

Champaign County Job Description

Job Title: County Engineer

Department: Highway

Reports to: Highway and Transportation Committee

FLSA Status: Exempt - APPOINTED POSITION

Prepared Date: June, 2010

SUMMARY Plans, organizes, directs, co-ordinates and manages through subordinate supervisor and staff, the varied activities of the County Highway Department consisting of highway and bridge design, construction, maintenance, signing, subdivision plan review, vehicle and equipment maintenance and permits

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises 20-25 projects annually for the maintenance of County highways and the construction, re-construction of highways, streets, bridges and related structures in compliance with Illinois Department of Transportation policies.

Administers eight budgetary fund sources such as the County and Township Motor Fuel Tax and State Local Bridge Fund per statutory provision in the allocation of funds for construction and maintenance projects. Determines the proper allocation of funds to be used on varied projects.

Prepares and presents the Highway Department budget to the County Administrator and Finance Committee. Oversees the expenditure of budgetary and grant funds. Seeks funding for projects from funding agencies.

Advises 28 Road District Highway Commissioners to assist and educate them concerning the best methods of township road maintenance and construction.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.

May inspect construction or re-construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

Determines all regulations affecting construction projects such as wetland preservation, stream pollution and air quality. Plans project work which will meet State and Federal regulations.

Serves on the Urbanized Area Transportation Study Committee in developing studies, reports and other assignments as required to conform with Federal policies.

Works with Illinois Department of Transportation, County offices, City and Township officials, members of County Engineers State Association and State Representatives and Senators.

Functions by State Statute as a deputy of the Illinois Department of Transportation.

Is on call for highway emergencies 24-hours per day, seven days per week.

Maintains a current Pavement Management System to aide in the development of a 5-year construction program.

SUPERVISORY RESPONSIBILITIES Manages two subordinate supervisors who supervise a total of 12 to 20 employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department. Also directly supervises 3 to 6 non-supervisory employees. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree in Civil Engineering from a four-year accredited college or university and four years of related work experience; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret engineering and business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, Elected Officials and the general public.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PUBLIC RELATIONS Ability to relate with the public, as well as Appointed and Elected officials, to determine the best means to solve countywide transportation issues in a manner which joins together engineering judgement and community needs.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS State registration as a Professional Engineer.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee is frequently required to talk and hear; stand; sit; use hands to handle, or feel. Specific vision abilities required by this job include close vision and depth perception. Occasionally required to wear safety helmet and safety glasses.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet, although the individual can be exposed to loud noise situations.