



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 19, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 20, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, August 2, 2016**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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 VII                      Engineer of Day Labor  
Bureau of Operations/Day Labor  
Office of Highways Project Implementation  
Springfield

Attachments  
41021

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, August 2, 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: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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

<b>Classification:</b>	<b>Civil Engineer VII</b>	<b>Salary Range:</b>	<b>\$7,490 - \$11,430</b>
<b>Position Title:</b>	<b>Engineer of Day Labor</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW117-23-75-602-00-01</b>	<b>IPR#:</b>	<b>41021</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Operations/Day Labor, 505 N. MacArthur Street, Springfield, IL

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#### Description Of Duties:

This position is accountable for developing and directing the Day Labor program which serves all districts by providing engineering, construction and maintenance resources to accomplish projects too complex for district maintenance forces or of an emergency nature which require specialized expertise or equipment.

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#### Special Qualifications:

##### *The following criteria is required:*

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide travel which may include overnight stays

##### *The following criteria is desired:*

- Ten years of experience in civil engineering of which at least seven years should be in responsible supervisory control in the planning and direction of highway engineer projects
- Extensive knowledge of the principles and practices of civil engineering and highway construction
- Ability to direct and supervise the preparation of complex emergency repairs projects on the highway system
- Ability to develop and maintain cooperative relationships with department staff;
- Strong oral and/or written communications skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	November 9, 2015	<b>POSITION:</b>	Engineer of Day Labor
<b>APPROVED BY:</b>	Stuart W. Hunt, II	<b>OFFICE/DIVISION:</b>	Division of Highways/Bureau of Operations/Day Labor
<b>CODE:</b>	PW117-23-50-602-00-01	<b>REPORTS TO:</b>	Engineer of Operations

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***Position Purpose***

This position is accountable for developing and directing the Day Labor program to serve all Districts by providing engineering, construction and maintenance resources to accomplish projects which are too complex for District maintenance forces, or of an emergency nature which require specialized expertise or equipment.

***Dimensions***

Construction Projects Completed:	150+ Annually
Subordinate Personnel:	Direct – 4; Indirect 36 Temporary Union Crafters – 250+ annually
Annual Budget:	\$12.0 Million
Value of Equipment:	\$10.0 Million

***Nature and Scope***

This position reports to the Engineer of Operations as do the Engineers of Maintenance Operations, Traffic Operations, Services, and Sign Shop. Reporting to this position are the Engineer of the Repair Projects Unit, the Administrative Services Manager, the Project Support Technician, and the Resource Management Technician.

This position directs his/her staff in construction, reconstruction or rehabilitative-type projects which are too large or complex for District maintenance forces or are too small and/or have quantities or construction procedures which are too indeterminate to make the project of interest to the private sector contracting industry. A project may be of an emergency nature requiring immediate action to restore traffic without developing intricate plans, or it may be one on which specialized equipment is needed. In addition, projects may include the implementation or testing on a first-time basis of new construction or maintenance techniques or materials.

Typical problems of the highway construction industry are embodied in this position, including funding constraints, union negotiations and related labor problems, coordination with related industries and suppliers, use of alternate construction methods and adapting equipment to accomplish unique projects. The greatest challenge in this position is in planning, coordinating, implementing and managing the Day Labor program. Although an annual program is established, the incumbent must continually alter crew assignments to make allowance for emergencies. This may necessitate a shift of funds; create a need for special material or purchasing authority and/or cause additional and sometimes hazardous equipment movements. The incumbent continually devises new ways and means for making specific repairs to damaged highway appurtenances and for modifying existing equipment to achieve unique needs.

The incumbent maintains management control over major expenditures and directs the adjustment of the annual program to accommodate emergencies. S/He reviews all submitted projects to see that they conform to the criteria set forth by Day Labor. The incumbent attends meetings with departmental personnel, inspects work in progress, and evaluates the procedures being utilized. S/He acts as a consultant on special repair methods or materials, initiates field installation of new construction products for evaluation, and directs projects for other State agencies as approved by Department management.

**Highways-Bureau of Operations-Day Labor Section**  
**Engineer of Day Labor**

The incumbent accomplishes his/her accountabilities through the following staff:

Engineer of Repair Projects - who is responsible for the planning, implementation, and coordination of Day Labor projects involving construction, reconstruction, specialized and emergency repair of road/bridges and related facilities on the State highway system.

Administrative Services Manager - who is responsible for the overall direction of the Day Labor Administrative Services Unit in providing the necessary support to ensure maximum utilization of resources to accomplish Day Labor's goals and objectives.

Resources Management Technician – who is accountable for reviewing plans and specifications to ensure acceptable detailing and to determine material requirements for the Day Labor road/bridge repair and construction program. This position additionally is responsible for maintaining both the Stores and Steel Account inventories.

Project Support Technician – who is accountable for the overall planning, implementing, and directing of the equipment and fleet management program; coordinating of procurement of proper equipment; and directing/scheduling transport of equipment and materials to project work sites.

The incumbent has a great deal of freedom and latitude in accomplishing responsibilities. S/He is encouraged to seek and evaluate innovative techniques and new materials to improve highway and bridge repairs. Only matters of a sensitive or critical nature are referred to immediate supervisor for resolution. The incumbent has the responsibility for evaluating job performance and recommends promotion, discipline, and salary adjustments for subordinate personnel. The incumbent is constrained only by the Department policies and procedures.

The incumbent has frequent internal contact with the Districts, and the Bureaus of Bridges and Structures, Construction, Design and Environment, Materials and Physical Research, and the Office of Finance and Administration, and the Office of Chief Counsel. External contacts are with the Departments of Labor, Central Management Services, State Police, Natural Resources, contracting association, craft union, and equipment and material suppliers. This may require statewide travel to visit districts or attend meetings.

The effectiveness of this position may be measured by the quality, timeliness, and cost efficiency of the projects accomplished for the Districts and the ability to cope with unique projects and to react immediately to emergency situations.

***Principal Accountabilities***

1. Formulate the annual Day Labor program and directs its delivery to achieve the most effective and efficient services for the Districts.
2. Develops recommendations to revise program priorities or the allocations of funds to meet changing Division needs.
3. Ensure Section compliance with the Division of Highway's policies and directives governing this unique operation.
4. Maintains a construction staff with specialized equipment and materials to react immediately to emergency repair requirements.

**Highways-Bureau of Operations-Day Labor Section**  
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5. Ensures the cost of unexpected emergency work may be absorbed without undue disruption to planned work program.
6. Reviews all specialized and complex reconstruction and repair procedures to ensure they meet with engineering principles and safety standards.
7. Trains, evaluates motivates subordinates to assure a well-developed and competent staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Performs other duties as required.