

Massac County County Engineer (Deadline extended to 9/30/2024)

September 3, 2024

Overview:

Massac County, Illinois is seeking an experienced, motivated and collaborative individual to serve as County Engineer. This position is a full-time position and reports to the County Board of Commissioners. The County Engineer supervises the Massac County Highway Department, which is currently comprised of one non-union bookkeeper, one non-union Maintenance Supervisor, and ten AFSCME employees (including one mechanic, six operators and three truck drivers). The County Engineer position performs all services and acts as reasonably necessary to fulfill the duties and responsibilities of County Engineer as described in the Illinois Highway Code (605 ILCS 5).

Massac County has 68 miles of county highways and 321 miles of township roads. Massac County has a County Unit Road District.

Qualifications:

- Candidates shall meet the minimum qualifications of 605 ILCS 5/5-201.
- Candidates shall hold a current valid registration as a Licensed Professional Engineer in the State of Illinois
- Candidates shall hold a current valid driver's license
- Candidates shall have practical responsible supervisory experience in working with a variable workforce
- Candidates shall have significant progressively responsible experience in civil and highway engineering including proficiency in understanding highway and bridge design, drainage analyses and evaluations, highway and bridge construction, and highway and bridge maintenance.
- Candidates shall have practical experience with IDOT and FHWA Policies and Procedures.
- Candidates shall have computer/technology skills and proficiency.
- Candidates shall have proficiency with budgeting and familiarity with accounting and bookkeeping.
- Candidates shall have good written and oral communication skills with the ability to work with a wide variety of public and private stakeholders.
- Candidates shall have the ability to interpret laws, policies, procedures, plan documents, contract language, and other relevant documents.

Duties and Responsibilities:

- Financial management, including budgeting and implementation of the County Motor Fuel Tax Program, County Unit Road District (Township) Motor Fuel Tax Program, Township Bridge Program and local funded programs (County Highway, County Highway Bridge, Federal Aid Matching, County Unit Road and County Unit Bridge).
- Prepare or cause to be prepared, plans, specifications and estimates for all bridges, culverts, roads and pavement overlays to be built by the County or County Unit Road District and supervise the construction of all such projects.
- 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.
- Present petitions, resolutions, agreements and budgets to the County Board for approval.

- Address all applicable questions and findings from audits of the Highway Department financial fund accounting/bookkeeping, bridge inspection program and construction projects.
- Generate and submit multi-year capital program to IDOT.
- Supervise the construction and maintenance of all county highways.
- Perform or cause to be performed all requirements of Program Manager of the National Bridge Inspection Standards (NBIS) program.
- Keep and maintain adequate records and books of all receipts, contracts, purchases of materials, machinery or apparatus.
- Supervise the entire Massac County Highway Department staff.
- Perform any other duties that may be required within the Massac County or Massac County Unit Road District System of roads and bridges. Perform any other duties as may be prescribed by law or by the Massac County Board of Commissioners.
- Maintain all qualifications, certificates and/or licenses as necessary to fulfill duties and receive all additional training or education as required.

Salary and Benefits:

- Massac County currently participates in the State of Illinois County Engineer Salary Program, and salary shall be in-line with this program and commensurate with experience and qualifications.
- Eligible to participate in available medical and other supplementary insurance plans offered by and through Massac County.
- Eligible to participate in the Illinois Municipal Retirement Fund (IMRF) for retirement, disability and death benefits.
- Paid holidays, vacation, sick, and personal leave.

Statement:

Massac County is an Equal Opportunity Employer. Massac County 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.

Submit Cover Letter and Resumé:

All submissions will be due by September 30, 2024. Address in an envelope and mail or hand-deliver to:

*Massac County Highway Department
2736 North Avenue
Metropolis, IL 62960*

ATTN: Massac County Board of Commissioners

Submissions will be accepted by e-mail. Send all required documents in .pdf format to massac.hwy.dept@outlook.com.

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