



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

TEMPORARY TRANSPORTATION/ENGINEERING SPECIALIST

EFFECTIVE DATE: 6/20/2022

DEPARTMENT: Development Services	WORK LOCATION: Village Hall, Remote		FLSA STATUS: Exempt
CLASS CODE: 8350	RANGE: 27	PENSION: None	UNION: Non-union
REPORTS TO: Director of Development Services	LEVEL OF SUPERVISION RECEIVED: Administrative Direction		LICENSE/CERTIFICATES: Illinois Registered Professional Engineer

SUMMARY:

The Transportation/Engineering Specialist position is intended to provide advanced-level technical work and guidance to supplement the work of other full time professional staff. Work tasks will be assigned on an as-needed basis depending on the specific workload requirements and expectations of the Development Services Department. Primary assignment of tasks will be coordinated by the Department Director along with the Director Engineering and the Director of Planning & Transportation.

In addition to technical work, key responsibilities include providing training and guidance to department staff on specific technical topics and programs, as well as guidance and advising senior management staff within the Development Services Department on transportation and engineering work.

General tasks will involve technical analyses and review of reports, plans, data, cost estimates, invoices, and other documents. Guidance, assistance and input will be provided on RFPs, grants, program development, master planning efforts, and special studies, as appropriate. Will perform general review of (and responses to) correspondence, requests and plans from Village consultants, IDOT, Cook County, neighboring communities and other agencies related to transportation and engineering matters.

Responds to and interacts with Development Services management staff and other staff members, consultants, and others outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY*
1.	Provide guidance and education on the Fair Share Road Improvement Impact Fee Program, including advising on implementation, guidance on program updates, and technical assistance with eligible road project cost estimates.	*Dependent on Development Services Department needs
2.	Provide input, guidance and review of Requests for Proposals (RFPs) for transportation and engineering related projects.	
3.	Review and produce comments on technical traffic plans and/or data for IDOT, Cook County, Village, and other public projects, as well as review of private development proposals, as needed.	
4.	Provide review and advise staff on inquiries from consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups, Village employees and others involving engineering and transportation matters.	
5.	Provide input, guidance and review of grant applications for transportation and engineering related projects. Assist with specific grant and certification applications, such as Bike Friendly Community.	
6.	Review and provide technical input on existing and new Intergovernmental Agreements (IGAs).	
7.	Provide education and guidance regarding to the Subsidized Taxi Program, including review of participation data and advising on potential modifications to the program.	
8.	Provide input on potential transit service changes within the Village, including education on historical work with Pace and the community, advice on potential alternatives to current services, and guidance on approaches to enhancing ridership levels and improving service for residents and local employees.	
9.	Provide advice and technical input on speed/stop sign requests, evaluation of alternatives for speed control, public education, and assist with formulation of standardized programs for review of future requests.	
10.	Provide input and technical guidance on the scope for a complete update to the Village's Comprehensive Bicycle Plan, including expanding the plan toward a full multi-modal plan inclusive of pedestrian and other transportation alternatives.	
11.	Provide guidance and advise to staff liaisons for engagement with advisory groups such as BPAC, Transit Task Force, RIIF Committee.	
12.	Review and provide input on invoicing from external agencies for complex transportation projects.	
13.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Participates in meetings (in person and remote) with staff and external agencies to discuss transportation aspects of projects.
2.	Produces written review comments and recommendations via memo, email, or other appropriate means.
3.	Occasionally drives Village car to review traffic conditions and investigate field conditions.
4.	Participate in management discussions with department and division directors in an advisory role regarding formulation of programs, responses to complex requests, establishment of employee training goals, budget planning, and other similar matters.
5.	Follows Village-wide and departmental safety rules and practices
6.	Assist with education of less experienced staff and provide input on historical transportation projects and programs, as needed.
7.	Performs other duties, tasks, and responsibilities related to technical engineering and transportation matters as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

BS / MS Civil Engineering, Transportation, or related field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

4 - 8 years

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

- Specialized applications:

Technical software specific to transportation planning, operations, analysis

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

PROFICIENCY IN:

- Using quantitative skill; performing qualitative analysis.
- Computer applications for traffic/technical analysis.
- Research, development, composition, and presentation of comprehensive engineering reports.
- Operating a personal computer in a network environment.

WORKING KNOWLEDGE OF:

- Civil engineering principles, practices and methods, with specific emphasis on transportation and traffic engineering.
- Transportation modeling/demand studies for highway and transit.
- Applicable Village policies, laws, and regulations affecting transportation activities.
- Cost estimates on complex projects.
- Construction engineering, procedures and applications.

ABILITY TO:

- Analyze complex transportation issues.
- Make presentations and written reports.
- Explain complex analyses.
- Work both independently and as part of a team.
- Communicate effectively verbally and in writing.
- Establish successful working relationships with other employees.
- Read, write, speak and comprehend the English language.

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 with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	X	_____	_____
Walks	_____	X	_____	_____
Sits	_____	_____	_____	X
Uses fingers in a repetitive motion	_____	X	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	X	_____	_____
Reaches with hands and arms above shoulder	_____	_____	_____	_____
Climbs or balances	X	_____	_____	_____
Twists or turns	X	_____	_____	_____
Stoops, kneels, crouches, bends, or crawls	X	_____	_____	_____
Pulls, pushes, or carries	X	_____	_____	_____

Talks or hears	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Tastes or smells	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Operates a motor vehicle or heavy equipment	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Lifts or move 0 to 10 pounds (sedentary)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Lifts or move 10 to 20 pounds (light)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

 Absence of color blindness

 Corrected vision of... ***Enter specific vision requirement here***

 Uncorrected vision of... ***Enter specific vision requirement here***

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	<u> X </u>	_____	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____