

JOB POSTING: NOTICE OF VACANCY

It is the intention of the LaSalle County Highway Department to fill a vacancy in the following job classification.

Classification: Assistant County Engineer

Location: LaSalle County

Department: LaSalle County Highway Department
P. O. Box 128
1400 N. 27th Road
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 7:00 a.m. to 3:30 p.m. Monday through Friday. Hours and report in location may vary based on operational needs.

Salary: Commensurate with qualifications and experience

General Job Description: Under administrative direction, perform duties as Assistant County Engineer in directing, supervising and providing engineering advice to Road District Highway Commissioners and department staff.

Job Requirements: Applicant must be task oriented and possess the following:

- Bachelor's Degree in Civil Engineering with at least 10 years of practical experience preferred.
- Registered Professional Engineer in the State of Illinois.
- Familiar with IDOT policies and procedures.
- Requires extensive knowledge of the principals and practices in civil engineering methods and techniques as related to the construction and maintenance of roads and bridges.
- Possess strong computer/technology skills.
- Requires good communication skills with the ability to work with a wide variety of public officials and citizens.
- Be familiar with budgeting processes and procedures.

Job Duties, Minimum Qualifications, Physical Ability:

Per the attached document "Job Classification: CE V".

Posting Date: March 27, 2019

Application Deadline: April 12, 2019

Applications: Applications may be obtained at: <http://lasallecounty.org/employment/>

Return completed application and resume' to the LaSalle County Highway Department at the address listed above.

The County of LaSalle, Department of Highways, is an equal opportunity employer.

LaSalle County

Job Description



Job title: Civil Engineer V

Work Location: LaSalle County Highway

Division/Department: Highway Department

Reports to: County Engineer

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

- Independently applies extensive and diverse knowledge of principles and practices to highway projects.
- Works on major project or several projects of moderate scope with complex features.
- Uses advanced techniques to complete assigned projects.
- Develops new techniques and/or improved processes or material uses.
- Reviews complete project documents for conformity and quality assurance.
- Assists upper level management with development of long-range plans and budgets.
- Assists in development of new technology.
- Supervises all staff necessary to complete assignments.
- Reviews and approves scopes, budgets, and schedules for assignments.
- Assists in preparation of grant and special documents for engineering projects.
- Receives supervision and guidance relating to overall objectives, critical issues, new concepts and policy matters.
- Receives direction on unusual conditions and developments.
- Possess advanced oral and written communication skills.
- Represents the department at various meetings and conferences related to engineering topics.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all County policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

Education and/or Work Experience Requirements:

- 10+ years practical experience as a Civil Engineer, required.
- Bachelor's Degree in Civil Engineering from ABET/AEC accredited program, required.
- Licensure as Licensed Professional Engineer, required.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Effective verbal and written communication skills necessary.
- Ability to work with minimal supervision.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: