

Civil Engineer VII

Project Implementation Engineer - Rutan Exempt

IPR Number:	43342	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW117-23-56-200-00-01	Shift:	8:00 am – 4:30 pm
Opening Date:	January 7, 2019		Monday – Friday
Closing Date:	January 18, 2019	Salary:	\$7,640 - \$9,650*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 4 / District 6 / Bureau of Project Implementation / 126 E. Ash St.,
Springfield, Illinois

Position Purpose:

This position is accountable for planning, directing, and coordinating the construction and materials supervision and inspection for state highway improvements and for federally- and state-funded local agency improvement projects in the district.

Qualifications:

Position Requirements:

- **Education/Experience**
 - Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license

Position Desirables:

- Ten years of experience in civil engineering, seven years of which should be responsible supervisory control in the planning and in the direction of highway engineering projects.
 - Comprehensive knowledge of the principles of civil engineering with specialized knowledge of public works engineering.
 - Comprehensive knowledge of the modern methods and practices of public works construction and maintenance operations.
 - Comprehensive knowledge of the laws controlling the activities administered.
 - Ability to initiate, coordinate, and direct large-scale engineering programs or research and planning activities of a difficult technical nature.
 - Ability to promote, establish, and maintain harmonious relationships with staff and general public.
 - Good oral and/or written communication skills.
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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 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 COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

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: December 14, 2018 **WORKING TITLE:** Project Implementation Engineer
POSITION CLASSIFICATION: Civil Engineer VII **OFFICE/BUREAU:** OHPI/Project Implementation
POSITION NUMBER: PW117-23-56-200-00-01 **REGION/DISTRICT:** Region 4/District 6

Position Purpose

This position is accountable for planning, directing, and coordinating the construction and materials supervision and inspection for state highway improvements and for federally- and state-funded local agency improvement projects in the district.

Dimensions

Staff:	Direct 5; Indirect 100-200
Annual Operating Budget:	\$5-6 Million
Average Number of Construction Projects:	100-250 annually
Value of Materials Inspected:	\$30-100 Million
Materials and Product Sources:	100-400

Nature and Scope

This position reports to the Region 4 Engineer. Reporting to this position are the Engineers of Materials, Construction, and Local Roads and Streets, the Implementation Support Technician and an Executive Secretary.

This position functions in a diverse geographical area which requires a wide variety of construction supervision and material inspection on state projects and federally-, state- and Motor Fuel Tax (MFT)-funded local agency projects. This is politically sensitive and poses unusual problems of highway safety and effective movement of traffic through construction areas. These conditions create unusual problems in the effective scheduling of available manpower and other resources to ensure the timely and effective accomplishment of material inspection and construction supervision. The complexity of the district highway system requires an incumbent with a high level of technical competence in the project implementation area. This position serves as spokesperson to the public, legislators and various local governmental agencies regarding projects which at times can be controversial involving construction delays, detour issues, etc. S/He exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Additional problems encountered in this position include providing for the proper coordination of agencies and personnel that are involved in almost every project; maintaining continuous contact with the media, local agencies, abutting property owners, and the political directorate to inform them of construction progress and prognosis and ensure that temporary traffic control procedures and detour provisions ensure optimum safety to the traveling public and the effective movement of traffic through the construction area. Finally, this position plans, directs, and coordinates the implementation of projects each year, which requires additional overview with detailed construction supervision activities on projects performed by consultant personnel. The greatest challenge to this position is to ensure effective and timely project completion while optimizing traffic safety and minimizing the inconvenience of the traveling public.

The incumbent personally plans, implements, and evaluates programs to improve the management process, manpower utilization, staff quality, and the processes and procedures used to accomplish the district engineering objectives. This position directs the preparation and implementation of the engineering budget; develops and implements policies and procedures to supplement those of the central office; and meets with public officials, local agencies, affected private parties, utility and railroad officials, media representatives, and members of the political directorate, construction consulting engineers, and contractors in resolving complex and unique problems which involve cost, time delays, and the quality of finished highway improvements in the district. S/He establishes priorities for construction programs which directly affect construction supervision and material inspection activities. Finally, the incumbent provides staff advice on policies and procedures in the engineering area. In addition, the incumbent evaluates, approves, or rejects requests from staff concerning equipment, budget, manpower, and proposed organizational changes.

The incumbent accomplishes accountabilities through the following staff:

Construction Engineer - who, with a staff, is responsible for all functions necessary to ensure complete and accurate construction of a project including construction survey work; inspection of contractor's procedures, verification of contractor's procedures, equipment used, and quality of work.

