

Champaign County Job Description

Job Title: Assistant County Engineer
Department: Highway
Report To: County Engineer
FLSA Status: Exempt
Grade Range: M
Prepared Date: December 2018

SUMMARY Assists the County Engineer in all phases of the Highway Department to provide and maintain an improved highway system and adequate bridges for the public.

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

Develops and reviews plans and proposals for county highway and bridge projects prior to contract letting and construction of highways.

Direct supervisor to the Road Foreman.

Approves leave requests and manages workforce in consultation with the Road Foreman to assure the appropriate staff is on hand to complete work.

Interviews and hires temporary snow plow operators for winter maintenance operations.

Works with the Road Foreman to plan and carry out all maintenance functions related to county roads and bridges.

Acts as the liaison between the county engineering staff, the Illinois Department of Transportation, engineering consultants and contractors to resolve construction related issues on all road and bridge projects in the county.

Assumes responsibility for the County Engineer in his/her absence.

Attends meetings and seminars to promote co-operation between agencies, to exchange ideas and keep current on innovations in the engineering profession.

Advises and assists Township Highway Commissioners in matters relating to construction and maintenance to ensure proper understanding of procedures and duties. Assists Commissioners in acquiring the adequate amount of right-of-way for all projects as Right-of-Way agent

Supervises the administration and technical work of county engineering staff.

On call 24 hours a day to assist in resolution of hazardous conditions.

Administers the seal coating and pavement marking programs.

Requires staying current with changing technologies and government regulations and paperwork.

Conducts special projects such as traffic safety upgrades, sign upgrades, and setting speed zones to comply with the Manual on Uniform Traffic Control Devices.

Acts as utility coordinator for all maintenance and construction projects.

Coordinates with the Illinois Commerce Commission and Township Highway Commissioners to upgrade railroad crossings on township roads in Champaign County.

Works directly with the Township Highway Commissioners to plan, engineer and construct township bridge, culvert, ditch and road projects.

SUPERVISORY RESPONSIBILITIES Direct supervisor of Road Foreman. Supervises other department employees as the Assistant County Engineer and carries supervisory responsibilities in accordance with the organization's policies and applicable laws.

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 (B.S.) in Civil Engineering from a four-year college or university and five years related experience; or equivalent combination of education and experience. Licensed Professional Engineer in Illinois or the ability to obtain same with 2 years of hiring is preferred.

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, contractors, government agency personnel, and the 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.

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 as required.

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. Occasionally required to wear safety helmet and safety glasses. While performing the duties of

this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.

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 occasionally.