



**Civil Engineer III (2 positions)
Squad Leader**

IPR Number:	43369	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW113-23-55-303-10-02	Shift:	8:00 am – 4:30 pm
Opening Date:	February 5, 2019		Monday – Friday
Closing Date:	February 20, 2019	Salary:	\$5,320 - \$7,160*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Program Development / Region 3 / District 5 / 13473 IL Highway 133, Paris, Illinois

Position Purpose:

This position is accountable for the preparation of all types of highway construction projects assigned to the studies and plans unit.

Qualifications:

Position Requirements:

- Four-year engineering degree from an ABET accredited college or Engineer Intern license in the state of Illinois
- Valid driver's license
- Districtwide travel

Position Desirables:

- Four years of experience in the practice of civil engineering of which at least one year should be in highway engineering with emphasis in studies and plans
- Knowledge of the policies and procedures that govern the design of highway projects
- Ability to analyze and solve highway engineering problems
- 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 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: Official college transcripts or an Engineer Intern License in the state of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered.

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 9, 2019	WORKING TITLE:	Squad Leader
POSITION CLASSIFICATION:	Civil Engineer III	OFFICE/BUREAU:	OHPI/Program Development
POSITION NUMBER:	PW113-23-55-303-10-02	REGION/DISTRICT:	Region 3/District 5

Position Purpose

This position is accountable for the preparation of all types of highway construction projects assigned to the studies and plans unit.

Dimensions

Subordinates:	Direct – 1 to 3 engineers or technicians Indirect – 1 to 3 seasonally
Prepares or Reviews:	Up to 3 major studies Up to 10 minor studies Up to 3 major sets of contract documents Up to 10 minor sets of contract documents
Annual Construction Program Value:	\$10 - \$15 Million per year

Nature and Scope

This position reports to the Senior Squad Leader or Squad Leader. This position may report to a Project Engineer as dictated by staffing needs. Reporting to this position are one to three Engineering Technicians and/or Civil Engineers on a project basis.

This position functions in an environment which is characterized by fluctuations in the number of study and plan preparation assignments received, consultant studies and plans reviewed, seasonal manpower requirements, and prescribed time frames for the completion of assigned projects. These projects entail structures, highways, or projects in urban areas. This position must maintain flexibility in assigning work to subordinates because changes in programs often occur to accommodate emergencies or a realignment of priorities. The position may also be responsible for monitoring projects assigned to consultants and serve as a liaison between the bureaus and consultant. This position is unique in that the assigned projects include details that require a great deal of expertise and experience to accomplish. This position may rotate to other bureaus within the district as part of a rotational training program.

Typical problems include working with subordinates and consultants to resolve technical problems related to studies and plans and developing timetables which facilitate the timely completion of projects assigned and which also consider workload fluctuations due to program changes. The incumbent may also coordinate the efforts of the squad to facilitate the work flow from consulting engineers to ensure deadlines will be met and that studies and plans prepared by consultants will be completed in the most cost-effective manner. The incumbent's greatest challenge is to coordinate the efforts of the squad sufficiently to meet prescribed deadlines while ensuring studies and plans prepared for transportation facility improvements are completed in the most cost-effective manner.

The incumbent is accountable for the preparation and evaluation of alternative solutions that require applying appropriate design standards and principles and assuring that all environmental concerns have been properly

analyzed to minimize harm. The incumbent is responsible for the determination of grade lines, drainage requirements, pavement design calculations, crash analysis, and special details required for complete studies and plans. The incumbent is responsible for the preparation of general notes and/or special provisions to clearly explain special design details or construction procedures. In addition, this position is responsible for the calculation of quantities for all pay items, assuring accuracy and completeness; preparing plan and profiles sheets and cross section sheets; computation of earthwork quantities to obtain the most economical and adaptable designs; and conducting field reviews of affected section before, during, and after construction.

In accomplishing the objective of this position, the incumbent must operate within the limits of prescribed design standards and specifications. This, in conjunction with input from the project engineer, serves as the basic restriction to the squad leader's ability to make decisions and produce a final project. Recommendations pertaining to major changes in consultant-prepared plans, departures from the original contract design specifications, and payments to consultants are referred to the project engineer for further consideration. The incumbent is responsible for training, motivating, assigning tasks, and evaluating subordinate personnel.

In performing these functions, the incumbent maintains contact within the district Bureaus of Program Development, Project Implementation, Operations, and Local Roads and Streets section. Other contacts include the Bureau of Design and Environment, Bureau of Safety Engineering, Federal Highway Administration, municipal and county governments, community organizations, and with the public to answer specific questions and provide specific details to resolve conflicts in the design of alternatives. District wide travel is required.

The effectiveness of this position is measured by the accurate and timely completion of design reports; and the quantity, quality, and timeliness of the plans and contract documents prepared by the incumbent and his/her subordinates.

Principal Accountabilities

1. Supervises the development and completion of studies and plans for the district.
2. Reviews subordinate plans to ensure each project plan is complete and accurate.
3. Reviews drainage and soils problems and ensures both are addressed in final plans.
4. Trains, motivates, and evaluates subordinates.
5. Rotates to other bureaus within the district as part of the rotational training program.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Squad Leader

Position Number: PW114-23-55-303-10-01

Position Requirements

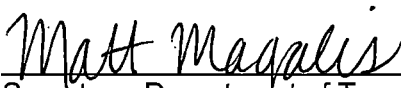
- Four-year engineering degree from an ABET accredited college or Engineer Intern license in the state of Illinois
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Position Desirables

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Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation
