

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1031
Job Title: Special Assistant
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500
Position I.D. 9517508
Shakman Exempt

Characteristics of the Position

General Overview

Assist the Superintendent in the overall management of the Cook County Department of Transportation and Highways operations; as well as the development of policies and/or programs necessary to ensure that Bureaus/Departments under the jurisdiction of the Superintendent effectively and efficiently meet their respective goals and objectives.

Reviews confidential reports and managerial studies in order to make appropriate recommendations to the Superintendent. Works with the Superintendent in concert with the Cook County Board of Commissioners, various municipality officials; as well as the Cook County Bureaus/Departments under the President's Office. Has access to the Superintendent on a regular and ongoing basis and is privy to a wide variety of confidential matters. Has extensive knowledge of the County's policies and procedures in general and the Highway Department in particular.

Assist with intergovernmental issues within the County. Reviews the Department's Budget with the Superintendent. Monitors various projects to ensure all Bureaus/Departments under the Superintendent have the necessary resources to perform their respective functions.

Key Responsibilities and Duties

Reviews confidential reports and managerial studies as they relate to personnel and/or administrative services of the Department of Transportation and Highways, in order to make appropriate recommendations to the Superintendent.

Oversees the activities of the Personnel and Fiscal Management and Administrative Services Divisions as it interacts with the Department's under the President (i.e. Auditor, Purchasing, Chief Financial Officer, Comptroller, Human Resources, Budget and Risk Management).

Ascertain and/or accesses "best practices" in order to construct appropriate policies and procedures for the Highway Department as it strives to improve its management and engineering mandates.

Reports directly to the Superintendent to discuss ongoing and proposed projects, policies and/or procedures which are relative to Engineering, Transportation and Planning, Fiscal Management and Administrative Services operations of the department, as well as its broad personnel and contractual activities.

Oversees the management activities of the Administrative and Fiscal Management Bureau which encompasses the following Divisions: Fiscal Management; Engineering Computer; Payroll, Personnel Administration and Technical Reproduction.

Oversees the Administrative operations of the Contract Documents Office, which is responsible for the following activities: Coordinating and compiling all pertinent documentation necessary, including design and construction for the roadway and maintenance bidding process; the distribution of contract bid data to prospective bidders on highway road and maintenance improvements; preparation, proofing and issuance of all legal advertisement to the printed news media, Illinois Department of Transportation, trade associations and the construction industry; and acts as the coordinating arm between the Cook County Board of Commissioners, and the Clerk of the Board.

Knowledge, Skills and Abilities

Excellent communication, organizational and interpersonal skills. Broad understanding and familiarity with labor relations issues, human resources policies and procedures, related Federal, State and local laws and statutes, and the ability to compose and develop reports and budgets, financial projections and the performance of statistical analysis.

Provide assistance to the Superintendent in the evaluation of monthly status reports and performance measures from various divisions within the Department of Transportation and Highways.

Thorough knowledge of the Illinois Department of Transportation, Chicago Department of Transportation and Federal Highway Administration policies and procedures.

Familiarity with the Construction, Design, Transportation and Planning and Maintenance Bureaus within the Department of Transportation and Highways, as well as Right-of-Way and permitting procedures.

Ability to ascertain and ensure the Department of Transportation and Highways compliance with the laws, ordinances and regulations governing the fiscal management of public funds.

Ability to effectively communicate with engineering staff and other technical personnel in those matters related to the Department of Transportation and Highways affairs.

Thorough knowledge of generally accepted accounting principles, concepts and methods, including but not limited to income statements, general flow of funds and statement of changes in financial position.

Knowledge of the coordination and compiling of all the pertinent documentation that is necessary for the roadway and maintenance bidding process.

Skill in supervising and directing the activities of professional, technical and other support personnel engaged in a variety of highway activities, as well as developing policies, programs and procedures relative to large-scale projects, especially in connection with Departmental goals and objectives.

Skill in coordinating multiple projects effectively and simultaneously and providing effective managerial and administrative direction in several highway areas, such as maps, graphics, and technical reproduction, so as to ensure the timely and accurate delivery of services.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' work related experience in the public sector and/or management **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in public administration, business administration, labor relations, human resources or civil engineering.

