

County Engineer Job Posting

Marshall County and Putnam County are seeking an experienced, highly motivated and collaborative individual to serve as County Engineer.

Responsibilities

The person is responsible for the transportation system in both counties, which includes 150 miles of county highways, 650 miles of township roads (16 townships) and 130 NBIS bridges. Both counties are committed to investment in the transportation infrastructure.

Qualifications

Candidates shall meet the statutory requirements of 605 ILCS 5/5-201, including the following:

- Hold a currently valid certificate of registration as a licensed professional engineer in the State of Illinois;
- Have a civil engineering background with at least 8 years relevant experience, including
 - highway construction and maintenance experience;
 - drainage analyses and evaluations;
 - supervising and managing engineering or construction staff; and
 - financial planning and accountability.
- Applicants shall be familiar with policies and procedures of the Illinois Department of Transportation;
- Have proficient computer and technology skills;
- Have familiarity with budgeting, accounting and bookkeeping;
- Have a valid driver's license;
- Receive a satisfactory grade on the examination for the position of County Engineer as administered by the Illinois Department of Transportation;
- Have strong written and oral communication skills;
- Have good organizational skills;
- Have the ability to work with a wide variety of public and private stakeholders;
- Have the ability to interpret laws, policies, procedures, plans, specification, contract documents, materials and other relevant documents for state and federally funded projects.

Job Description

- a) Prepare or cause to be prepared, plans, specifications and estimates for all roads, bridges and culverts to be built by the County, or by one or more road districts, and supervise the construction of all such projects.
- b) 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.
- c) Present petitions, resolutions, agreements and budgets to the County Board for approval.
- d) Advise the Highway Commissioners as the best methods of construction, repair or maintenance of township roads.

- e) Manage the budgeting and financial management of the Township Motor Fuel Tax Program, County Motor Fuel Tax Program, Township Bridge Program and local funded programs, including County Highway, County Bridge and Federal Aid Matching.
- f) Address all applicable questions and findings from audits of the Highway Department financial fund accounting/bookkeeping, bridge inspection program and construction projects.
- g) Generate and submit multi-year capital program to IDOT.
- h) Supervise the construction and maintenance of all county highways.
- i) Administer permit programs for overweight and oversize loads, utilities and entrances.
- j) Act as program manager and team leader for all bridges within each county under the NBIS program.
- k) Keep a record of all contracts or purchases of materials, machinery or apparatus to be used in excess of \$5,000.00 approved by the County Engineer in any road district as required by law.
- l) Conduct such hearings and take such actions as specified by law.
- m) Perform such other duties as may be prescribed by law and applicable rules and regulations of IDOT and as required or directed by the Marshall County and Putnam County Boards, provided such requirements or directions are consistent with law.
- n) Supervise all highway department employees.
- o) Maintain all qualifications, certificates and/or licenses necessary to fulfill duties and receive any and all additional training or education as required.
- p) Serve as the Marshall County Floodplain Officer and administer the Marshall County Flood Damage Prevention Ordinance.
- q) Maintain good communications with other governmental agencies, local officials, and organizations, businesses, utilities, and property owners within the two counties.
- r) Serve as the county recycling coordinator, who administers the Marshall County Solid Waste Management Plan and the Residential Recycling Ordinance. The chief duties are administering the annual hauling license program, supervising the County Recycling Drop-Off and the Electronics Recycling events.

Compensation

A competitive salary and benefit package will be offered and be commensurate with experience and qualifications.

How To Apply

Marshall County is an Equal Opportunity Employer. A letter of introduction, resume and/or questions should be submitted to the mailing address or email address below.

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