



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
**Vermilion County Board**

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# **NOTICE OF JOB VACANCY**

DATE: February 6, 2024

POSITION: *Project Manager: Civil Engineer or Engineering Technician*

DEPARTMENT: Highway Department

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: Performs a variety of duties including but not limited to, review of consultant plans, design of minor highway projects, resident engineering of construction projects. Special projects as assigned.

DESIRED REQUIREMENTS: **C.E.** - B.S. Degree in Civil Engineering and four years of experience in highway construction industry. Current registration as Professional Engineer licensed to practice in the State of Illinois is desirable.  
OR  
**E.T.** – A.S. Degree in Civil Engineering Technology and four years of experience in highway construction industry.

STARTING SALARY: Salary is dependent on the position and commensurate with experience

APPLICATION PERIODS: February 5, 2024 until position filled (External)

METHOD OF APPLICATION: Apply in person or send resume and application to:  
  
Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, Rm 220  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)  
EEO Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
**AA/EOE**

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

# **POSITION CLASSIFICATION DESCRIPTION VERMILION COUNTY HIGHWAY DEPARTMENT**

**PROJECT MANAGER**

**BARGINING UNIT: EXCLUDED**

## **SUMMARY:**

Responsible for performing a variety of duties, under the direction of the County Engineer, including but not limited to, design of construction plans for highway improvements, review of roadway and bridge plans developed by consulting engineering firms for county and township construction projects, serve as Resident Engineer for construction projects including inspection, documentation, construction layout, prepare contractor pay estimates, ensure contract compliance with Illinois Department of Transportation standards and specifications.

## **NATURE AND SCOPE:**

Reports to the County Engineer and under his direction,

01. Prepares and reviews plans and contract documents for county and township drainage and roadway projects.
02. Conduct field surveys and studies for small projects on the county and township highway system.
03. Assists with completion of the County and Township bridge inspection program.
04. Perform duties of Resident Engineer on major construction project including layout, testing, inspection, and documentation.
05. Conduct traffic studies for speed limits, signing and pavement marking.
06. Evaluate drainage projects relating to county and township roadway and bridge infrastructure and develop plans for repairs and or improvements.
07. Perform other duties of an engineering nature in design, construction and maintenance divisions as assigned by the County Engineer.

## **REQUIRED QUALIFICATIONS:**

**The following job requirements of Education and Experience should be met for Entry Level or Senior Level positions for a Civil Engineer or an Engineering Technician:**

### **Civil Engineer:**

**Entry Level position:** Bachelor of Science Degree in Civil Engineering. The possession of an Engineer-In-Training (EIT) license in the State of Illinois is required.

**Senior Level position:** Bachelor of Science Degree in Civil Engineering. The possession of a Professional Engineer (PE) license in the State of Illinois is required.

**OR**

### **Engineering Technician:**

**Entry Level position:** Associate in Science Degree in Civil Engineering Technology is required.

**Senior Level position:** Associate in Science Degree in Civil Engineering Technology is required.

**A minimum of 4 years of supervisory experience in construction, maintenance and design of highway projects is desired. Certification in Bridge Inspection is desirable.**

**POSITION CLASSIFICATION DESCRIPTION  
VERMILION COUNTY HIGHWAY DEPARTMENT**

**PROJECT MANAGER**

**BARGINING UNIT: EXCLUDED**

**Knowledge, Skills and Abilities**

01. Requires knowledge of Planning, Programming and Design functions of the Illinois Department of Transportation and how they relate to local projects.
02. Requires extensive field experience with roadway and bridge construction projects including performing the duties of a Resident Engineer being primarily responsible for the oversight of major projects.
03. Requires computer skills and a working knowledge of IDOT electronic resources and how they can be best used to expedite County design procedures.
04. Supervisory skills necessary to direct technical staff.

**SUPERVISORY RESPONSIBILITIES:**

Supervises Resident Technicians and temporary technical staff as assigned. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must have valid driver's license and proof of insurability. Certification in bridge inspection is desirable.

**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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to lift and/or move up to 20 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate to loud.

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In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in this department.

Date \_\_\_\_\_ By: \_\_\_\_\_

Vermilion County Engineer

Rev. (3/22)