To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
        Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 15, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 16, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is 4:30 p.m. on Wednesday, March 29, 2017. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 the Bureau of Personnel Management at 217/782-5594.

CE IV (5 pos)  Resident Engineer
              Region 1/District 1/Construction
              Highways Project Implementation
              Schaumburg

Attachments
41191
Technical Applications (PM 1080 rev 9/19/16) 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 Wednesday, March 29, 2017, 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. 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.

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**Position Summary Sheet**

An Equal Opportunity Employer

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Civil Engineer IV (5 positions)</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Resident Engineer</td>
</tr>
<tr>
<td>Position Number:</td>
<td>PW114-23-51-201-00-01</td>
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<tr>
<td>Salary Range:</td>
<td>$6,315 - $10,210</td>
</tr>
<tr>
<td>Union Position:</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>IPR#:</td>
<td>41191</td>
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</tbody>
</table>

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

Office of Highways Project Implementation/Region One/District One/Bureau of Construction/201 W. Center Ct, Schaumburg, IL

**Description Of Duties:**

This position is accountable for supervising and directing all construction engineering functions layout, inspection and documentation required on major urban and suburban construction projects to ensure timely completion in accordance with plans, specifications, special provision and sound engineering practices.

**Special Qualifications:**

**Required:**
- Current Illinois Professional Engineer license
- Valid driver’s license
- Documentation of Contract Quantities Certification

**Desired:**
- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Working knowledge of highway contract administration practices and procedures
- Successful completion of ICORS training within six months of position date
- Thorough knowledge of modern methods and techniques as applied to design, construction and maintenance of public works
- Strong oral and written communication skills
- Ability to supervise work of engineers and technicians
- Ability to identify and resolve job-related issues/problems with minimal supervision
- Familiarity with IDOT Personnel Policies and Procedures

**Shift/Remarks:**

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.*
Position Purpose

This position is accountable for supervising and directing all construction engineering functions layout, inspection and documentation which is required on major urban and suburban construction projects so as to ensure their timely completion in accordance with plans, specifications, special provision and sound engineering practices.

Dimensions

Personnel Supervised: 2-10
Contract Values: $3 - $100 million
Projects Per Year: 2 – 8
Length of Projects 1 – 4 Years

Nature and Scope

This position reports to the Area Construction Supervisor, as do eight (8) to twenty (20) other Resident Engineers/Technicians. The construction crew assigned to this position consists of Civil Engineers and Engineering Technicians.

This position functions in an intensely developed urban and suburban area characterized by high traffic volumes, rapidly changing land use, a large number of abutting independent local governmental units, the existence of a large, complex and interconnected system of utility facilities and local highways and streets and the declining availability of right-of-way, all of which enormously complicate the task of constructing efficient and economical highway improvements which at the same time meet the demands for the safety, mobility and the convenience of the public during construction. Also, the possibilities of traffic disruption present problems causing considerable public irritation, which in crowded areas are particularly politically sensitive.

Typical problems include adjusting traffic control devices to the various phases of construction staging so as to ensure optimum motor safety, scheduling the survey crews so as not to delay the contractor, interpretation of the plans and specifications, resolving with the contractor the numerous questions and problems not covered by the plans, and handling the complaints and inquiries by the public.

The greatest challenge the incumbent faces is the direction of personnel and those of the contractor to provide a high quality finished project constructed within the specified time with a minimal amount of inconvenience to the public.

This position is primarily responsible for assuring that complex major highway improvements consisting of Interstate, Supplemental Freeway or Primary systems, which are complicated by stage construction under high volumes of traffic in congested areas, are built and paid for in accordance with the plans, special provisions, and standard specifications, while providing adequate safety to the traveling public. This is accomplished by the incumbent’s supervision of inspectors, survey parties, material testing and overall job control. The incumbent provides the main source of communication relations with property owners, local officials, the public and outside agencies.
The incumbent personally participates in the preconstruction conference, establishes and maintains a cooperative working relationship with the contractor; continually reviews and interprets the plans and proposed construction phasing with the contractor; recommend project staffing; supervises and coordinates the construction staking and inspection activities, interprets the plans and specifications for contractor guidance; maintains all project records, pay quantities, documentation of inspection and job diary, supervise and sampling, testing and inspection of job site materials, identify problem areas or plan omissions and recommend adequate solutions, provide all required reports and pay estimates and maintain a good line of communication with the Construction Department.

This position accomplishes accountabilities through the following staff:

*Civil Engineers* who function as Assistant Resident Engineers assigned to inspecting and coordinating the smaller contracts, quite often with separate contractors, within the overall improvement, in providing assistance to the Resident Engineer on assigned problems and in directing the survey crew on complicated construction staking.

*Engineering Technicians* who staff the survey party and are inspectors for bridge, concrete, earthwork and other construction items.

*Technician Trainees* who inspect at weight scales, material plants and for inspecting minor construction items.

The incumbent makes construction decisions and plan revisions within the board spectrum of the Department’s policies on a daily basis and request authorization approval for major plan changes or additions to the contract. The incumbent also recommends staffing needs, salary changes, approves time cards and overtime for subordinates.

The incumbent has frequent contacts with the Construction Supervisors and the District Construction Engineer regarding major plan changes, with the Materials Department concerning the testing and inspection of materials, and with the Traffic Department concerning traffic and all types of traffic control devices. In addition, s/he has outside contacts with representatives of the Federal Highway Administration, the contractors, subcontractors, suppliers, local officials, local businesses, property owners, utility companies, bonding companies and the travelling public so as to avoid delays in project implementation.

The effectiveness of this position is measured by the acceptable timely completion of acceptable highway construction on some of the most heavily traveled routes in the nation, while ensuring the safety and convenience to the traveling public.

**Principal Accountabilities**

1. Supervises highway improvements to obtain timely and quality construction in compliance with the plans, special provisions, standard specifications and acceptable engineering practices.
2. Provides appropriate documentation for each phase of project implementation.
3. Provides complete and accurate documentation to ensure timely acceptance and finalization of projects.
4. Develops effective cooperation between the contractor, the District and other governmental agencies so as to facilitate project completion. Resolves issues with contract documents, formulates solutions for construction issues.
5. Trains and motivates subordinates staff so as to improve productivity.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair equitable treatment of all employees.