



## County of Grundy--Job Posting

### Job Title: Civil Engineer, Highway Department

Reports To: County Engineer

Date of Posting: June 12, 2019

Applications Accepted Until: Posted until filled

Employee Status: Full-Time, 40 hours/week, Exempt

Salary range: \$55,000 - \$70,000

## SUMMARY

Responsible for the design and on-site construction of county and township road and bridge projects.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare plans and specifications for county and township projects.
2. Inspects, reviews and evaluates fieldwork performed by contractors as to ensure conformance with plans and specifications.
3. Coordinates construction schedules.
4. Interprets plans and specifications for highway and bridge construction projects.
5. Measures and approves work performed by contractors for processing of payments to contractor. Prepare pay estimates in accordance with county and IDOT standards.
6. Have knowledge of Illinois Department of Transportation requirements and specifications relating to the preparation of reports, plans, and proposals.
7. Consult with Township Highway Commissioners in providing advice, estimating, design, specifications and supervision services for township road projects.
8. Supervise construction inspection of county and township bridges. Test concrete used in bridge construction for air content using air meter. Prepare concrete test cylinders and break cylinders using county's concrete compression testing machine.
9. Coordinate design of county and township bridges with bridge design consultants.
10. Maintain a current list of construction projects on the county website.
11. Maintain a current bridge posting list and map on the county website.
12. Performs other duties as required or assigned.
13. Act as Bridge Program Manager. This position requires IDOT certification and oversees the inspection of all county and township bridges. Coordinates biennial bridge inspections with county consultant.
14. Perform special inspection of bridges when inspection cycle is less than two years. Performing special bridge inspections require IDOT certification

## EDUCATION AND EXPERIENCE

Bachelor's Degree in Civil Engineering from an accredited college.

A minimum of five years of experience performing roadway and/or bridge design and construction inspection.

Proficient use of AutoCad software desired.

Proficient use of Word and Excel software programs required.

## CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License	(Required)
IDOT Bridge Inspection Certificate	(Desired)
Professional Engineer License	(Desired)

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

## **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustration of the various types of work that will be performed. The qualifications and physical demands are representative of those that must be met for successful job performance. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and requirements for the job change.

***Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Civil Engineer" in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.***

***No phone calls please.***