 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.**