

**Civil Engineer V  
Field Engineer**

<b>IPR Number:</b>	<b>43217</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW115-23-54-205-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>February 5, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>February 20, 2019</b>	<b>Salary:</b>	<b>\$6,315 - \$8,263*</b>

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

Office of Highways Project Implementation / Bureau of Project Implementation / Region 3 / District 4 / 401 Main Street, Peoria, Illinois

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**Position Purpose:**

This position is accountable for approving local agency proposals for expenditure of Motor Fuel Tax (MFT), Township Bridge Program (TBP), Surface Transportation Rural (STR), Surface Transportation Urban (STU), Illinois Transportation Enhancement Program (ITEP), and Bridge Resource Program (BRP) Funds; for approving final Plans, Specifications, and Estimates (PS&E) for these projects; and for final inspection of completed projects to assure compliance with federal and state guidelines.

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**Qualifications:**

**Position Requirements:**

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license
- Districtwide travel

**Position Desirables:**

- 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
- Extensive knowledge of the principles and practices of civil engineering
- Knowledge in MFT and federal-aid project policies and procedures
- Strong oral and written communication skills
- Strong problem-solving/decision-making skills
- Ability to develop and maintain cooperative relationships with staff and the public

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**How to Apply/Remarks:**

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

**Only education/coursework listed within the application will be considered for determining eligibility for this position.**

**This position is subject to the Revolving Door Prohibition (RDP) policy.**

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**

NOTE: Please be advised that if a high volume of applications is 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.

\*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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	January 10, 2019	<b>WORKING TITLE:</b>	Field Engineer
<b>POSITION CLASSIFICATION:</b>	Civil Engineer V	<b>OFFICE/BUREAU:</b>	OHPI/Bureau of Project Implementation - Local Roads & Streets
<b>POSITION NUMBER:</b>	PW115-23-54-205-10-01	<b>REGION/DISTRICT:</b>	Region 3/District 4

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***Position Purpose***

This position is accountable for approving local agency proposals for expenditure of Motor Fuel Tax (MFT), Township Bridge Program (TBP), Surface Transportation Rural (STR), Surface Transportation Urban (STU), Illinois Transportation Enhancement Program (ITEP), and Bridge Resource Program (BRP) Funds; for approving final Plans, Specifications, and Estimates (PS&E) for these projects; and for final inspection of completed projects to assure compliance with federal and state guidelines.

***Dimensions***

Number of Projects:	50-150 Annually
Area Assigned:	2-6 Counties; 10-70 Municipalities; 20-100 Townships
MFT Funds:	\$5 to \$15 Million
Township Bridge Funds:	\$0.35 to \$1 Million
STR, STU, ITEP, BRP Funds:	\$1 to \$8 Million
Misc. Funds:	\$0.2 to \$1.0 Million

***Nature and Scope***

This position reports to the Engineer of Local Roads and Streets. No subordinates report directly to this position; however, the Field Engineer provides extensive supervision of local agency projects, expenditure authorization, and control of funds.

This position has the primary responsibility for administering the state program regulating local agency use of federal and state transportation funds. Both urban and rural areas can be affected by the activities of this position. This position has the primary responsibility for verifying and ensuring that receiving agencies comply with federal and state guidelines.

Typical problems include accomplishing responsibilities with activities and personnel not under his/her direct supervision and motivating local agencies to provide maximum transportation services. When local agencies do not provide acceptable construction supervision, the incumbent must help agencies find and provide personnel to adequately staff the project. The greatest challenge to this position is to get local agency projects initiated and completed in a timely and efficient manner, while in compliance with federal and state guidelines.

In carrying out the responsibilities of this position in a highly urban to a very rural environment, the incumbent personally authorizes expenditures of funds for projects; approves PS&E for construction and maintenance programs, engineering, agreements, and bridge inspection reports; provides general supervision of construction and maintenance projects including traffic control; determines design criteria; and supervises all MFT and township bridge lettings; recommends approval to contracts, material acceptances, authorizations to change contracts, final pay estimates, and final financial reports. Additionally, the position conducts final inspection of completed projects and periodic maintenance inspections, ensures local agency compliance with

bridge posting/closure requirements, investigates and resolves complaints, and addresses discrepancies found by MFT audits to be corrected.

Also, s/he is the approval authority for MFT audits. For Disaster Relief Funds, the incumbent conducts initial damage surveys, prepares estimates, conducts final inspections, and approves final claims. This position is unique in that all responsibilities must be accomplished with agencies outside the control of the Illinois Department of Transportation (IDOT).

The incumbent exercises considerable independent judgment in carrying out duties. S/he operates within wide parameters of the Bureau of Local Roads and Streets Manual, the Standard Specifications for Road and Bridge Construction, the Illinois Highway Code, the Manual of Uniform Traffic Control Devices, and other Illinois-relate laws or statutes involving local agencies as they affect transportation projects.

The incumbent coordinates activities internally with all district bureaus and the central Bureau of Local Roads & Streets. External contacts are with the Federal Highway Administration (FHWA), Illinois Commerce Commission (ICC), Division of Highways, Office of Water Resources (OWR), Illinois State Historic Preservation Officer (SHPO), and Illinois Department of Natural Resources (IDNR), Utility Companies, Contractors, Consulting, Engineers, and the general public. The incumbent attends local governmental meetings to instruct and advise local officials in MFT laws and procedures. Districtwide travel may be required.

The effectiveness of this position can best be judged by the accomplishment of the local program within the area of jurisdiction, by local agency compliance with federal and state guidelines, by the ability to maintain harmonious relations with local agencies, and by the effective use of available federal and state funds by local agencies.

### ***Principal Accountabilities***

1. Approves local agency proposals for expenditure of MFT, TBP, STR, STU, ITEP, and BRP Funds.
2. Recommends approval of the PS&E for local agency construction projects involving MFT, TBP, STR, STU, ITEP, and BRP Funds.
3. Serves as a primary agent to carry out state transportation responsibilities with local agencies.
4. Ensures proper control and expenditure of MFT, TBP, STR, STU, ITEP, and BRP Funds.
5. Maintains technical and professional competence in highway functional areas from project inception to close out.
6. Provides engineering expertise and guidance in the resolution of local agency construction and maintenance problems.
7. Monitors local agency transportation projects to ensure compliance with state and federal guidelines.
8. Promotes safety throughout local agency projects.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

**Subordinates of this position** (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer VI  
Working Title: Local Roads and Streets Engineer  
Position Number: PW116-23-54-205-00-01

**Position Requirements**

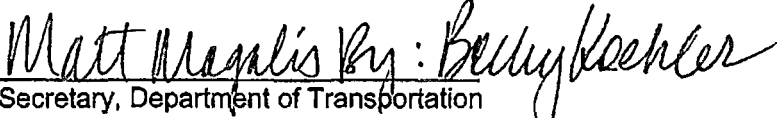
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**Position Desirables**

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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation