

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2286  
Job Title: Highway Engineer VI - Construction  
Salary Grade: 24  
Bureau: Administration  
Department: Transportation and Highways  
Dept. Budget No. 501  
Position I.D. 9517698  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Functions as Chief Engineer of the Construction Bureau for the Cook County Department of Transportation and Highways. Plans, formulates, executes and supervises the activities and operations of five (5) divisions including Construction Office; Material Testing; and three (3) Supervising Engineers' Divisions; encompassing professional, technical or paraprofessional support staff. Responsible for construction supervision of all projects on county and township roads and highway maintenance facilities; provides engineering and inspection services to ensure standard specifications and provisions are met. Compiles, prepares and submits the annual Construction Plan for the County. 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 construction of all highway improvement projects on Cook County and township roadways.

Conducts meetings with utility companies, state and federal highway agencies, contractors and local authorities to organize relevant activities relative to ongoing construction projects.

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 contractors who provide construction services for highway projects; negotiates contracts, reviews and evaluates contractor's performance and approves invoices for payment. Ensures projects meet deadlines.

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

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

Thorough knowledge of generally accepted highway engineering procedures and methods; County, State, Federal Highway policies, programs, regulations and requirements relative to highway construction.

Knowledge of the operations and functions of the Construction 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 Highway Construction 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 work 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.**