Materials Engineer - who, with a staff, is responsible for material inspection and quality control to ensure complete and accurate inspection of materials used on construction projects including all embankment, foundation and line borings, determining and regulating the quality of aggregate and bituminous and concrete material used, testing and analyzing district material samples to ensure conformance to standards and specifications, and proper project documentation.

Local Roads and Streets Engineer - who, with a staff, administers the planning, use, and expenditure of MFT and Federal-Aid Funds for all local governments in the district.

Implementation Support Technician - coordinates the required documentation of Construction and Materials field and plant inspection, required sampling and testing, prepares and monitors section budget, maintain equipment inventory, and maintains personnel records.

The incumbent is given wide latitude in the management of the district engineering activities including the managing of subordinate personnel within his/her district as well as the purchasing of supplies, equipment, and services considering budget limitations and the provision of the State Procurement Act. S/He develops policies and procedures for staff operations within departmental guidelines. When necessary, the incumbent will refer conflicts between the engineering area and any other area to the Region 4 Engineer for resolution. Such referrals would include a recommended course of action. The incumbent also seeks the Region 4 Engineer's counsel on certain phases of engineering activities and asks him/her to choose between alternatives.

Within the district, the incumbent maintains contact with other bureau chiefs, their section heads and staffs in relation to equipment and supplies; budgetary and manpower needs; project control and monitoring of the contract support, construction, and materials activities; and other work activities. S/He coordinates with the Equal Employment Opportunity Labor Compliance Officer to ensure the contractor follows Illinois Department of Transportation requirements. Outside the district organization, the incumbent is required to establish and maintain responsible and effective relationships with departmental offices/divisions, state and federal agencies, local governmental units; consultants, contractors, interested private organizations, and the public. Travel is required of this position.

The effectiveness of this position is measured by the incumbent's ability to effectively and efficiently manage the program implementation area by accomplishing program goals and objectives; by the acceptance by local agencies and the public, as well as the central bureau and the Federal Highway Administration of all construction and materials activities required for highway projects; by maintaining good public relations and effectively informing the public, business interests, and local governmental agencies; by controlling all phases of construction costs; and by developing acceptable district engineering policies and procedures.

Principal Accountabilities

1. Plans, organizes, directs, and controls the construction supervision and materials inspection functions of the district and federally- and state-funded local agency construction programs.
2. Provides for the mutual cooperation within the engineering area in the district through the establishment and maintenance of relationships that satisfactorily reconcile divergent viewpoints on specific issues arising from the new construction and materials inspection activities on specific highway improvements.
3. Provides recommendations to top management on the first level of the claim process when a contractor disagrees with district decisions on the contract.
4. Serves as spokesperson and provides close contact and communication with representatives of local governmental agencies, business interests, the media, the political directorate, and private citizens on construction scheduling and activities.
5. Provides top management with construction and materials information, solutions, costs, policies, and courses of action that contribute to the resolution of operating problems.
6. Ensures the proper and effective utilization of manpower through the selection, training, motivation, and evaluation of employees.
7. Ensures quality highways and streets through the proper inspection and testing of materials and construction.
8. Provides for the safety of the motoring public during construction and upon completion of the highway by using the latest standards, designs, and procedures.
9. Exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.
10. Ensures that staff performs duties in accordance with the departmental safety rules, practices and programs. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. 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
Civil Engineer VI	PW116-23-56-201-00-01	Construction Engineer	1
Civil Engineer VI	PW116-23-56-203-00-01	Materials Engineer	1
Civil Engineer VI	PW116-23-56-205-00-01	Local Roads & Streets Engineer	1
Engineering Technician V	PW015-23-56-202-00-01	Implementation Support Technician	1
Executive Secretary I	14031-23-56-200-00-01	Executive Secretary I	1

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IX

Working Title: Region 4 Engineer

Position Number: PW119-23-56-000-00-01

Position Requirements

- Education/Experience:
 - Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license

Position Desirables

- Ten years of experience in civil engineering, seven years of which should be responsible supervisory control in the planning and in the direction of highway engineering projects.
- Comprehensive knowledge of the principles of civil engineering with specialized knowledge of public works engineering.
- Comprehensive knowledge of the modern methods and practices of public works construction and maintenance operations.
- Comprehensive knowledge of the laws controlling the activities administered.
- Ability to initiate, coordinate, and direct large-scale engineering programs or research and planning activities of a difficult technical nature.
- Ability to promote, establish, and maintain harmonious relationships with staff and general public.
- Good oral and/or written communication skills.

Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation