

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT
Sylvia Wetzel
Executive Director



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JOB POSTING

TRANSPORTATION

Permit Engineering Technician

\$35,000-50,000 YR DOQ

40HRS/WK (possible PT)

Kane County Division of Transportation (KDOT) is seeking applications for a Permit Technician. This position evaluates and comments on development activities and highway permit submittals, consistent with the County regulations and policies relative to work in the right-of-way and access, tracks and maintains permit applications, and is a technical writer for permits and Letters of Authority. Other duties may include GIS mapping of permit locations, coordination of reviews with KDOT staff, engineering consultants, municipalities, IDOT, contractors, and other agencies (as appropriate), issuance of oversize/overweight moving permits, and other tasks/projects as assigned from time to time by the Permit Administrator, Chief of Traffic Operation & Permitting, County Engineer, or Deputy Director.

The preferred candidate must have the ability to deal with the public in a professional manner – and answer and communicate effectively about permitted projects. The position requires general knowledge of highway signage and the ability to read and understand professional Civil Engineering drawings. The job requires extensive use of computers and programs such as Microsoft Outlook, Word, and Excel. Knowledge of ArcMap is preferred but not required.

The candidate should meet the following job requirements to be considered for this position:

- Experience in highway design, safety and traffic management is desired, but not required
- Knowledge of highway ordinances, codes, MUTCD Manual, federal and state design and construction standards and state statutes desired, but not required
- Possession of a valid Illinois Driver's license

Application deadline: Open till filled

Please go to www.countyofkane.org under the Employment tab to complete online application and EEO form and upload your resume and cover letter.

Applicants must submit to a criminal background check.

EEO Employer/Program.

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