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.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1206
Job Title: Contract Administrator
Salary Grade: 23
Bureau: Bureau of Administration
Department: Transportation and Highways
Dept. Budget No. 500
Position I.D. 9517514
Shakman Exempt

Characteristics of the Position

General Overview

Prepares and administers the Department of Transportation and Highways formal communications system with the Clerk of the Board of County Commissioners regarding Improvement, Construction and Road Maintenance Resolutions, contract lettings, changes and final acceptances. Prepares, assembles and processes contract documents, standards, special provision, and plan specifications related to demolition, construction and Right-of-Way as required. Provides liaison between the Department of Transportation and Highways, Clerk of the County Board of Commissioners, Illinois Division of Highways and the U.S. Bureau of Public Roads ensuring coordination and proper procedures. Supervises the drafting and negotiation of contracts for the department.

Key Responsibilities and Duties

Assembles and presents resolutions for the Department of Transportation and Highways such as Supplemental Improvement, Amending, Procurement, Acquisition of Agreements, Prevailing Wage, and Accomplishment Resolutions for approval by Board of County Commissioners.

Compiles, reviews, and prepares the reproduction of Notices, Bid Proposals, Quantity Sheets, Standard and Special Provisions which make up Contract Documents. Determines needs and requirements in reference to number, type, and arrangement of documents, necessary for highway improvement contractors to accomplish designated projects.

Assembles and forwards Proposal Documents to the Design Bureau for approval. Receives approved documents; reviews, revises and prepares copies of final Bid Proposals held for advertising. Notifies County Procurement Officer Agent as to project advertised in accordance with legal requirements. Upon placement of advertisement, submits copies to Illinois Division of Highways and U.S. Bureau of Public Roads, if involved, for general approval.

Distributes Construction Improvement Proposals and Project Plans to qualified contractor bidders upon review of current file of Improvement Contractors Qualifications which includes bonds, assets and liability statements.

Attends board meetings at time of Bid Openings; submits bids to Chief Engineer of Design for tabulation and review. Submits letters of transmittal and copies of Tabulation of Bids to the Clerk of the County Board, to the Illinois Division of Highways and to the U.S. Bureau of Public Roads, as required.

Prepares and presents final contracts and performance bonds, securing required official signatures and notifies the Clerk of the County Board for release of appropriate securities held in deposit.

Submits final contracts as approved by Board of County Commissioners to State Highway Department as required for concurrence of bid award.

Reviews and processes legal notices for advertising of bids necessary for purchase of equipment and material items as submitted by Secondary Roads and Material Bureau. Submits Notices to County Purchasing Agent for placement of advertising. Prepares, reviews and distributes required documents to County Clerk, State's Attorney, Contractor and general file.

Maintains current prevailing Wage Rates in accordance with U.S. Department of Labor regulations for Federal Aid Proposals and Contracts.

Knowledge, Skills and Abilities

Ability to supervise and ensure the timely continuity of work operation to meet daily deadlines.

Possession of supervisory skills and ability to direct, motivate and supervise subordinates through to completion of work assignments.

Ability to objectively and tactfully interact with Bureau Chiefs, Division Supervisors and other agencies or county department liaisons.

Ability to write in a concise and grammatically correct manner.

Must have excellent organizational and communication skills. Ability to supervise and review the activities of support staff.

Ability to analyze, prioritize, and handle a large number of projects and problems effectively in a timely manner.

Ability to administer a variety of highly technical and managerial functions, coordinating the timely and efficient completion of projects and ability to exercise sound judgment.

Knowledge of County procedures, policies, ordinances.

Possession of supervisory skills and ability to direct, motivate and supervise subordinates through to completion of work assignments.

Administrative experience in working with businesses and municipalities.

Thorough knowledge of Department policies and procedures, State and Federal Highway policies, regulations and requirements in regards to Contracts, Provisions and Lettings.

Extensive knowledge and professional practice in planning the assembly of proposals and contracts which are usually ordered under a deadline, as well as the processing of proposals, advertising and preparation of contracts.

Knowledge of procedures used in securing bonds and obtaining signatures after award has been made.

Extensive knowledge and ability that is necessary for the processing of the various proposals, contracts and advertising for all construction projects as substantiated by a background of semi-legal experience in contract preparation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in a highway department **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

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

Registered as a Professional Engineer in the State of Illinois.

Five (5) years' progressive management experience in the highway field.

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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.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 2202
Job Title: Superintendent
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 501
Position I.D. 9517507
Shakman Exempt

Characteristics of the Position

General Overview

Responsible for the overall management of all operations relative to the Cook County Department of Transportation and Highways and its employees; oversees 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. Reports to the President and Chief Administrative Officer to discuss on-going and proposed projects and confidential matters relative to the operations of the agency and its management of personnel and contracts. Responsible for establishing and implementing 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

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

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

Directs the preparation of contract plans, specifications and estimates for all highway projects.

