

ENGINEER/ENGINEERING TECHNICIAN JOB OPENING CLINTON COUNTY, ILLINOIS

Clinton County Highway Department, Carlyle, Illinois is seeking applications for the position of Engineer/Engineering Technician. This is a full time position that reports to the County Engineer.

This position will serve as project Engineer for highway/road, bridge and drainage construction; survey project site and gather related information to design projects; assess any right-of-way needs; prepare or modifies design plans; prepare cost estimated and bid documents to let contracts; coordinate and inspect project work of contractor or county crews; ensure inspection and testing of project materials; approves contract payments, and documents and finalize project plans and records

Minimum Qualifications:

- Applicant shall have a valid Illinois Drivers License or be able to obtain one within 30 days of employment.
- Knowledge of the principles and practices of professional civil engineering applicable to road construction and maintenance projects.
- Proficient with AutoCAD or similar drafting/design software
- Ability to plan, oversee, direct, and evaluate the work of technical and maintenance personnel. Ability to read and interpret construction plans, and engineering documents.
- Ability to accurately observe and record material quantities used in construction and maintenance projects and to conduct inspection of same. Ability to work outside in a variety of weather conditions and walk safely on rough terrain.
- Ability to understand and follow oral and written instructions and to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with contract personnel, other employees, and supervisors.

Desired Qualifications:

- The Applicant shall have graduated from an ABET accredited college or university with a degree in Civil Engineering
- The applicant shall have passed the Passed the F.E. (E.I.T) exam
- Possession of a currently valid certificate of registration as a registered professional engineer or the ability to obtain in 4 ½ years.
- Experience with the use of surveying equipment including robotic total station and GPS

Applications will be available from the Clinton County Highway Department, 479 21st Street, Carlyle, IL, may be requested by phone (618) 594-2224 from 7:30 to 4:00 Monday through Friday, by request through email at highway@clintonco.illinois.gov. or may be downloaded from the Clinton County Illinois website.

Submit Resume and application by May 15, 2025

Clinton County Highway Department is an equal opportunity employer.

CLINTON COUNTY HIGHWAY DEPARTMENT

APPLICATION FOR EMPLOYMENT

APPLICATION DEADLINE 5/15/25 AT 4:00 P.M.

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT)

POSITION(S) APPLIED FOR: ENGINEER/TECHNICIAN	DATE OF APPLICATION:
--	----------------------

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

TELEPHONE NUMBER(S)

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES ___ NO ___

Have you ever filed an application with us before? YES ___ NO ___
 If yes give date _____

Have you ever been employed with us before? YES ___ NO ___
 If yes give date _____

Are you currently employed? YES ___ NO ___

May we contact your present employer? YES ___ NO ___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES ___ NO ___
Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work: FULL TIME _____ PART TIME _____ SHIFT WORK _____ TEMPORARY _____

Are you currently on "lay-off" status and subject to recall? YES ___ NO ___

Can you travel if a job requires it? YES ___ NO ___

EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
OTHER (SPECIFY)				

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA-CURRICULAR ACTIVITIES:

ADDITIONAL INFORMATION

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

1. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
2. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
3. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
4. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)				
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

IF ADDITIONAL SPACE IS NEEDED, PLEASE CONTINUE ON BACK

REFERENCES

1.	_____	_____	_____
	(NAME)	(ADDRESS)	(PHONE #)
2.	_____	_____	_____
	(NAME)	(ADDRESS)	(PHONE #)
3.	_____	_____	_____
	(NAME)	(ADDRESS)	(PHONE #)

ACKNOWLEDGEMENT OF UNDERSTANDING AND CONSENT

Please read thoroughly before signing

It is understood that this application is not an obligation of employment.

I hereby authorize the County to investigate all references and former employment, and I release from liability those supplying such information. I understand that upon offer of employment, I may be required to take a drug test at the County's expense. I realize that the offer of employment is contingent upon my test results being substance-free and satisfactory information being received from reference sources.

I will provide proof of my eligibility to work on the date of hire as required by "The Immigration Reform and Control Act of 1986".

I understand that the County can make no guarantee as to the numbers of hours that I may be assigned from week to week, and any reduction in hours can affect my compensation and benefits. I also understand that I may be required to change days off and scheduled hours on a temporary or regular basis in order to continue my employment. Also, I understand that the County reserves the right to transfer me to another position, as business necessitates, and my continued employment may be predicated upon my acceptance of said transfer. I understand that evenings or weekends may be part of any schedule I may be assigned.

I state that the information on this application is true and complete. False statements, misrepresentations, or omission may be cause for cancellation of an employment offer or termination, even if already employed. I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

I understand that if employed in a position governed by a collective bargaining agreement to which the County is a party that once I am covered by that agreement its terms may supersede some of the statements in this acknowledgement of understanding.

Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR EMPLOYER USE

Management Approval _____

Start Date _____ Exempt/Rate _____ Non-Exempt/Rate _____

Full-Time _____ Part-Time _____ Position _____

SPECIALIZED SKILLS

CHECK SKILLS/EXPERIENCE

- _____ High School Diploma or Equivalent
- _____ Trade School Certificate
- _____ College or University Diploma
- _____ Civil Engineering Degree
- _____ Passed FE/EIT Exam
- _____ Licensed PE in Illinois or able to obtain Illinois PE within 4 ½ years
- _____ Experience working on Engineering Plans for Road and/or Bridge Projects
- _____ Experience using AutoCad or other Computer Drafting Programs
- _____ Experience using Microsoft Word or similar Word Processing Programs
- _____ Experience using Excel or similar Spreadsheet Programs
- _____ Calculate Earthwork Quantities from Cross Sections for Road Projects
- _____ Calculate Ditch Grades for Road Projects
- _____ Experience Interpreting Engineering Drawings
- _____ Experience Interpreting Contract Documents for Construction Projects
- _____ Perform Engineering Inspections of Roadway or Bridge Projects
- _____ Perform Tests on Materials such as Concrete, Aggregate and Earth Compaction
- _____ Experience using survey equipment such as Robotic Total Station or GPS Total Station