



## COOK COUNTY, ILLINOIS

### Assistant Superintendent Opportunity in Chicago

The Cook County Department of Transportation and Highways is seeking an Assistant Superintendent to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Assists the Superintendent of the Department of Transportation and Highways in the overall management of all operations relative to the Cook County Department of Transportation and Highways and its employees; assists in the oversight of a \$20 million budget and the expenditure of another \$75 million a year in motor fuel tax revenues used for the maintenance, development and construction of County roads and highways. Consults with the Superintendent to discuss on-going and proposed projects and confidential matters relative to the operations of the agency and its management of personnel and contracts. Assists in establishing the Department of Transportation and Highways policies relative to the operations of the agency's various bureaus which encompass the areas of management indicated below.

#### How do I apply?

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov).

#### When are Resumes due?

Until Filled.

#### SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County's Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation's largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.

- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

**Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

**Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

**Post Offer testing:**

**This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2201  
Job Title: Assistant Superintendent  
Salary Grade: 24  
Bureau: Administration  
Department: Transportation and Highways  
Dept. Budget No. 501  
Position I.D. 0105166  
Shakman Exempt Yes

### **Characteristics of the Position**

#### **General Overview**

Assists the Superintendent of the Department of Transportation and Highways in the overall management of all operations relative to the Cook County Department of Transportation and Highways and its employees; assists in the oversight of a \$20 million budget and the expenditure of another \$75 million a year in motor fuel tax revenues used for the maintenance, development and construction of County roads and highways. Consults with the Superintendent to discuss on-going and proposed projects and confidential matters relative to the operations of the agency and its management of personnel and contracts. Assists in establishing the Department of Transportation and Highways policies relative to the operations of the agency's various bureaus which encompass the areas of management indicated below.

#### **Key Responsibilities and Duties**

Assists in supervising the preparation and development of the annual and five year improvement program for highways to ensure highway capacity and safety.

Assists in supervising the acquisition of the necessary rights of way and easements for all highway projects; to provide the land required for these projects.

Assists in directing the preparation of contract plans, specifications and estimates for all highway projects.

Assists in selecting professional services when outside assistance is needed in order to ensure highway capacity and safety.

Assists in overseeing the supervision of contractors' work to ensure compliance with contract provisions and contract law.

Assists in operating a 600 mile highway system by establishing proper traffic controls and issuing permits for work within the public right of way to fulfill the County's legal obligation to the public under Illinois law.

Assists in supervising the physical maintenance of the highway physical plant through the implementation of preventative maintenance programs e.g. patching, mowing, plowing snow, etc. to ensure highway user safety.

Assists in providing overall policy direction in all personnel matters including: training, discipline, payroll, etc. to enforce and sometimes establish County policy as it relates to its employees.

Assists in establishing an annual operating budget for the Department of Transportation and Highways and monitors compliance with same. Oversees the proper use of purchasing procedures to comply with County-wide policy.

May assume primary responsibility for specific areas and projects, as assigned; may act in the Superintendent's place as necessary or directed.

### **Knowledge, Skills and Abilities**

Thorough knowledge of highway engineering principles and practices.

Extensive knowledge of transportation laws as established by the Illinois department of transportation. Knowledge of all facets of management and human relations.

Skill in Civil Engineering practices.

Ability to supervise and manage a large group of people.

Good communications skills; ability to communicate effectively both verbally and in writing; ability to speak publicly on behalf of the agency and the County.

### **Minimum Qualifications**

Graduation with a Bachelor of Science Degree from an accredited program in Civil Engineering as listed in the most recent Accredited Board of Engineering and Technology Annual Report.

Current registration in the State of Illinois as a Licensed Professional Engineer/Licensed Structural Engineer.

A minimum of three (3) years of full-time experience as a Highway Engineer.

### **Preferred Qualifications**

Master's degree in Civil Engineering from an accredited engineering program.

Five (5) years management experience in the highway or transportation field.

Prior supervisory or managerial work experience.

## **Physical Requirements**

### **Light Work**

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**