

## **Moultrie County County Engineer**

**Moultrie County, Illinois is seeking an experienced, highly motivated, and collaborative individual to serve as County Engineer.**

This position performs all services and acts reasonably to fulfill the duties and responsibilities of County Engineer as described in the Illinois Highway Code (605 ILCS 5).

Moultrie County has 64 miles of county highways, 509 miles of township roads, 133 NBIS county and township bridges, and 8 road commissioners.

### **Qualifications**

- Bachelor's Degree in Civil Engineering
- Have a current registration as a Licensed Professional Engineer in the State of Illinois.
- Successfully obtain certification as NBIS Inspection Team Leader & Program Manager by the State of Illinois.
- Have at least eight (8) years of significant practical, progressively responsible experience in highway and bridge engineering including:
  - Design, construction and maintenance of highway and bridges.
  - Drainage analyses and evaluations.
  - Three (3) years' experience supervising staff and managing engineering functions.
- Experience in FHWA & State DOT Policies and Procedures.
- Computer/technology skills desired.
- Have familiarity with budgeting, accounting, and bookkeeping.
- Have a valid driver's license.
- Must receive a satisfactory grade on the examination for the position of County Engineer as administered by the Illinois Department of Transportation (IDOT).
- Have strong written and oral communication skills.
- Have the ability to work with a wide variety of public and private stakeholders.
- Have the ability to interpret laws, policies, procedures, plan documents, contract language, material designs, material testing, and other relevant documents for state and federally funded projects.

### **Job Description**

- a) 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.
- b) Prepare or cause to be prepared, plans, specifications and estimates for all bridges and culverts to be built by the County, or by one or more road districts, and supervise the construction of all such bridges and culverts.
- c) Present petitions, resolutions, agreements, and budgets to the County Board for approval.

- d) Advise the Highway Commissioners as to the best methods of construction, repair, or maintenance of township roads.
- e) Manage the budgeting and financial management of the Township Motor Fuel Tax Program, County Motor Fuel Tax Program, Township Bridge Program, and local funded programs (County Highway, County Bridge and Federal Aid Matching.
- f) Address all applicable questions and findings from audits of the Highway Department financial fund accounting/bookkeeping, bridge inspection program and construction projects.
- g) Perform all requirements as Program Manager of the National Bridge Inspection Standards (NBIS) program.
- h) Generate and submit multi-year capital program to Road & Bridge Committee and IDOT.
- i) Supervise the construction and maintenance of all county highways within the county.
- j) Keep and maintain adequate records and books of all recipients, contracts, purchases of materials, machinery, or apparatus.
- k) Conduct such hearings and take such actions as specified by law.
- l) Perform such other duties as may be prescribed by law and applicable rules and regulation of the IDOT and as required or directed by the Moultrie County Board, provided such requirements or directions are consistent with the law.
- m) Supervise all highway department employees.
- n) Maintain all qualifications, certificates and/or licenses as necessary to fulfill duties and receive all additional training or education as required.

### **Additional Information**

- Full-time.
- Salary Range 98,800 – 125,000
- Required Travel 0% - 10%.

### **Benefits**

- Eligible to participate in available medical plans.
- Illinois Municipal Retirement Fund (IMRF) has provided employees a sound and efficient system for payment of retirement, disability, and death benefits.
- Paid holidays, Vacation days, Sick Days, Personal days.

### **Submit cover letter, resume, and three references to:**

Billy Voyles, Moultrie County Board Chairman  
C/O Moultrie County Highway Department  
10 S. Main Street,  
Sullivan Illinois 61951

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