



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

*Bruce Koehler*

<b>IPR Number:</b>	<b>44685</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW115-23-54-304-00-02</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>October 6, 2020</b>		
<b>Closing Date:</b>	<b>October 20, 2020</b>	<b>Salary:</b>	<b>\$6,445 – \$10,210 *</b>

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

Office of Highways Project Implementation / Bureau of Program Development / Region 3 / District 4 / 401 Main St. Peoria, IL

**Position Purpose:**

This position is accountable for duties of both an administrative and technical nature in 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; and local agency agreements.

**Qualifications:**

**Position Requirements:**

- Education/Experience
  - Current registration as a Licensed Professional Engineer in the state of Illinois
  - Five years of experience in civil engineering.
- Occasional travel within the district
- Valid driver's license

**Position Desirables:**

- Supervisory experience
- Extensive knowledge of the principles and practices of civil engineering
- Extensive knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works
- Experience working with utility and railroad companies, and knowledge of and experience with intergovernmental agreements
- Ability to direct the work of other engineers and technicians
- Ability to develop and maintain cooperative relationships with internal staff and external stakeholders
- Good oral and/or written communication skills

**How to Apply/Remarks:**

Technical Applications PM1080 (rev 8/23/19) 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.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

This position is covered under the Revolving Door Prohibition Policy.

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 and experience 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.

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.

Applicants will be notified in writing to schedule interviews.

\*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**

<b>DATE:</b>	November 22, 2019	<b>WORKING TITLE:</b>	Project Support Engineer
<b>POSITION CLASSIFICATION:</b>	Civil Engineer V	<b>OFFICE/BUREAU:</b>	OHPI/Bureau of Program Development
<b>POSITION NUMBER:</b>	PW115-23-54-304-00-02	<b>REGION/DISTRICT:</b>	Region 3/District 4

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***Position Purpose***

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***Dimensions***

Subordinate Personnel:	Direct: 3, Indirect: seasonal or rotation employees
Number of Utility Adjustments:	50-100 per year
Contract Value of Reimbursable Utility Adjustments:	\$1,000-\$1,000,000 per adjustment (10-25)
Contract Value of Railroad Improvements:	\$600,000 (2-5)
Utility Permits:	300-500
Agreements:	75-150

***Nature and Scope***

This position reports to the Program Development Engineer. Reporting to this position is the Railroad Technician and the Utilities/Agreements Technicians.

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 the incumbent entail coordination of utility adjustments created by highway improvements and recommending solutions to problems with utility companies or local agencies. The greatest challenge to the incumbent is dealing with outside agencies over whom he/she has no direct control. He/she 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 company, 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, he/she coordinates all negotiations with 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. He/she 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. He/she is responsible for insuring that the adjustments of railroad facilities follow 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's Local Roads and Streets Section.

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 position accountabilities are accomplished through the following:

Railroad Technician – who initiates and monitors Railroad Agreements and performs annual inspection of railroad crossings.

Utilities/Agreements Technicians – who are responsible for negotiating and preparing all utility permits and identifying utility conflicts on state improvements and assisting with coordination and preparation of Local Agency Agreements and Utility Agreements.

All duties are performed within limits prescribed by design standards and specifications, state administrative memorandums, and federal policy and procedure responsibilities. Problems of a highly sensitive nature are referred to the Program Development Engineer for resolution. He/she recommends staffing needs and disciplines subordinates when necessary. The incumbent is constrained by departmental policies and procedures.

Internal contacts include the Studies and Plans Engineer to receive/relay utility information and agreements on improvement projects; the district's Bureau of Project Implementation to provide assistance in expediting utility adjustments, the district's Bureau of Operations to provide assistance in traffic control at railroad grade crossing improvements, the central Bureau of Design and Environment for the development of agreements and 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, implementation of railroad corridor programs in a timely and efficient manner, and effective acceptance and enactment of department/local agency agreements.

### ***Principal Accountabilities***

1. Administers the adjustment of utility and railroad facilities necessitated by proposed highway construction.
2. Ensures all railroad and local agency agreements and other letters are coordinated, prepared, and executed.
3. Analyzes and provides expertise on selected rail corridor projects.
4. Ensures field verification of utility adjustment work to assure proper performance and qualification for state and federal reimbursement.
5. Administers railroad safety program to ensure their timely accomplishment in accordance with the plans and specifications.

6. Ensures annual inspection of railroad signals and grade crossings are performed to assure compliance with prescribed guidelines.
7. Evaluates, trains, motivates, and directs subordinate personnel to ensure a well-developed, competent staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. 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	PW014-23-54-304-00-01	Railroad Technician	1
Engineering Technician IV	PW014-23-54-304-00-02	Utilities/Agreements Technician	2

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer VII

Working Title: Program Development Engineer

Position Number: PW117-23-54-300-00-01

**Position Requirements**

- Education/Experience
  - Current registration as a Licensed Professional Engineer in the state of Illinois
  - Five years of experience in civil engineering.
- Occasional travel within the district
- Valid driver's license

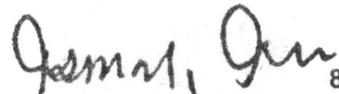
**Position Desirables**

- Supervisory experience
- Extensive knowledge of the principles and practices of civil engineering
- Extensive knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works
- Experience working with utility and railroad companies, and knowledge of and experience with intergovernmental agreements
- Ability to direct the work of other engineers and technicians
- Ability to develop and maintain cooperative relationships with internal staff and external stakeholders
- Good oral and/or written communication skills

**Agency Approvals**



Bureau Chief of Personnel Management



Secretary, Department of Transportation