

EMPLOYMENT OPPORTUNITY

Jo Daviess County, Illinois

Position Title: County Engineer

Department: Highway Department

Location: Highway Department Building, Hanover, Illinois

Reports To: County Administrator

Salary: Starting at \$139,700. Negotiable based on qualifications and experience.

Benefits: Medical insurance (*employer paid single coverage 100%/family coverage 80%*), supplementary insurance plans available, Illinois Municipal Retirement Fund (pension, disability, and death benefits); 14 paid holidays; 2-4 weeks' vacation accrual per year, based on seniority; 12 days per year sick leave accrual; PE license renewal, professional dues, and continuing education; county vehicle.

FLSA Status: Exempt

Anticipated Start: As soon as possible.

ABOUT JO DAVIESS COUNTY

Jo Daviess County sits in the northwestern corner of Illinois along the Mississippi River, bordering Wisconsin and about three hours west of Chicago. The County was established in 1827, and its seat, Galena, was home to Ulysses S. Grant and is one of the leading tourist destinations in Illinois, with most of the city listed on the National Register of Historic Places. Rolling hills, river valleys, and ten incorporated communities provide year-round outdoor recreation, including Apple River Canyon State Park, golf, hiking, fishing, and skiing. The local economy is built on agriculture, tourism, and manufacturing. Residents are served by six-unit school districts and local medical care, with higher education available nearby in Dubuque, Iowa. It is a small-town setting with a strong sense of community.

SUMMARY

Jo Daviess County is seeking an experienced, motivated, and collaborative individual to serve as County Engineer. This position is responsible for planning and designing County and Township highways, drainage structures, and bridges, and for maintaining County highways, roadways, bridges, drainage structures, and similar public works facilities. The County maintains 186 miles of county highways and 719.77 miles of township roads, and the County Engineer works with 23 Township Highway Commissioners.

The County Engineer leads a Highway Department of 8 maintenance workers, 1 working foreman, 1 technical employee, and 1 clerical employee with an additional 1-2 technical positions possible.

APPOINTMENT AND SUPERVISION

This position is appointed by the Chairperson of the County Board with the advice and consent of the County Board, subject to the requirements of 605 ILCS 5/5-201. The term of appointment is six (6) years from the date of appointment and until a successor is appointed and qualified. The position works under the general supervision of the County Board and reports administratively to the County Administrator.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs.
- Uses computer-assisted engineering and design software and equipment to prepare engineering and design drawings and documents.

- Plans and formulates engineering programs and organizes project staff according to project requirements.
- Prepares or directs the preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs of projects.
- Calculates cost and determines feasibility of projects based on analysis of collected data and budget limitations.
- Reviews projects for compliance with engineering principles, County standards, Illinois Department of Transportation standards, and other related specifications.
- Evaluates and approves design changes, specifications, and drawing releases.
- Inspects construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.
- Directs construction and maintenance activities at project sites.
- Prepares interim and project completion reports.
- Assists 23 Township Highway Commissioners when help or advice is requested.
- Manages finances, including preparing operational and project budgets for multiple funds and programs, controlling expenditures within budget limits, maintaining adequate records of all revenue and expenditures, and addressing questions and findings from audits of Highway Department fund accounting, the bridge inspection program, and construction projects.
- Reviews and comments on development proposals subject to the jurisdiction of the Jo Daviess County Planning Commission.
- Oversees personnel and operations of the Highway Department.
- Inspects all County and township bridges.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITY

Supervises union and non-union professional, technical, maintenance, and administrative staff supporting the activities of the County Highway Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining; addressing complaints; and resolving problems.

MINIMUM QUALIFICATIONS

- A Bachelor of Science degree in engineering or a related field from an accredited college or university.
- A minimum of six (6) years of related experience in civil and highway engineering, or in the construction and maintenance of streets or highways.
- Any equivalent combination of education and experience sufficient to successfully perform the duties listed above.
- A currently valid certificate of registration as a Professional Engineer issued under the Illinois Professional Engineering Practice Act of 1989.
- Successful completion of the examination administered by the Illinois Department of Transportation for certification for appointment by the County.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret and follow instructions presented in a variety of forms; and to deal with abstract and concrete variables.

- Ability to work with mathematical concepts such as geometry and trigonometry, and to apply fractions, percentages, ratios, and proportions to practical situations.
- Ability to communicate effectively, verbally and in writing, with the public, officials, departments, offices, and staff; to make effective public presentations on Highway Department matters; and to prepare clear correspondence involving complex engineering, construction, and maintenance information.
- Ability to perform tasks with a very high level of accuracy.
- Working knowledge of, and skill in operating, personal computers and programs such as word processing, spreadsheets, databases, and computer-aided design.

OTHER REQUIREMENTS

- A current valid driver's license to operate an automobile in the State of Illinois.
- Possession of, or access to, an automobile to perform required work outside the office.
- Preferred residency is in County, however will be decided on a case-by-case basis.

EQUAL OPPORTUNITY EMPLOYER

Jo Daviess County is an Equal Opportunity Employer and is committed to non-discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, color, religion, sex, age, sexual orientation, disability status, national origin, veteran status, or ancestry.

HOW TO APPLY

Submit a cover letter and resume by October 30th, or until the position is filled, by any of the following methods:

- Mail or hand-deliver: Jo Daviess County Administrator, 330 N. Bench St., Galena, Illinois 61036-1828, Attn: Angela Kaiser
- Email: akaiser@jodaviesscountyiil.gov
- Questions: 815-777-6557 | <https://jodaviesscountyiil.gov>

References may be requested during a later stage of the evaluation and selection process.