

POSITION PROFILE
BUREAU CHIEF – PROJECT DEVELOPMENT
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

June 2023

POSITION PROFILE

POSITION: Bureau Chief - Project Development

DEPARTMENT: Transportation and Highways

REPORTS TO: Superintendent of the Department of Transportation and Highways

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Department of Transportation and Highways seeks a Bureau Chief – Project Development to function as Chief Engineer of the Project Development Bureau for the Cook County Department of Transportation and Highways. Plans, formulates, executes and supervises the activities and operations of four divisions including Traffic Services, Mechanical and Electrical, Project Studies and Programming encompassing professional, technical or paraprofessional support staff.

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.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

**YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.**



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- 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.

ROLE SUMMARY

Functions as Chief Engineer of the Project Development Bureau for the Cook County Department of Transportation and Highways. Plans, formulates, executes and supervises the activities and operations of four divisions including Traffic Services, Mechanical and Electrical ; , Project Studies and Programming encompassing professional, technical or paraprofessional support staff. Responsible for the development of an integrated transportation system and its relationship to the comprehensive system of Cook County Department of Transportation and Highways. Compiles, prepares and submits the annual Five Year Transportation Plan for the County. Under the direction of the Superintendent of Highways, formulates and implements all bureau policies and procedures; determines and develops long-range planning strategies. Confers regularly and in a confidential manner with the Superintendent of the Department of Transportation and Highways in all matters pertinent to the above including problematic assignment, consultant and personnel issues which may arise.

KEY RESPONSIBILITIES AND DUTIES:

Provides administrative direction to the Traffic Services Division in the preparation and administration of pavement markings and sign maintenance contracts for the county transportation and highways system to ensure the installation and placement of necessary traffic controls as required by the Illinois Vehicle Code, the Manual on Uniform Traffic Control Devices and the Illinois Department of Transportation's Standard Specifications for Traffic Control Items.

Reviews and approves the application of technical traffic engineering procedures to the study of plans for improvement projects; submits data and makes recommendations to ensure improvement projects provide capacity and geometries to meet design year volume estimates.

Provides administrative direction to the Traffic Services Division ensuring the erection and installation of all traffic control devices necessary to provide safe and optimum services on county roadways.

Maintains all traffic signals and pumping stations under the jurisdiction of the Cook County Department of Transportation and Highways to ensure the safety of the motoring public.

Supervises the use of video filming techniques of all county highways to provide information on field conditions; assists in the future planning, design and general operations of county roadways; may furnish relevant data for the State's Attorney's Office for use in legal actions.

Oversees and handles all confidential personnel issues including performance evaluations, recommendations on promotions, and disciplinary actions. Confers with Supervisor of Employment relative to job postings for available positions; interviews job applicants and recommends candidates.

Interviews and recommends consultants who provide engineering services for highway projects; negotiates contracts, reviews and evaluates consultant's performance and approves invoices for payment.

Examines work assignments regarding transportation and planning prepared by support staff to ensure proper policies and procedures are followed relative to state and federal highway rules and regulations. Organizes, prioritizes and monitors all work assignments for Project Development Bureau Staff to guarantee highway projects meet deadlines.

Develops and recommends goals and long-range planning strategies for the Project Development Bureau relative to the Department of Transportation and Highways five (5) year plan on projects and to the department's overall mission and objectives; confers and advises the Superintendent of the Department of Transportation and Highways on the implementation of policies and procedures for the Bureau.

Prepares and submits budget appropriations for the Project Development Bureau.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of generally accepted engineering procedures and methods; County, State, Federal and American Association of State Highway Officials specifications, policies, programs, regulations and requirements relative to transportation and planning of highways.

Extensive knowledge of transportation systems, the application of traffic data as related to the planning function. Knowledge of the operations and functions of the Transportation and Planning Bureau Divisions.

Ability to administer a variety of highly technical and managerial functions, coordinating diverse engineering efforts to assure the timely and efficient completion of projects; ability to exercise sound engineering judgment in the formulation and execution of plans in the Project Development area.

Possession of advanced supervisory skills acquired through exposure to a wide variety of management problems. Ability to communicate effectively both verbally and in written form. Ability to direct, motivate and supervise subordinates through to completion of work assignments.

Ability to analyze, prioritize and handle a large number of projects and problems effectively under stressful conditions and time constraints.

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' full-time work experience as a Highway Engineer or related field.

PREFERRED QUALIFICATIONS:

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

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

EMPLOYMENT TERMS

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

COVID-19 VACCINATION POLICY: 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's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: 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.