



# LaSalle County Board

707 East Etna Road, room 245 Ottawa, IL 61350

**Jim Olson**  
**Board Chairman**  
Phone: 815-434-8241  
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## SUPERINTENDENT POSITION AVAILABLE

LaSalle County is seeking applications to fill the position of County Superintendent of Highways. Applicant must have a minimum of Bachelor of Science degree in Civil Engineering from an Accredited College or University and be a Licensed Professional Engineer in Illinois. Prior experience should include two years (degree holding applicants) and ten years (non-degree holding applicants) in Highway Design, Construction Oversight and Maintenance. Applicants must also have strong administrative skills and demonstrate familiarity with Illinois Department of Transportation Local Roads policies and procedures. Salary commensurate with education and experience. Equal Opportunity Employer. Interested applicants are requested to submit a resume, employment application and copy of current professional engineer license to Melissa Pilch, HR Director, no later than June 14, 2019.

Melissa Pilch, HR Director  
LaSalle County  
707 E Etna Rd, Room 249  
Ottawa, IL 61350

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Highway Department to fill one or more vacancies in the following job classification.

Job Classification: Superintendent  
Location: LaSalle County Highway Facility

Department: LaSalle County Highway Department  
1400 N 27<sup>th</sup> Road  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 7:00am to 3:30pm Monday – Friday.

Wage: \$124,000.00

Position is: Appointed for a 6-year term; appointment is by successful completion of examination and review procedures conducted by the Department of Transportation and approved by the LaSalle County Board.

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by submitting a County application, resume and copy of current professional engineer license to:

Melissa Pilch, HR Director  
LaSalle County  
707 E Etna Rd, Room 249  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Superintendent, Highways

**Work Location:** Highway Facility

**Division/Department:** Highway Department

**Reports to:** County Board

**Employment Classifications:**

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

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**

\_\_\_\_\_

**Essential Duties and Responsibilities:**

**The County Superintendent of Highways shall, subject to the general supervision of the county board and to the rules and regulations of the Department of Transportation, perform the functions taken from the DOT Roads and Bridges IL Highway Code.**

- Serves as the County Engineer, otherwise known as the Superintendent of Highways.
- Responsible for preparing plans, specifications and estimates for all bridges and culverts to be built by the County, or by one or more road districts, and supervise the construction of all such bridges and culverts.
- Act for the county in all matters relating to the supervision of the construction or maintenance of any highway constructed or maintained in whole or in part at the expense of the County.
- Advise the highway commissioners of the road districts in this County, when requested in writing and direct, as otherwise provided in this code, the highway commissioners of the road districts in this County, as to the best methods of construction, repair, or maintenance of township and district roads. The grades of such roads in such road districts shall be constructed according to plans approved by the County Superintendent of Highways.
- Upon the request of the highway commissioner of any road district in the County, prepare or cause to be prepared all maps, plans specifications and estimates of cost needed in order to comply with the provisions of the IL Highway Code.
- Supervises the construction or maintenance of all County highways within the County.
- Maintains record of all contracts or purchases of materials, machinery or apparatus to be used in road construction in excess of \$5,000 approved by him in any road district according to the IL Highway Code.
- Acts for the County in all matters relating to the construction and maintenance of County unit district roads.
- Performs other duties as may be prescribed by law and with regard to the rules and regulations of the IL Department of Transportation.
- This position is appointed for a 6 year term; appointment is by recommendation by the Department of Transportation and approved by the LaSalle County Board.
  
- Supervises department staff in the day-to-day administration and enforcement of County Highway rules and regulations.
- Responsible for the implementation and administration of the County's Personnel Policies including hiring, firing and performance evaluations of employees.
- Responsible for preparation and administration of the department budget.
- Ensures that departmental operations occur within the budget constraints and are in conformance with County purchasing policies and procedures.
- Interprets regulatory requirements and advises the appropriate Committees and County Board regarding changes to any regulations.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

**Education and/or Work Experience Requirements:**

- Bachelor of Science degree in Civil Engineering from an accredited college or university.
- Must be a Licensed Professional Engineer in Illinois.
- Prior experience should include 2 years (degree holding applicants) and 10 years (non-degree holding applicants) in highway design, construction oversight and maintenance.
- Must possess strong administrative skills
- Must demonstrate familiarity with Illinois Department of Transportation Local Roads – policies and procedures.
- Minimum 5 years management / supervisory experience
- Well versed in Microsoft programs as well as engineering systems software a must.
- Must possess valid driver's license.
- Strong written and oral communications skills
- Demonstrated leadership skills.

**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.*

This position requires sitting (1-3 hrs), standing/walking (5-8 hrs) and may experience frequent standing, walking, lifting, grasping and Repetitive motion - use of the wrists, hands and fingers.

**Defined Light Work** - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal; as well as operating motor vehicles and the general observations of facilities or structures.

**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.*

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures on a regular basis; outdoor work may experience a change in temperature. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions (odors), working in close quarters that could cause claustrophobia and exposure to chemicals. 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:**