



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 12, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 14, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 27, 2018**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE IV

Senior Resident Engineer
Region 3/District 5/Project Implementation
Office of Highways Project Implementation
Paris

Attachments
42918

Technical Applications [PM1080 rev 6/1/17](#)****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, June 27, 2018, 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

Classification:	Civil Engineer IV	Salary:	\$5,800 - \$7,515*
Position Title:	Senior Resident Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-55-201-10-01	IPR#:	42918

Office/Central Bureau/District/Work Address:

OHPI/Region 3/District 5/Bureau of Project Implementation/13473 IL Hwy 133 W., Paris, IL

Description Of Duties:

This position is accountable for the supervision of all field activities involved in the construction of one highly complex highway project, or multiple related highway projects within the district.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Districtwide travel

Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility, of which three years should be in highway engineering
- Ability to interpret and implement departmental policies and procedures
- Ability to perform difficult technical research and make comprehensive recommendations on engineering problems
- Ability to supervise the work of other engineers and technicians
- Strong oral and written communication and organizational skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

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

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 19, 2018	POSITION:	Senior Resident Engineer
APPROVED BY:		OFFICE/DIVISION:	Office of Highways Project Implementation/Region 3 District 5/ Bureau of Project Implementation
CODE:	PW114-23-55-201-10-01	REPORTS TO:	Supervising Field Engineer

Position Purpose

This position is accountable for the supervision of all field activities involved in the construction of one highly complex highway project, or multiple related highway projects within the district.

Dimensions

Subordinate Personnel:	1-5 Engineers; 1-10 Technicians; based on district program
Value of Construction Projects:	Various dollar amounts based on district program
Number of Projects under Construction:	1-10

Nature and Scope

This position reports to the Supervising Field Engineer as do the 10-20 other Resident Engineers/Resident Technicians. Reporting to this position are 1-15 technical personnel.

This position is accountable for the field supervision and administration of assigned highway construction projects. Project assignments include complex structures, major urban improvements or a series of interconnected or interrelated sections involving mainline pavements, structures and interchanges. The incumbent is responsible for monitoring and coordinating the field activities of contractor, subcontractor, utility and departmental personnel to assure project schedules and contract requirements are met. This position is unique in that the incumbent often deals with new construction procedures or complex construction problems, which require both a high degree of engineering knowledge and practical construction experience.

Typical problems include construction field revisions, design plan changes, resolving public complaints arising from the construction process, ensuring the safety of the motoring public, the enforcement of plan and specification requirements, assuring good construction procedures, coordinating work on multi-activity projects to assure proper scheduling and to resolve differences between various contractors, and managing/training assigned staff. The incumbent is expected to recommend and implement solutions to project problems, respond to contractor requests, coordinate work with utility companies and other governmental agencies, and to deal with public and media inquiries. The greatest challenge of this position is the ability to anticipate construction problems and implement corrective measures, avoiding project cost overruns and/or delays in completion.

The incumbent is responsible for making job assignments and utilizing his/her personnel to assure that project layout, inspection and documentation needs are accomplished. The incumbent assures subordinate personnel perform their jobs in accordance with established departmental safety guidelines. The incumbent should possess good problem-solving abilities coupled with supervisory and public relations skills. As needed, this position assists the Supervising Field Engineer with test piling, bituminous start-ups, field checks, plan reviews and other related activities. Projects warranting Senior Resident Engineer job assignment may be located anywhere within the district's seven county area, and may require extended travel status. There may also be occasions when the incumbent is required to perform the duties of his/her subordinate personnel.

A subordinate staff of 1 to 15 technical personnel (engineers/technicians) is assigned to this position. The incumbent is responsible for the training, supervision and evaluation of this staff, and providing engineering guidance in the areas of contract administration, project layout and inspection.

The incumbent is given wide latitude in administering the functions of an assigned project for the district Bureau of Project Implementation, Construction Section in accordance with policies and procedures developed by the department. The incumbent's actions are governed by the Standard Specifications for Road and Bridge Construction, Construction Manual, Construction memorandums, specific contract documents and district and departmental policies. Frequent contacts within the department include the district Bureaus of Project Implementation, Program Development and Operations. Occasional contact with the central Bureaus of Construction, Materials, and Bridges and Structures, and other governmental bodies is required.

The performance of this position can be measured by the quality and timeliness of construction work completed, the prompt submittal of final project documentation, the effective resolution of disputes concerning contract provisions or public complaints, and the effective supervision of subordinate personnel on complex projects.

Principal Accountabilities

1. Ensures that assigned projects are built in accordance with contract requirements.
2. Provides complete and accurate project documentation to assure timely completion of final papers.
3. Provides timely responses to inquiries, complaints or requests regarding assigned projects.
4. Provides engineering supervision and technical assistance for timely resolution of project problems.
5. Coordinates project activities to maintain good construction procedures and project schedules.
6. Supervises, trains, evaluates and motivates subordinate personnel.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.