



**Civil Engineer V  
Project Support Engineer**

<b>IPR Number:</b>	<b>43327</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW115-23-53-304-00-02</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>January 29, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>February 11, 2019</b>	<b>Salary:</b>	<b>\$6,315 - \$8,263*</b>

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

Office of Highways Project Implementation / Bureau of Program Development / Region 2 / District 3 / 700 E. Norris Drive, Ottawa, Illinois

**Position Purpose:**

This position is accountable for performing duties of both an administrative and technical nature in directing operations covering all public and/or private utility adjustments and/or agreements; the districtwide railroad program including safety improvements, corridor projects, grade separations, and grade crossings as they relate to highway improvement projects; local agency agreements; and Geographic Information System (GIS) support scheduling.

**Qualifications:**

**Position Requirements:**

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Occasional travel within the district/region
- Valid driver's license

**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
- Knowledge of the principles and practices of civil engineering
- Knowledge in design of highways, streets and structures, and in making complete engineering plans and specifications
- Strong oral and written communication skills

**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 on page two of 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**

**DATE:** January 4, 2019      **WORKING TITLE:** Project Support Engineer  
**POSITION CLASSIFICATION:** Civil Engineer V      **OFFICE/BUREAU:** OHPI/Program Development  
**POSITION NUMBER:** PW115-23-53-304-00-02      **REGION/DISTRICT:** Region 2/District 2

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***Position Purpose***

This position is accountable for performing duties of both an administrative and technical nature in directing operations covering all public and/or private utility adjustments and/or agreements; the districtwide railroad program including safety improvements, corridor projects, grade separations, and grade crossings as they relate to highway improvement projects; local agency agreements; and Geographic Information System (GIS) support scheduling.

***Dimensions***

Subordinate Personnel:	3
Number of Utility Adjustments:	50 to 200 per year
Contract Value of Utility Agreements:	\$1,000 to \$1,500,000 per adjustment
Number of Railroad Improvements:	10 to 30 per year
Contract Value of Railroad Improvements:	\$10,000 to \$400,000 per adjustment
Number of Reimbursable Adjustments:	10 - 50 per year
Number of Railroad Inspections:	±150 per year
CADD Requests per Year:	200 to 500
Utility Permits:	250 to 750
Joint Agreements:	100 to 300

***Nature and Scope***

This position reports to the Program Development Engineer. Reporting to this position are the Utilities and Railroad Technician, Geographic Information Systems (GIS) Coordinator, and the Permit Technician.

The incumbent is accountable for providing liaison between the district and utility companies, railroads, and consultants with problems arising from transportation facility improvements or utility expansions.

Typical problems for this position entail coordination of utility adjustments created by highway improvements and recommending solutions to problems with utility companies or municipalities. The greatest challenge for this position is dealing with outside agencies over which she/he has no direct control. She/he must coordinate and expedite the facility adjustments allowing highway construction to be accomplished on schedule and prepare agreements unique to each agency's need. This must be accomplished using sound economic cost restraints and practices beneficial to the department, utility, and/or agency.

The incumbent personally provides district expertise in all utility and railroad matters and makes decisions on normal utility and railroad adjustments. The incumbent conducts permit reviews for utility work within the limits of existing highway right-of-way and preparation of utility agreements. She/he also reviews highway construction plans for utility involvement and directs supervision of the field inspection of the adjustment work. The incumbent determines and coordinates adjustments to railroad-highway grade crossings, administers federally-funded safety programs for railroad-highway grade crossings, and provides liaison and expertise for the district, railroads, and local governmental agencies on selected rail corridor projects, wherein all crossings

along the corridor are studied to determine the need for added or modified protection and/or surface improvements. She/he is responsible for ensuring the adjustment of railroad facilities follows prescribed guidelines, selecting safety program locations, supervising railroad-highway crossing plan preparations, and submitting these plans and reports to the central Bureau of Design and Environment for their review and preparation of agreements. This position directs the annual inspection of all district railroad-highway grade crossings on state-maintained routes including review of remedies for all deficiencies. Additionally, the incumbent attends Commerce Commission hearings as an expert witness, coordinates adjustments of railroad facilities at railroad grade separations, and provides expertise in railroad problems on request to the district Local Roads and Streets section. The incumbent provides the primary liaison between the GIS Unit Coordinator, and the district bureaus, including establishment of priorities and schedules for GIS operations within the district. In addition, special GIS projects for management and other bureaus are channeled through this position in order to optimize production.

The position accountabilities are accomplished through the following units:

Utilities – whose staff negotiates and prepares all utility agreements and ensures they are properly executed.

Railroads - whose staff initiates Railroad Agreements and monitors progress through the central Bureau of Design and Environment.

GIS - whose staff provides the GIS operations.

All duties are performed within limits prescribed by design standards and specifications, state administrative memorandums, and federal policy and procedure memorandums. The incumbent exercises wide latitude in accomplishing assigned responsibilities. Problems of a highly sensitive nature are referred to the immediate supervisor for resolution. She/he recommends staffing needs and discipline when necessary. The incumbent is constrained by departmental policies and procedures.

Significant contacts include the Studies and Plans Engineer to receive and relay utility information on improvement projects; the district Bureau of Project Implementation to provide assistance in expediting utility adjustments; the district Bureau of Operations, to provide assistance in traffic control at railroad grade crossing improvements; the central Bureau of Design and Environment for the coordination of utility and railroad negotiations; and utility companies, railroads, and local governmental agencies for utility installations and adjustments. This position requires occasional travel within the district/region.

The effectiveness of this position is measured by the efficient and timely adjustment of utilities and railroads so that highway improvements can meet established letting and construction schedules, the quantity and quality of railroad-highway safety programs that are accomplished, implementation of railroad corridor programs in a timely and efficient manner, and providing optimum production from the GIS Coordinator.

### ***Principal Accountabilities***

1. Analyzes and directs the adjustment of utility and railroad facilities necessitated by proposed highway construction.
2. Prioritizes and schedules GIS support operations.
3. Analyzes and provides expertise on selected rail corridor projects.
4. Provides liaison between the GIS Coordinator and other district groups and bureaus to optimize production and ensures overall quality and timeliness.
5. Performs field verification of utility adjustment work to ensure proper performance and qualification for state and federal reimbursement.

6. Administers railroad safety program to ensure their timely accomplishment in accordance with the plans and specifications.
7. Coordinates annual inspection of railroad signals and grade crossings to ensure compliance with prescribed guidelines.
8. Supervises, trains, and motivates subordinate personnel.
9. Performs duties in accordance with departmental safety policies. 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
Engineering Technician IV	PW014-23-53-304-00-01	Geographic Information Systems (GIS) Coordinator	1
Engineering Technician IV	PW014-23-53-304-00-02	Permit Technician	1
Engineering Technician IV	PW014-23-53-304-30-01	Utilities & Railroad Technician	1

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer VII

Working Title: Program Development Engineer

Position Number: PW117-23-53-300-00-01

**Position Requirements**

- Valid driver's license
- Current registration as a Licensed Professional Engineer in the state of Illinois
- Occasional travel within the district/region

**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
- Knowledge of the principles and practices of civil engineering
- Knowledge in design of highways, streets and structures, and in making complete engineering plans and specifications
- Strong oral and written communication skills

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation

by: 