Selects professional services when outside assistance is needed in order to ensure highway capacity and safety. Oversees the supervision of -contractors' work to ensure compliance with contract provisions and contract law.

Operates 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.

Supervises 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.

Provides 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.

Establishes 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.

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

Current registration in the State of Illinois as a Licensed Professional Engineer/Licensed Structural Engineer and Bachelor's Degree from an accredited college or university supplemented by at least two (2) years of experience in civil and highway engineering or in construction and maintenance of streets or highways **OR**, current registration in the State of Illinois as a Licensed Professional Engineer/Licensed Structural Engineer and a minimum ten (10) years practical experience in civil and highway engineering or in construction and maintenance of streets or highways supplemented with two (2) years of administrative/supervisory experience.

Each of the first three (3) academic year's attendance at a reputable engineering school shall be considered as equivalent to two (2) years practical experience in civil and highway engineering or in the construction and maintenance of streets.

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.

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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.

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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.

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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.

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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.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 4773
Job Title: Maintenance Bureau Supervisor
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500
Position I.D. 9517781
Shakman Exempt

Characteristics of the Position

General Overview

Oversees and coordinates job activities for the largest Bureau of the Cook County Department of Transportation and Highways. Provides for an effective utilization and assignment of professional, technical and skill trades personnel. Manages the day-to-day operations of the Equipment, Road Maintenance, Equipment Operations, Safety and Training Divisions. Executes, administers and coordinates a complex and diversified highway maintenance program for 1,466 lane miles of roads within the Cook County Highway System. Provides administrative direction to the supervisors of five subordinate Suburban Districts. Prepares budget estimates and manpower requirements and coordinates operations with other agencies during local emergencies.

Key Responsibilities and Duties

Directly responsible for the daily operations that take place throughout the five (5) suburban Maintenance facilities. Oversees the five (5) District Supervisors and their personnel and addresses any of their concerns or crisis that actualize during working hours including emergency overtime hours.

Directly oversees roadway sweeping, pavement repair and patching of its 1400 plus lane miles. Manages the lawn mowing of Cook County's right of way; maintaining curb and gutters; medians; storm sewers and culverts. Reviews all contracts and purchase orders related to the materials needed by all five (5) facilities to perform their respective daily Maintenance Operations.

Administers and directs the Equipment Maintenance Division in a Fleet Preventative Maintenance program for County owned equipment.

Coordinates snow and ice control operations for all five (5) District Maintenance facilities during winter operations; assumes direct contact with the lead supervisor on-call at all five (5) facilities as a means to ensure the safe condition of all Cook County Roadways. Approves all pertinent overtime to be worked and makes the decision as when to end the snow and ice control operations.

Confers with Equipment Supervisor in regards to the status of snow fighting equipment and the transfer of equipment throughout the five (5) Highway Maintenance facilities.

Knowledge, Skills and Abilities

Thorough knowledge of County, State, Federal Highway policies, programs, regulations and requirements relative to highway and road maintenance.

Knowledge of the operations and functions of the Maintenance Bureau Division.

Possession of advanced supervisory/managerial skills in overseeing operations and functions connected with the maintenance of the highway system.

Knowledge of fleet maintenance operations and building maintenance.

Ability to communicate effectively both verbally and in written form.

Ability to direct, motivate and supervise subordinates through completion of work assignments.

Ability to prioritize and handle numerous projects and problems effectively under stressful conditions and time constraints.

Willingness to work extended, flexible weekend and holiday hours as needed. Ability to work in various seasonal weather conditions.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in highway administration or transportation **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Five (5) years full-time work experience in the field of engineering, administration, transportation or highway administration in a managerial or supervisory capacity.

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.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5195
Job Title: Administrative Director
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500
Position I.D. 9517549
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Superintendent of Transportation and Highways, performs a dual role by overseeing the day to day operations of the Transportation and Highways Department Personnel and Fiscal Management & Administrative Services Divisions, which include Employment & Labor, Payroll, Technical Reproduction Services and General Records. Plans, coordinates and supervises all activities related to human resources management, hiring and labor/union relations within the Department of Transportation and Highways, covering nearly 380 employees; in addition, functions as Chief Financial Officer for the Department, responsible for the agency's annual budget and the receipt and expenditure of State motor fuel taxes, among other assets. Acts as liaison between the Department of Transportation and Highways and other County agencies, such as Comptroller's Office, Purchasing, County Auditor and Human Resources. Formulates and implements policies and procedures relative to the above, as well as ensuring the Department's compliance with state, federal and professional standards applicable to areas as described. Ensures the confidentiality of employment, hiring, disciplinary and related activities; confers with union officials and States Attorney, and advises the Superintendent in related matters.

