

MANAGER, CAPITAL PROJECTS (DEPARTMENT OF TRANSPORTATION AND HIGHWAYS) ACTIVELY RECRUITED


Requisition ID: 00135746

Job Posting: November 14, 2024, 10:31 A.M **Closing Date:** December 12, 2024, 11:59:00 P.M.

Full-time Shift Start Time: 8:30 A.M. **Shift End Time:** 4:30 P.M.

Posting Salary: \$110,466 - \$121,890 Yearly

Organization: Offices Under the President

 <p>Cook County Offices Under The President</p>	<p>Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President</p>
---	---

Job Summary

Manage, review, and coordinate the preparation of bid documents for Department's Capital Construction Projects. Oversee the coordination of all types of transportation projects, including large and complex highway partnership projects and local public agencies for improvements to the transportation system. Manage engineering studies, land acquisitions, drainage and utility systems, preliminary and final designs, preparation of construction documents, cost estimates, and project scheduling. Interact with elected officials, Federal, State, and Local governmental agencies and the general public regarding the Department's ongoing transportation projects.

This position is Actively Recruited and At Will.

Typical Job Duties:

- Supervise the planning, design, and technical reviews for regional, sub-regional and County engineering plans and studies. Ensure that projects for the Department are safe, cost effective, environmentally sound, consistent with the needs of the Department, and in compliance with Local, State, and Federal regulations.
- Oversee and manage staff and activities related to capital projects. Develop staffing plans for the department.
- Ensure timely project completion through proper scheduling, effective personnel utilization, and appropriate use of staff and consultants.
- Review, coordinate, and manage preliminary engineering studies for improvements on or adjacent to the County roadway system.

- Oversee finances and contractual obligations for the Bureau, including assisting leadership with department budgets while maintaining confidentiality.
- Interact with elected officials, Federal, State and Local governmental agencies, and the general public on ongoing capital projects. Confer with and advise public and private agencies, engineers, manufacturers, representatives, contractors, committees, and individuals interested in County policies and programs.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree or higher in Civil Engineering, Environmental Engineering or a directly related field **is required** and
- Eight (8) years in transportation engineering or directly related experience **is required**.
- Four (4) years of prior supervisory experience **is required**.
- Professional Engineer (PE) License in the State of Illinois **is required**.

Candidates who are contacted will be required to produce original required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity within five (5) days of being extended an offer, in writing, by the Bureau Chief of BHR (or designee). Candidates will be notified of how to submit required documents.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States territories and Canada, must be credentialed by the World Education Services (WES), Educational Credential Evaluators (ECE) or a National Association of Credential Evaluation (NACES) member organization.**

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the principles, practices, policies, programs, and regulations relative to transportation engineering and transportation planning and ability to prepare annual budget requests to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time while maintaining confidentiality.
- Skill in applying design standards and practices, as well as environmental rules and regulations, through the application of sound engineering judgment.
- Ability to effectively and efficiently manage a multi-disciplinary team and meet project deadlines, and obtain design feature acceptance by the public and local agencies without major corrections and revision.
- Ability to travel at a moderate to extensive level to work assignments throughout the County for which the employee must provide his/her own adequate means of transportation.
- Ability to exercise independent judgment in developing solutions to problems and in situations where limited standardization exists.
- Ability to lead within the established objectives and make decisions regarding daily priorities and the application of technical/business processes for divisions within the Bureau.
- Ability to set overall direction and hold staff accountable for accomplishing work objectives by fostering positive relationships between employees, leadership, and stakeholders.
- Ability to use organizational and/or department objectives and goals to identify processes by which to meet those goals.
- Ability to prepare complex reports, project summaries, correspondence and maintain accurate records.

Physical Requirements:

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

The County has a hybrid work environment which allows employees telecommuting and flexible scheduling options.

***This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. See Cook County Code of Ordinances, Article II, Sections 44-54 *Unlawful Practices Relating to Employees and Employment - Penalty*, 44-56 *Political Discrimination*; Cook County Employment Plan, Section V.N. *Pre-Interview License and Certification Verification*; Supplemental Policy No. 2014-2.13 *Ineligible for Rehire List*; and Cook County Personnel Rules 3.3(b) (7) (d)

EEO Statement

Cook County Government is an Equal Employment Opportunity ("EEO") employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Policies, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.

***Must be legally authorized to work in the United States without sponsorship.**

Social Media Disclaimer

The County's hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County's hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt positions are obligated to refer the complaint to the Cook County - Office of the Inspector General. If the Cook County Inspector General sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.