

# **JOB POSTING: NOTICE OF VACANCY**

**It is the intention of the LaSalle County Highway Department to fill one or more vacancies in the following job classification.**

Classification: CIVIL ENGINEER I

Location: LaSalle County

Department: LaSalle County Highway Department

1400 N. 27<sup>th</sup> Road

Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 7:00 a.m. to 3:30 p.m. Monday through Friday. Hours and report in location may vary based on operational needs.

The provisions of the Federal Fair Labor Standards Act apply to defining time worked in order to assess overtime compensation for this position. However the first eight hours of each day worked and the first 40 hours worked of each work week will be paid at straight time. Overtime rate varies according to union contract.

Wage: \$28.00 per hour

Job Duties, Minimum Qualifications, Physical Ability:

Per the attached document "Job Classification: Civil Engineer I".

## CIVIL ENGINEER I

Primary duties include;

- CAD designer/engineer for highway improvement projects.
- Assist engineering and survey staff with completion of projects as assigned.
- Prepare contract documents and reports.
- Resident Engineer for highway and bridge construction projects.

Qualifications:

- B.S. in Civil Engineering from ABET/AEC accredited program.
- Proficient in use of AutoCAD for civil engineering projects.
- Familiarity with IDOT policies and procedures.
- Some construction and material testing experience preferred.

Send detailed resume in confidence by October 1, 2019 to;

Donald R Ernat, County Engineer  
*dernat@lasallemountyhighway.org*  
LaSalle County Highway Department  
P.O. Box 128  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Civil Engineer I

**Work Location:** LaSalle County Highway

**Division/Department:** Highway Department

**Reports to:** County Engineer

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

- This position is accountable for assisting in the layout, inspection, and documentation required on various highway improvement construction projects.
- Performs routine technical work which does not require previous experience including documentation of construction activities, site surveys, drainage surveys, traffic counts.
- Performs standard computations or analysis.
- Performs basic survey work.
- Download surveys, drafts existing conditions and proposed improvements.
- Develops skills to use CAD and GIS software.
- Assists in development of new technology.
- Receives supervision and guidance relating to overall objectives.
- Possess oral and written communication skills.
- Performs related duties as assigned by supervisor.
- Maintains compliance with all County policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- Bachelor's Degree in Civil Engineering from ABET/AEC accredited program, required.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Effective verbal and written communication skills necessary.
- Ability to work with minimal supervision.

**PHYSICAL DEMANDS:**

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

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_