



**Civil Engineer IV (1 Position)
Cost Estimates Engineer**

IPR Number:	43522	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-54-302-00-01	Shift:	8:00 am – 4:30 pm
Opening Date:	May 14, 2019		Monday – Friday
Closing Date:	May 28, 2019	Salary:	\$5,800 – \$7,515

Office/Central Bureau/District/Work Address:

OHPI / Bureau of Program Development / Region 3/ District 4/ 401 Main Street, Peoria, IL 61602

Position Purpose:

This position is accountable for providing preliminary and final design cost estimates for all District 4 highway and bridge improvement projects. This position analyzes and approves or rejects agreed unit price requests for construction contracts after award of the contracts.

Qualifications:

Position Requirements:

- Education/Experience
 - Bachelor of science degree in engineering from an ABET accredited university
 - Five years of experience in civil engineering
- Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license
- Occasional travel within the district

Position Desirables:

- Thorough knowledge of construction techniques of highways improvements in order to properly prepare project cost estimates
- Knowledge of the policies and procedures that govern the design of highway projects; and experience preparing plans and specifications for road and bridge projects
- 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: 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:	April 3, 2019	WORKING TITLE:	Cost Estimates Engineer
POSITION CLASSIFICATION:	Civil Engineer IV	OFFICE/BUREAU:	OHPI/Bureau of Program Development
POSITION NUMBER:	PW114-23-54-302-00-01	REGION/DISTRICT:	Region 3/District 4

Position Purpose

This position is accountable for providing preliminary and final design cost estimates for all District 4 highway and bridge improvement projects. This position analyzes and approves or rejects agreed unit price requests for construction contracts after award of the contracts.

Dimensions

Subordinate Personnel:	1 temporary, rotation or seasonal
Number of Project Cost Estimates:	100-200 Annually
Value of Projects:	\$50-250 Million Annually
Preliminary Estimates:	150-250 Annually
Agreed Unit Prices:	150-250 Annually
Plan Reviews:	75-150 Annually

Nature and Scope

This position reports to the Program Engineer. This position may supervise one technician or engineer on a temporary and/or seasonal basis as needed.

This position is accountable for providing cost estimates of all highway improvements within District 4. The incumbent maintains up to date files on labor, equipment, and material costs. The incumbent also monitors the economics of the area and construction techniques in order to arrive at reasonable costs factors. The incumbent reviews the plans and specifications for each contract. The incumbent provides cost and engineering expertise to designers on a daily basis to aid them in determining the final design. This position is unique in that the incumbent must be knowledgeable of construction techniques and must utilize labor and material costs gathered from various sources to determine project costs.

Typical problems faced by the incumbent include predicting costs today for projects which will be constructed in the future. The incumbent must visualize the proposed work, including construction staging and traffic control, in order to obtain a cost of the alternatives so that the best choice can be made in terms of need and available funding. The incumbent also analyzes requests for agreed unit prices on construction change orders to determine if they are reasonable to accept. The greatest challenge to this position is accurately projecting costs which can be used in determining the current and projected district programs.

Functions performed include gathering data to be used for estimating costs and keeping it current, serving as a resource and providing expertise to the Studies and Plans Section of the Bureau of Program Development in the forms of methodology of construction and the related costs, determining costs of alternatives to assist in selection of final design, determining the district's final cost estimate for all construction contracts, coordinating with the central office Bureau of Design and Environment to substantiate cost estimates which justify program costs to the Federal Highway Administration, and keeping up to date on design policy changes and practices. The incumbent also attends plan review meetings.

This position utilizes wide discretion in ascertaining and justifying preliminary and final cost estimates. These decisions are based on experience, state-of-the-art knowledge, published labor rates, district and departmental policies and procedures, and Federal Highways Administration (FHWA) Standards.

The incumbent has internal contacts with the central Bureau of Design and Environment personnel, district personnel from the Bureau of Operations, the Local Roads & Streets Section, Construction Section, and Materials Section of the Bureau of Project Implementation, the Studies and Plans Section and Project Support Section of the Bureau of Program Development, and the Contract Compliance Officer. External contacts are with area contractors, various area suppliers, engineering consultants, county highway department personnel, city engineers, and FHWA personnel. This position requires occasional travel within the district.

The effectiveness of this position is evaluated by the incumbent's ability to provide timely and accurate cost estimates on highway and bridge improvement projects.

Principal Accountabilities

1. Provides preliminary cost estimates and cost estimating expertise to all district bureaus that require a cost foundation to establish their programs.
2. Provides final cost estimates on all Bureaus of Program Development, Operations, and Project Implementation projects which are used to determine whether to accept or reject contractors' bids.
3. Provides review and approval/rejection of agreed unit price requests received from contractors for highway construction contracts.
4. Provides engineering methodology and cost factors to various squad leaders to determine cost effective designs for the various components of the project.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. 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 V

Working Title: Programming Engineer

Position Number: PW115-23-54-302-00-01

Position Requirements

- Education/Experience
 - Bachelor of science degree in engineering from an ABET accredited university
 - Five years of experience in civil engineering.
- Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license
- Occasional travel within the district

Position Desirables

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation