

Whiteside County Highway Department

Position Available: Assistant County Engineer

Date of Posting: July 5, 2019

Applications Accepted Until: Posted until filled

Job Title: Assistant County Engineer

Employee Status: Full-Time, 40 Hours/wk with overtime

Union Affiliation: None

Pay: Commensurate with experience

SUMMARY:

Responsible for planning, organizing, supervising, and coordinating the preliminary engineering and construction administrative support functions of the County Highway Department under the administrative direction of the County Engineer. Work involves performing a variety of responsible administrative or engineering work, requiring the application of professional engineering principles and practices. Work is performed with considerable independence according to Illinois Department of Transportation standards and specifications, professional engineering standards, county policies and procedures, as well as from discussions of overall departmental goals and objectives with the County Engineer. Work involves preparing and reviewing engineering plans and specifications for road-related construction and maintenance projects including bridges/culverts. Responsibilities involve planning, overseeing, and directing the activities of professional, technical, laboring, and administrative support personnel. Work is reviewed by the County Engineer for results in achieving departmental goals and objectives and conformance to professional engineering standards and specifications. Responsible for general oversight of post-closure maintenance operation of the closed Whiteside County Landfill in coordination with the County's landfill consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves to assist the County Engineer to ensure, through departmental staff and contract service providers, the proper and efficient design construction and maintenance of County and Road District highways/roads, bridges and drainage facilities;
- Performs, supervises, and oversees the design and development of plans, specifications and cost estimates for the construction of County and Road District highways/roads, bridges and major drainage projects.
- Oversees and manages contracts under construction.
- Coordinates assigned activities with other entities and the public.
- Conducts inspections of county highways/roads and bridges.
- Responsible for general oversight and day-to-day maintenance decisions regarding the closed landfill.
- Is in charge of the County Highway Department in the County Engineer's absence.
- Responds to citizen complaints.
- Prepares all necessary forms and applications for Federal projects and grants.
- Oversees and provides guidance and direction to departmental employees engaged in various stages of construction and maintenance projects.
- Serves as survey crew member or chief; operates survey equipment to obtain data for drafting and design of roadways and related projects; records field notes and makes drawings and calculations in field book; participates in various survey crew activities, as needed
- Assists in conducting inspections of county and township roads, subdivision streets, bridges and contract construction work to evaluate existing conditions and to ensure quality of work; oversees and coordinates contract road paving and bridge projects; collects samples of materials, performs concrete tests as needed.
- Sets lines and grades on construction or maintenance projects.
- Performs bi-annual bridge inspections for County and Township Bridges. Performs QC/QA tests for concrete work.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required.

- Bachelor's Degree in Civil Engineering from an ABET accredited program.
- Minimum of 5 years of experience as a practicing engineer on road and/or bridge projects for a private consultant or at a public agency.
- Ability to competently use HEC-RAS, HY-8, Microstation or AutoCAD, Microsoft Office and Adobe.
- Valid Driver's License
- Being reliable, responsible, and dependable, and fulfilling obligations.
- Ability to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, especially when dealing with the public.
- Have a cooperative attitude in working with others, both co-workers and others, and supportive of a "team" concept.
- Being honest and ethical.
- Being capable of guiding oneself (self-starter) with little or no supervision and depending on oneself to get things done and a willingness to take on responsibilities and challenges.
- Being open to change (positive or negative) and to considerable variety in the workplace.
- Ability to accept constructive criticism and deal calmly and effectively with difficult situations.
- Ability to plan, oversee, direct and evaluate the work of professional, technical and maintenance personnel in a manner conducive to full performance and high morale.
- Ability to communicate effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

- IDOT Documentation Certification
- Certification by IDOT as Inspector or Team Leader for NBIS Program
- Experience using AASHTOWare Bridge Rating Program
- Experience in bridge design, including hydraulics

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to be able to lift/carry up to 50 lbs. Must be able to sit and stand for extended periods of time. Must be able to reach with hands and arms, climb and balance, stoop, kneel, crouch, or crawl. Must be able to walk across rough terrain. Must be able to walk up and down steep slopes. Must be able to work outside in all weather conditions.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume rrenner@whiteside.org with "Assistant County Engineer" in the subject of the email, or mail to Whiteside County Highway Department, 18819 Lincoln Road, Morrison, IL 61270.

No phone calls please