Key Responsibilities and Duties

Provides overall technical, administrative and managerial direction to the various Divisions of the Administrative and Fiscal Bureau of the Transportation and Highways Department. Consults with Superintendent of Transportation and Highways to plan, develop and execute programs, policies and procedures relative to the Bureau and the Department's overall goals and objectives.

Responsible for the financial monitoring of four funds (i.e. Transportation and Highways Department operating budget, Motor Fuel Tax Fund, Township Fund and Expressway Construction Fund) administered by the Department of Transportation and Highways.

Examines engineering agreements and billings from consultants, contractors, utilities and other governmental agencies. Prepares and submits intergovernmental billing statements. Calculates and analyzes the financial condition of the Motor Fuel Tax Fund. Forecasts revenues and expenditures to the Motor Fuel Tax Fund.

Acts as a liaison between the Department of Transportation and Highways and Comptroller's Office, Purchasing Department, and County Auditor. May represent the Superintendent in matters pertaining to fiscal operations of the Department. Interacts with other Bureau Chiefs in matters related to operations of the Department of Highways.

Provides technical expertise and administrative direction in all matters pertaining to operations under the Bureau. Recommends new work methods, acquisition of equipment and personnel, long range goals and objectives; consults with Division managers and staff to coordinate operations and ensure the timely and effective delivery of services and reports.

Supervises and oversees payroll activities for the Department, authorizes payrolls and ensures accurate distribution of funds.

Oversees the Department's General Records Division. Responsible for storing, organizing and retrieving archived plans, records, blueprints and other documents.

Organizes and oversees confidential assignment, transfer, promotion and separation of new and current highway employees; responsible for efficient operations of Employment Division in staffing all Cook County Transportation and Highways Department offices and field divisions with qualified personnel.

Processes, maintains and reviews confidential personnel files for Transportation and Highways employees, including information regarding education, background, work experience, performance, absenteeism, and disciplinary reports to determine personnel suitability for promotions and transfers; ensures the integrity and confidentiality of personnel files.

Serves as representative for the Transportation and Highways Department in employee grievance and disciplinary hearings for union and non-union employees, as well as in all related labor negotiations. Implements the grievance and disciplinary actions procedures for all employees, recommends final action to Superintendent for approval; ensures both Transportation and Highways Department policies and union contracts are upheld.

Supervises the Division of Technical Services and the performance of staff engaged in field and in-house activities.

As chairman of the department's safety committee, reviews highway operations to ensure that a safe and healthy work environment is maintained for employees according to state, federal and department policy.

Develops and recommends new goals and long-range planning strategies for Employment Division relative to the Transportation and Highways Department's overall mission and objectives; confers and advises Superintendent of Transportation and Highways in adopting new policies and procedures regarding employee related issues.

Participates in recruitment, selection and hiring of job applicants for positions in the Cook County Department of Transportation and Highways. Works in unison with the Bureau of Human Resources to ensure compliance with Shakman Decree and to acquire qualified personnel through formulating job descriptions and job postings based on applicable criteria.

Knowledge, Skills and Abilities

An exceptionally high degree of administrative and analytic skills applicable to the day to day management of multiple divisions of a large, technical services department such as Cook County Transportation and Highways, and requiring a thorough understanding of financial and budgetary matters and operations, as well as human resources issues pertaining to hiring, employment, labor relations and discipline.

Knowledge of accepted accounting principles, concepts and methods, including but not limited to income statements, audit procedures, and statement of changes in financial position. Ability to plan, organize and propose changes to a \$20 million plus budget.

Skill in directing the activities of professional, technical and other support personnel engaged in a variety of tasks, especially as relate to records management, reproductive services, financial operations, payroll and all aspects of human resources.

Skill in coordinating multiple projects simultaneously. Ability to understand and apply a wide range of state, federal and professional standards and guidelines in the execution of assigned duties.

Ability to communicate effectively, verbally and in writing with engineering and other technical personnel in matters pertaining to Department affairs. Skill in developing policies, programs and procedures relative to large-scale projects, especially in connection with Department goals and objectives.

Ability to deal in a tactful, effective and confidential manner with employee and employment records, consult with attorneys and union representatives in labor and disciplinary matters, and relate to employees at all levels of skill and education.

