



# 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: September 26, 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 September 28, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 12, 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 V

Operations Maintenance Field Engineer  
Region 2/District 2/Operations  
Highways Project Implementation  
Dixon

Attachments  
41210

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, October 12, 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 V</b>	<b>Salary Range:</b>	<b>\$6,315 - \$10,210</b>
<b>Position Title:</b>	<b>Operations Maintenance Field Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-52-503-00-01</b>	<b>IPR#:</b>	<b>41210</b>

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

Office of Highways Project Implementation / Region 2 / District 2 / Bureau of Operations/819 Depot Avenue, Dixon, IL

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#### Description Of Duties:

This position is accountable for planning, coordinating, and controlling the maintenance activities within the geographical areas of Lee, Ogle, Winnebago, and Boone Counties.

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#### Special Qualifications:

##### **Required:**

- A current Illinois Professional Engineer license
- A valid driver's license

##### **Desired:**

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Knowledge of the principles and practices of civil engineering
- Ability to supervise a staff engaged in field functions
- Ability to maintain cooperative relationships with departmental and industry staff
- Strong oral and/or written communication skills

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#### Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday

**\*This position requires 24-hour emergency call availability.**

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	October 2015	<b>POSITION:</b>	Operations Maintenance Field Engineer
<b>APPROVED BY:</b>	<i>Paul Loete</i>	<b>OFFICE/DIVISION:</b>	District 2 - Bureau of Operations
<b>CODE:</b>	PW115-23-52-503-00-01	<b>REPORTS TO:</b>	District Operations Engineer

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**Position Purpose**

This position is responsible for planning, coordinating, and controlling the maintenance activities within the assigned geographical areas of Lee, Ogle, Winnebago, and Boone Counties.

**Dimensions**

Subordinate Personnel:	3 Technical, 64 Negotiated Rate
Operating Budget:	\$2.0 - \$4.0 Million
Lane Miles of Highway Maintained:	1,656
Counties:	Lee, Ogle, Winnebago, and Boone

**Nature and Scope**

This position reports to the District Operations Engineer. Reporting to this position directly are three Operation Supervisor 1's.

The incumbent has the primary responsibility for maintaining the roadway system within assigned counties. In this capacity, the incumbent deals with both the administrative functions and technical aspects of highway maintenance. The incumbent manages his/her portion of the operating budget and manpower to guarantee optimal allocation and scheduling of resources, as well as oversees right-of-way and road surface maintenance. The road maintenance is often complicated by inclement weather, and in order to keep the road open to the traveling public, the incumbent is on emergency call 24-hours per day.

Problems faced by the incumbent are both technical and managerial in nature. These include making decisions regarding maintenance techniques; work priorities; training, motivating and evaluating subordinates; and communicating with the general public regarding maintenance subjects. The greatest challenges the incumbent will face will be to maintain a safe mode of transportation for the motoring public within budgetary limitations, and to motivate a large and widely dispersed staff of subordinates through guidance and effective decision-making.

The incumbent personally establishes priorities and determines needs within a designated area and establishes work schedules to accomplish the physical upkeep of State highways. The incumbent supervises the preparation of reports regarding the Operations Bureau's budget, manpower, material, equipment, miscellaneous construction contracts, and routine and emergency maintenance activities. Through periodic observation and inspection, the incumbent directs personnel in snow removal road repair, right-of-way mowing, and various other maintenance duties. The incumbent investigates and resolves major complaints from property owners and represents the Department with local agencies and utilities, and reviews construction projects prior to acceptance in order to alleviate any possible maintenance problems. In addition, the incumbent coordinates the daily operations within the sectors in such a manner that the total area requirements are met.

In performing the functions of this position, the incumbent utilizes and supervises three Operations Supervisor 1's, with a staff of skilled and unskilled workers, perform the daily maintenance activities within their respective Team Sections.

The incumbent has the authority to establish daily activities, allocate and resolve budgetary needs, determine material and equipment usage within a designated area, resolve citizen complaints, and authorize and supervise the distribution of equipment and commodities throughout assigned sectors. In making decisions involved in the position, the incumbent is guided by Standard Specifications for Road and Bridge Construction, IDOT policies, FHWA policies, various other specifications, and by the provisions of the Union contract. However, many of the maintenance problems faced by the incumbent are not covered by standards of policies and often require unique creative solutions. The incumbent has considerable latitude involving program planning, employee counseling and evaluation, and makes recommendations regarding subordinate disciplinary actions. Problems beyond the authority of the incumbent, such as complex maintenance techniques, highly sensitive citizen complaints and/or requests, will be referred to the District Operations Bureau Chief, along with recommendations.

Within the Department, the incumbent confers with all District Bureaus and the Central Bureau of Operations. Communications outside the Department are with the City, County and State Police, City and County officials, property owners, and the traveling public. The incumbent also periodically liaisons with State Legislators and staffs. During natural disasters, the incumbent coordinates with local and regional IEMA officials and may be assigned to duty at IEMA forward command posts. The incumbent also shares command post duty for nuclear incidents at the Byron Nuclear Power Plant.

The effectiveness of this position can be measured by the condition and general appearance of the pavement and right-of-way, as well as timely completion of emergency maintenance. Subordinate conduct and work habits also reflect upon the incumbent's performance.

### ***Principal Accountabilities***

1. Plan, organize, direct and control all normal and emergency maintenance activities within an assigned area to provide a safe and usable highway system.
2. Investigate and meet with local residents and officials regarding complaints, access permits and right-of-way problems.
3. Periodically inspects construction work performed under permit and by Day Labor to ensure projects reflect approved Department standards.
4. Assign, train, motivate, and evaluate subordinate personnel and provide technical guidance.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.