

Job Title: CIVIL ENGINEER IV - SENIOR SQUAD LEADER - IPR#44773

Agency: Department of Transportation

Closing Date/Time: 04/22/2021

Salary: \$5,920 - \$9,230 Monthly

Job Type: Salaried Full Time

County: Edgar

Number of Vacancies: 1

Plan/BU: NR916

DO NOT APPLY ONLINE

****DO NOT CLICK THE APPLY BUTTON****

HOW TO APPLY:

Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. The previous application form revised 10/16/20 will be accepted until May 8, 2021. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

Please indicate IPR#44773 on the Technical Application PM1080.

***This position is covered by the Revolving Door Prohibition Policy.**

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Squad Leader.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for participating in and supervising the activities of engineers and technicians engaged in the preparation of studies and plans for highly complex facility improvements and may review consulting engineer's studies, plans, and specifications on major projects.

This position reports to the Project Engineer. Reporting to this position are three to eight engineers and/or technicians.

This position functions in an environment that is characterized by fluctuations in the number of assignments received, consultant work reviewed, seasonal manpower requirements, and prescribed timeframes for completion of assigned projects. The projects assigned to this position entail structures, and multi-job projects that are composed of bridges, numerous miles of mainline highways, or projects in urban areas. This position must maintain flexibility in assigning projects to subordinates because changes in programs often occur to accommodate emergencies or a realignment of priorities. The

position is also responsible for monitoring the projects assigned to consultants and serves as liaison between the bureau and consultants.

Typical problems faced by the incumbent include working with subordinates and consultants to resolve technical problems related to studies and plan preparation and developing timetables that facilitate timely completion of projects assigned and he/she must also consider workload fluctuations due to program changes. The incumbent's greatest challenge is to coordinate the efforts of subordinate personnel to meet project deadlines while ensuring documents prepared for transportation facility improvements are completed in the most cost-efficient manner. The incumbent also coordinates the efforts of the squad to facilitate the workflow from consulting engineers to ensure that project schedules will be met, and that studies and plans prepared by consultants will be completed in the most cost-efficient manner.

The incumbent must balance engineering requirements, costs, and public acceptability while ensuring timely project completion. Public involvement including hearings and meetings are handled by this position. The incumbent must coordinate with the Environmental Studies Coordinator in the development of environmental studies. The incumbent is accountable for the determination of grade lines, drainage requirements, pavement analyses, and special details required for complete designs prepared by either the squad or consultants. The incumbent is responsible for the preparation of general notes and/or special provisions to clearly explain special design details or construction procedures.

(Job Responsibilities continued)

The position accomplishes its accountabilities utilizing three to eight engineers and technicians (direct and indirect), who provide timely, accurate, and cost-effective studies and plans documents as assigned in accordance with policies, procedures, design standards, and specifications.

In accomplishing the objectives of this position, the incumbent operates within the limits of prescribed policies, standards, and specifications. This, in conjunction with input from the Project Engineer, serves as the basic restriction to the Senior Squad Leader's ability to make decisions and produce final products. Recommendations pertaining to major changes in consultant prepared studies and plans, departures from original contract specifications and payments to consultants are referred to the Project Engineer for further consideration. With respect to subordinate personnel, the Senior Squad Leader is responsible for evaluating and making recommendations to the Project Engineer on matters pertaining to raises, evaluations and disciplinary action.

Internal contacts include other sections within the district Bureau of Program Development such as CADD; Land Acquisition for survey requests and right of way needs; Project Support for local agency agreements, utility coordination, and railroad coordination; and Programming for estimating and traffic data. The incumbent also has regular contact with the district Bureau of Project Implementation for soil surveys and coordinating pavement rehabilitation strategies and the district Bureau of Operations for landscaping information and determining maintenance and operational issues. Other contacts include the Federal Highway Administration; county and local municipal officials; and private entities, such as property owners and developers; the central Bureaus of Design and Environment, Bridges and Structures; and Safety Programs and Engineering. Districtwide travel is required.

The effectiveness of this position is measured by the quantity, quality, timeliness of the studies and plans prepared by the incumbent's squad and consultant engineers, and the ability to meet project deadlines without major corrections or revisions.

Principal Accountabilities

1. Ensures studies and plans prepared within the squad and by consultants are accurate, complete, and in compliance with design standards and specifications, and depict the most cost-effective designs for major projects.
2. Provides liaison between the district Bureau of Program Development and consulting engineers on matters pertaining to transportation facility studies and plans.
3. Motivates, trains and evaluates subordinate personnel.
4. Coordinates the activities of subordinate personnel with other sections within the bureau and consultant engineers to ensure plans are completed in time to meet prescribed letting dates.
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.

Qualifications

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Four years of experience in civil engineering
- Valid driver's license

Position Desirables

- Thorough knowledge of the principles and practices of civil engineering
- Thorough knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works
- Ability to perform difficult technical research and make comprehensive recommendations on engineering problems
- Good oral and written communication skills

Work Hours: 8:00 AM to 4:30 PM Monday - Friday

Work Location: Paris - 13473 II Highway 133

Office: Office of Highways Project Implementation/Region 3/District 5/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.