Ability to understand and interpret County rules and guidelines, as well as the County's Human Resources Ordinance, and explains same to others.

Ability to represent the Department in meetings with other County officials.

Ability to review, interpret and recommend changes to Transportation and Highways Department policy where needed.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience providing administrative oversight and guidance in a large organization **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Accounting, Finance, Business Management, Human Resources or other applicable field of study.

Five (5) years highly responsible experience providing administrative oversight, managerial direction, or technical or financial guidance to a large organization as well as human resources issues pertaining to hiring, employment, labor relations and discipline.

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.

JC: 5195 revised 4/24/12;11/16/12;1/24/13

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6305
Job Title: Director of Strategic Planning and Policy
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500/501
Position I.D. 1400732
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Cook County Board President and the Superintendent of Transportation and Highways (“Superintendent”), leads the development of Cook County’s strategic transportation plans, studies and policies. Oversees the formulation of policy initiatives and positions for the County with respect to the transportation and development initiatives of other units of local, state and federal government. Ensures that the County’s strategic transportation plans, studies and policies are supportive of the County Board President’s strategic initiatives, support more efficient land development patterns and community and economic development plans and projects. Represents Cook County on planning processes conducted by other units of government and/or private entities to align the various transportation plans and/or initiatives. Serves as the Superintendent’s and Board President’s liaison to various units of local, state and federal government; community and economic development agencies; and commercial, industrial and financial institutions relative to planned or proposed transportation infrastructure improvements. Coordinates the preparation of competitive transportation grant applications to federal, state and regional programs. Supervises work progress, provides direction and approves final projects prepared by staff and consultants assigned to the Transportation and Highways Strategic Planning Division.

Key Responsibilities and Duties

Serves as the Superintendent's and County Board President's advisor in relation to transportation planning.

Works with the President and her designees to determine the County's strategic transportation plan.

Oversees the preparation of strategic transportation plans, studies, programs and policies for the consideration and approval of the Superintendent of Transportation and Highways and the Cook County Board President.

Formulates policy initiatives relative to transportation and development, programs and projects of federal, state, regional and local governments for the consideration and approval of the Superintendent of Transportation and Highways and the President as well as the Cook County Board when required.

Promotes the quality of life and economic vitality of Cook County by ensuring that the County's strategic plan for transportation planning promotes efficient patterns of development, community benefits and economic growth.

Evaluates the effectiveness of programs, policies and projects.

Serves as a Departmental and President representative to initiatives carried out by federal, state, regional, sub-regional and local governments or private agencies.

Assists suburban governmental agencies, units of government and associations in addressing specific transportation related concerns, communicates the County Board President's position on transportation initiatives and serves as the President's liaison to maintain and develop relationships to foster greater openness and opportunities for collaboration.

Pursues new federal, state, regional and private resources to advance the goals of Cook County and the Department of Transportation and Highways.

Manages the program, staff and budget of the Strategic Planning and Policy Division

Directs the work of consultants by defining the scope of their services and providing oversight and guidance in plan development, analyses and the production of interim and final deliverables.

Knowledge, Skills and Abilities

Knowledge of concepts and methods used in transportation and urban planning, community and economic development and public policy.

Comprehensive understanding of the design and implementation of transportation plans and studies.

Ability to conceive and implement new plans, policies and projects.

Ability to identify the strengths and/or weaknesses of alternative transportation and/or planning and make recommendations regarding strategic approaches.

Skill in the analysis, interpretation and application of relevant data.

Strong oral and written communication skills.

Ability to work with municipal, county, regional, state and federal officials.

Skill in motivating, developing and directing staff.

Skill in monitoring and assessing the performance of individuals, programs and organizations.

Skill in financial management.

Knowledge of Microsoft Office Suite.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree.

Three (3) years' experience in the field of transportation, urban planning, community and economic development, government administration or the practice of law.

Two (2) years' experience in working for or with a unit of state, local or federal government.

Preferred Qualifications

Masters or Juris Doctorate Degree.

Three years' prior supervisory or managerial experience.

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COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500/501
Position I.D. # 1400733
Shakman Exempt

Characteristics of the Position

General Overview

Acts as legal advisor and counsel to the bureau chief or director in all matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel including in matters related to and the Office of the Cook County State's attorney as required.

Key Responsibilities and Duties

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

Knowledge, Skills and Abilities

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate.

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law and government.

Preferred Qualifications

Five (5) years or greater professional work experience as an attorney dealing with matters of civil law and government.

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