

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2201  
Job Title: Assistant Superintendent  
Salary Grade: 24  
Bureau: Administration  
Department: Transportation and Highways  
Dept. Budget No. 501  
Position I.D. 9918028  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Assists the Superintendent of the Department of Transportation and Highways in the overall management of all operations relative to the Cook County Department of Transportation and Highways and its employees; assists in the oversight of a \$20 million budget and the expenditure of another \$75 million a year in motor fuel tax revenues used for the maintenance, development and construction of County roads and highways. Consults with the Superintendent to discuss on-going and proposed projects and confidential matters relative to the operations of the agency and its management of personnel and contracts. Assists in establishing the Department of Transportation and Highways policies relative to the operations of the agency's various bureaus which encompass the areas of management indicated below.

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

Assists in supervising the preparation and development of the annual and five year improvement program for highways to ensure highway capacity and safety.

Assists in supervising the acquisition of the necessary rights of way and easements for all highway projects; to provide the land required for these projects.

Assists in directing the preparation of contract plans, specifications and estimates for all highway projects.

Assists in selecting professional services when outside assistance is needed in order to ensure highway capacity and safety.

Assists in overseeing the supervision of contractors' work to ensure compliance with contract provisions and contract law.

Assists in operating a 600 mile highway system by establishing proper traffic controls and issuing permits for work within the public right of way to fulfill the County's legal obligation to the public under Illinois law.

Assists in supervising the physical maintenance of the highway physical plant through the implementation of preventative maintenance programs e.g. patching, mowing, plowing snow, etc. to ensure highway user safety.

Assists in providing overall policy direction in all personnel matters including: training, discipline, payroll, etc. to enforce and sometimes establish County policy as it relates to its employees.

Assists in establishing an annual operating budget for the Department of Transportation and Highways and monitors compliance with same. Oversees the proper use of purchasing procedures to comply with County-wide policy.

May assume primary responsibility for specific areas and projects, as assigned; may act in the Superintendent's place as necessary or directed.

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

Thorough knowledge of highway engineering principles and practices.

Extensive knowledge of transportation laws as established by the Illinois department of transportation. Knowledge of all facets of management and human relations.

Skill in Civil Engineering practices.

Ability to supervise and manage a large group of people.

Good communications skills; ability to communicate effectively both verbally and in writing; ability to speak publicly on behalf of the agency and the County.

### **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.

### **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 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.**