



**Civil Engineer V (1 Position)  
Project Support Engineer**

<b>IPR Number:</b>	<b>43527</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-55-304-00-02</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>May 14, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>May 28, 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 3 / District 5 / 13473 IL Highway 133, Paris, IL

**Position Purpose:**

This position is accountable for directing operations covering all public and/or private utility adjustments and/or agreements; the district wide railroad program including safety improvements, corridor projects, grade separations and grade crossings as they relate to highway improvement projects; local agency agreements; Computer Aided Drafting and Design (CADD) scheduling, establishment of priorities and liaison with other district units; and Geographic Information Systems (GIS) coordination and assistance within the district.

**Qualifications:**

**Position Requirements:**

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

**Position Desirables:**

- Knowledge of principles and practices of civil engineering
- Knowledge in design of highways, streets and structures, and in making complete engineering plans and specifications
- Ability to direct the work of other engineers, mechanics, equipment operators, and laborers
- Ability to develop and maintain cooperative relationships with departmental staff
- 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 within the application will be considered for determining eligibility for this position.**

**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.

This position is subject to the Revolving Door Policy (RDP).

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

**DATE:** April 19, 2019      **WORKING TITLE:** Project Support Engineer  
**POSITION CLASSIFICATION:** Civil Engineer V      **OFFICE/BUREAU:** OHPI/Program Development  
**POSITION NUMBER:** PW115-23-55-304-00-02      **REGION/DISTRICT:** Region 3/District 5

---

***Position Purpose***

This position is accountable for directing operations covering all public and/or private utility adjustments and/or agreements; the district wide railroad program including safety improvements, corridor projects, grade separations and grade crossings as they relate to highway improvement projects; local agency agreements; Computer Aided Drafting and Design (CADD) scheduling, establishment of priorities and liaison with other district units; and Geographic Information Systems (GIS) coordination and assistance within the district.

***Dimensions***

Subordinate Personnel:	3-7
Number of Utility Adjustments:	50-100 per year
Contract Value of Utility Adjustments:	\$1,000-\$2,000,000 per adjustment
Number of Railroad Improvements:	2-10 per year
Contract Value of RR Improvements:	\$10,000-\$1,000,000 per adjustment
CADD Requests per Year:	200-500
Utility Permits:	250-750
Agreements:	5-50

***Nature and Scope***

This position reports to the Program Development Engineer. Reporting to this position are the Geographic Information Systems Coordinator, Utilities Technician, Railroad Technician, Agreements Technician, and the CADD Unit Supervisor.

The incumbent is accountable for providing liaison between the district and utility companies, railroads, municipal and county officials, consultants, and other agencies 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. The incumbent must coordinate and expedite the facility adjustments 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. In addition, she/he coordinates all negotiations with municipal, county, and other local agencies in finalizing the local agency's involvement in the project. 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 to railroad facilities at railroad grade separations, and provides expertise in railroad problems on request to the district Bureau of Local Roads and Streets. The incumbent also directs the preparation of joint agreements and letters of understanding with municipalities, counties and other agencies and coordinates the processing of these documents through the central Bureau of Design and Environment to ensure proper execution in a timely manner. The incumbent provides the primary liaison between the CADD unit, the district sections of Land Acquisition, and Studies & Plans including establishment of priorities and schedules for all CADD operations within the district's Program Development group to assure all time frames for meeting critical mileposts on all projects are achieved. In addition, special CADD projects for management and other bureaus are channeled through this position to optimize production.

The position accountabilities are accomplished through the following subordinate staff:

Utilities Technician – who is responsible for negotiating and preparing all utility agreements and ensuring they are properly executed.

Agreements Technician – who coordinates and prepares the Joint Agreements and/or Letters of Understanding with municipalities, counties, and other agencies.

Railroad Technician – who initiates Railroad Agreements and monitors their progress through the central Bureau of Design and Environment.

CADD Unit – whose staff provides the Computer Aided Drafting and Design operations.

Geographic Information Systems Coordinator – who prepares and maintains GIS files and maps.

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, salary adjustments and disciplines subordinates 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 and agreements on improvement projects; the district Construction section, to provide assistance in expediting utility adjustments; the district Operations group, 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 development of agreements; and utility companies, railroads, and local governmental agencies for utility installations and adjustments.

The effectiveness of this position can be 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, effective acceptance and enactment of department/local agency joint agreements; and/or letters of understanding, and providing optimum production from CADD and GIS operations.

**Principal Accountabilities**

1. Analyzes and directs the adjustment of utility and railroad facilities necessitated by proposed highway construction.
2. Ensures all joint agreements and/or letters of understanding with local agencies are coordinated, prepared and executed.
3. Prioritizes and schedules CADD operations to ensure compliance with scheduled project letting dates and other deadlines.
4. Analyzes and provides expertise on selected rail corridor projects.
5. Provides liaison between the CADD and GIS Units and other district groups and bureaus to optimize production and ensure overall quality and timeliness.
6. Performs field verification of utility adjustment work to assure proper performance and qualification for state and federal reimbursement.
7. Administers railroad safety programs to ensure their timely accomplishment in accordance with the plans and specifications.
8. Conducts annual inspection of railroad signals and grade crossings to ensure compliance with prescribed guidelines.
9. Evaluates, trains, motivates, and directs subordinate personnel to ensure a well-developed, competent staff.
10. Performs duties in compliance with departmental safety rules. 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**

Position Classification	Position Number	Working Title	Authorized Identical
Engineering Technician IV	PW014-23-55-304-00-01	GIS Coordinator	1
Engineering Technician IV	PW014-23-55-304-30-01	Utilities Technician	1
Engineering Technician IV	PW014-23-55-304-30-02	Railroad Technician	1
Engineering Technician V	PW015-23-55-304-50-01	CADD Unit Supervisor	1
Engineering Technician III	PW013-23-55-304-30-01	Agreement Technician	1

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer VII

Working Title: Program Development Engineer

Position Number: PW117-23-55-300-00-01

**Position Requirements**

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

**Position Desirables**

- Knowledge of principles and practices of civil engineering
- Knowledge in design of highways, streets and structures, and in making complete engineering plans and specifications
- Ability to direct the work of other engineers, mechanics, equipment operators, and laborers
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and written communication skills

**Agency Approvals**

  
\_\_\_\_\_  
Bureau Chief of Personnel Management

  
\_\_\_\_\_  
Secretary, Department of Transportation