



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 26, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 10, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE IV (3 pos) Senior Resident Engineer
Region 4/District 6/Project Implementation
Highways
Springfield

Attachments
40993

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Tuesday, May 10, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer IV (3 positions)	Salary Range:	\$5,800 - \$9,230
Position Title:	Senior Resident Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-56-201-10-01	IPR#:	40993

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Project Implementation, 126 E Ash Street, Springfield, IL

Description Of Duties:

The position is accountable for the supervision of all field activities involved in the construction of one highly complex project or multiple related projects in a highway district. The position is also responsible for supervising the layout, inspection, and documentation of all projects assigned and for ensuring compliance with the contract plans, specifications, and special provisions.

Special Qualifications:

The following criteria is required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Statewide travel with occasional overnight stays; overtime

The following criteria is desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Knowledge of the principles and practices of civil engineering
- Extensive background in design/construction engineering
- Ability to supervise, train, and motivate other engineers and technicians
- Strong oral and/or written communication skills

Shift/Remarks:

7:00 am -3:30 pm / Monday – Friday

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 2016	POSITION:	Senior Resident Engineer
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Highways/District 6 Project Implementation
CODE:	PW114-23-56-201-10-01	REPORTS TO:	Supervising Field Engineer

Position Purpose

The position is accountable for the supervision of all field activities involved in the construction of one highly complex project or multiple related projects in a highway district. The position is also responsible for supervising the layout, inspection, and documentation of all projects assigned and for ensuring compliance with the contract plans, specifications, and special provisions.

Dimensions

Staff:	2-8 Engineers and Technicians
Contract value:	\$2 to 100 million

Nature and Scope

This position reports to a Supervising Field Engineer as do the Resident Engineer and Resident Technician. Reporting to this position are 2-8 Engineers and Technicians.

This position is accountable for the supervision of all engineering and inspection functions involved in the construction of highway construction projects. These entail highly complex structures involving new technology or engineering design; major projects in urban areas; or a series of interconnected or interrelated sections involving mainline pavements, structures and interchanges. The position must supervise projects that involve new construction techniques which requires a high degree of engineering knowledge and practical experience in construction procedures. Projects involve numerous contractors and subcontractors who must be monitored for schedules, quality of work and performance. The incumbent's responsibilities include verifying that the contractor complies with all provisions of the contract plans, specifications, and special provisions.

A typical problem for the incumbent entails supervising and directing all activities of the construction project that ensures that the safety of the motoring public is not adversely affected and that the project meets the expected departmental quality control standards. The greatest challenge for this position entails the ability of the incumbent to anticipate construction problems, implement corrective measures and thereby avoid project cost overruns and/or delays in the construction project.

The incumbent provides engineering guidance in the form of surveying and inspection; develops and approves new construction techniques, assists contractors by suggesting technical solutions; ensures contract compliance by inspections and project monitoring; trains construction engineers and technicians in departmental policies and sound engineering practices; and maintains effective communications with the contractor, job superintendent, staff, local property owners, and public officials. The incumbent also anticipates and/or resolves complaints and project design problems, monitors and maintains project records, coordinates work by utility companies, monitors job safety and traffic control, and coordinates multi-job projects to ensure scheduling and to resolve differences between the various contractors. The incumbent is also responsible for directing and overseeing the layout and staking, handling drainage complaints, assigning personnel and equipment, performing public relations, taking care of plan changes, and handling unexpected construction problems.

The incumbent accomplishes the accountabilities through the following staff: two to eight Engineers and Technicians who perform layout work, inspection, material testing, and documentation of construction activities.

The incumbent has wide latitude in supervising the project, however, design changes, personnel problems and major construction problems are referred to the Supervising Field Engineer for assistance. The position is governed by the Standard Specifications for Road and Bridge Construction, Construction Manual, Construction Memorandums, specific contract documents and all other applicable departmental policies.

Frequent internal contacts include all district bureaus, the Central Bureaus of Construction and Bridges and Structures. Significant outside contacts include contractors, property owners, utility companies, local governmental officials and the news media. Travel occurs throughout assigned construction sites daily. This position may require overtime and overnight travel.

The performance of the incumbent is measured by the ability to supervise highly complex projects and to motivate the contractor in such a manner as to maintain costs and schedules while minimizing adverse effects to the traveling public and local property owners.

Principal Accountabilities

1. Ensures construction projects are built according to contract plans, specifications, special provisions, and department policies.
2. Ensures adequate engineering supervision and inspection is provided on highly complex construction projects.
3. Provides engineering solutions to design problems and unique conditions involving new construction techniques.
4. Coordinates multi-job construction projects so that they adhere to schedules.
5. Resolves complaints from private citizens and local governmental agencies regarding project inconveniences.
6. Ensures proper traffic controls are utilized by contractors to assure maximum safety for the traveling public.
7. Ensures accurate inspection and documentation are completed to facilitate timely acceptance of the assigned construction projects.
8. Ensures that staff performs duties in accordance with the departmental safety rules, practices and programs. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.