

# Job Title: CIVIL ENGINEER IV-ESTIMATING ENGINEER - IPR#44964

Agency: Department of Transportation

Closing Date/Time: 04/20/2021

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

Job Type: Salaried Full Time

County: Lee

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/aboutidot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#44964 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 an Estimating Engineer.

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 all cost data and the preparation of cost estimates pertaining to transportation facility construction and contracts within the district and provides a cost analysis of all contract additions or deletions to construction projects after contracts have been awarded. This position is also responsible for the assigning of job and contract numbers to future construction projects within the district.

This position reports to the Programming Engineer.

The incumbent maintains up-to-date cost data, prepares cost estimates for all highway improvements in the district, and provides cost expertise for all material, equipment, and overhead costs and profit.

The cost estimates prepared by the incumbent include preliminary cost estimates for planning proposals and final cost estimates for use in analyzing bidder's proposals. This position must have an understanding of design policies and practices, construction operations, material sources, and the actual costs of materials; and a working knowledge of labor conditions, rules, and wage rates in the

various areas of the district so that the cost estimates are good representations of fair cost to the public. The cost estimates must be completed on time in accordance with contract letting schedules. The most typical problems the incumbent deals with, and the greatest challenges in the job, are related to reviewing construction plans, and determining construction sequence, methods, and equipment required to accomplish the construction so that the resulting cost estimates are accurate, reasonable, and complete. A special challenge is presented by new or unusual items of construction where the incumbent must research and obtain the required information on which to base his/her estimate.

### **(Job Responsibilities continued)**

The incumbent provides cost estimates for all highway improvement projects in the district. He/She maintains up-to-date files on labor, equipment, materials costs, and average unit bid prices. This position receives plans and specifications from the project engineers in the Studies & Plans section and from the Bureau of Operations. The incumbent reviews the plans and specifications for the projects; makes field inspections of the projects when required, notes any factors that may add or subtract from normal item prices; and makes all studies required, including material sources and quotations, possible sources and costs of borrow excavation, and possible field plant sites. Additionally, the incumbent assists consultants and municipal and county officials with their cost estimating and reviews their final cost estimates, provides a cost analysis of agreed unit prices for the Bureau of Project Implementation; provides cost comparisons for project engineers for alternate designs; and prepares special cost studies.

The incumbent accomplishes accountabilities through one to two engineering technicians on an as-needed basis for the purpose of computing quantities and estimating working days needed to complete various phases of construction; assisting in the computation of unit prices and completion of final cost estimates; and calculating the starting and completion dates for construction projects.

The incumbent has the responsibility of resolving problems on a day-to-day basis regarding changes or additions to construction projects. This position utilizes Unit Cost Guidelines from the central Bureau of Design & Environment and from independent sources and consults with the central Bureau of Design & Environment, the district Program Development Engineer, or the district Project Implementation Engineer for advice on new or unusual items of construction.

A significant contact by the incumbent at the central office level is with the Project Management Unit Chief in the central Bureau of Design & Environment for consultation on unusual costing problems. The most frequent contacts at the district level are with the Plan Projects engineers to obtain construction plans and specifications; to provide cost comparisons for alternate designs. The incumbent contacts materials suppliers for quotations on prices of materials. Other contacts at the district level are with the Bureau of Local Roads and Streets, Bureau of Project Implementation, and the Bureau of Operations to provide data and estimates; with the Materials section to obtain information on materials sources and on the stability of local soils for use as borrow excavation; and with the section of Land Acquisition for information on the availability of land for borrow excavation. The incumbent also has contact with municipal and county officials and consultants for assistance and review of cost estimates, and with contractors to promote interest in bidding on district projects.

The incumbent is evaluated on the basis of the timely preparation of reasonable, accurate, and complete cost estimates for highway improvement projects in order to meet proposed letting schedules.

### **Principal Accountabilities**

1. Maintains up-to-date data for labor, materials, and equipment costs.
2. Prepares reasonable, accurate, and complete cost estimates for all highway improvement projects in the district.
3. Reviews cost estimates prepared by consultants.
4. Reviews agreed unit prices for the Bureau of Project Implementation.
5. Provides cost comparisons for alternate designs.
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.

## Qualifications

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### Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Four years of experience in civil engineering.

### Position Desirables

- 1 year of construction management experience.
- 1 year of plan preparation experience.

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

Work Location: Dixon - 819 Depot Ave

Office: Office of Highway Project Implementation/Region 2/ District 2/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.