



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 17, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 18, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, May 1, 2017**. Applicants will not be accepted after that time and date.

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 are 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VIII

Bureau Chief of Airport Engineering
Office of Intermodal Project Implementation
Aeronautics
Springfield

Attachments
41194

Technical Applications (PM 1080 rev 9/19/16) **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 **Monday, May 1, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

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 are 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.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer VIII	Salary:	\$7,955 - \$9,710*
Position Title:	Bureau Chief of Airport Engineering	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW118-23-60-200-00-01	IPR#:	41194

Office/Central Bureau/District/Work Address:

Division of Aeronautics/Bureau of Airport Engineering/1 Langhorne Bond Drive, Springfield, IL

Description Of Duties:

This position is accountable for directing the overall administration of the Department's various programs associated with airport improvement and development including the federally-funded airport grant program, block grant, state airport improvement program, airport master planning, airport system planning, airport noise studies, airport hazard and height zoning, land acquisition, grant compliance; and programs arising out of the Division's efforts to promote and preserve the state's airport and airway system.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Statewide travel

Desired:

- Minimum of twelve years' experience in airport engineering and project management, including eight years of administrative responsibility for planning and directing difficult engineering work
- Strong employee and team supervision experience
- Familiarity with Federal Aviation (FAA) airport design and construction advisory circulars
- Skill in the design and development of plans and specifications of airfield and landside facilities, including sitework, drainage, paving and electrical (lighting and signage) components
- Knowledge of and/or experience with FAA land acquisition and relocation policies and requirements
- Strong oral and/or written communication skills and ability to write technical reports
- Ability to maintain a harmonious relationship with fellow employees, vendors and contractors

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

*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:	June 21, 2016	POSITION:	Bureau Chief of Airport Engineering
APPROVED BY:	Steven Young	OFFICE/DIVISION:	Division of Aeronautics/Bureau of Airport Engineering
CODE:	PW118-23-60-200-00-01	REPORTS TO:	Director

Position Purpose

This position is accountable for directing the overall administration of the Department's various programs associated with airport improvement and development including the federally-funded airport grant program, block grant state airport improvement program, airport master planning, airport system planning, airport noise studies, airport hazard and height zoning, land acquisition, grant compliance, and programs arising out of the Division's efforts to promote and preserve the state's airport and airway system.

Dimensions

Personnel:	7 Direct; 20 Indirect
Annual Bureau Operating Expense:	\$1,400,000
Number of Grant-In-Aid Airports:	83
Annual Program:	\$100 - \$140 Million

Nature and Scope

This position reports to the Director of Aeronautics. Reporting to this position are the Section Chiefs of Airport Systems and Programming, Airport Design, Airport Construction and Materials, Land Acquisition, and EEO Contracts Compliance Officer, Project Specialist and Executive Secretary.

The State of Illinois Airport Improvement Program is administered entirely through the Division of Aeronautics. Eighty-six public use airports throughout the state are eligible for receiving federal, state and local program funds to create, develop and improve the airport facilities. This position is accountable for directing the development and preparation of the annual statewide airport capital improvement program, environmental studies, airport system planning, and airport master planning, acquisition of existing private airports, acquisition of land parcels at existing publicly owned airports, review and preparation of project plans and specifications, review and approval of all consultant engineering agreements, recommendations for approval of construction materials, recommends award of all construction contracts, and responsible for the supervision, approval of payments and contract changes through the construction phase of all airport improvement projects. A unique aspect of this position is that all airport planning, design and construction inspection is accomplished through consultant service contracts. Therefore, the incumbent and staff must ensure that consultants have a thorough understanding of policies, specification and requirements unique to airport planning and design. The Bureau Chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Typical problems faced by the incumbent are delineating and justifying to legislators, local airport sponsors and the private interest groups the priority of the various improvement projects in the state. Since the scope of this position is statewide the complexity varies from major air carrier airports to small grass strips. The major challenges to this position are the comprehension of airport's needs; the structuring of plans and programs appropriate to those needs based on available funding; the justification of such plans to the Director of Aeronautics, airport sponsors, the general public; and the development and maintenance of positive and

responsive leadership in directing staff to accomplish these activities and objectives in support of the state aviation system.

The incumbent oversees the setting of goals for each organizational unit and participates in setting applicable policies on a statewide basis in areas not covered by federal, state or departmental policy. In so doing the incumbent communicates freely with all interested public and private agencies. The incumbent sets the parameters for and recommends for approval the Bureau's recommendations on the Airport Improvement Program, capital expenditures, and airport project related budgetary plans. The incumbent plans, directs, implements and continually evaluates programs to improve the management process, manpower utilization, staff quality, and processes and procedures to accomplish the Division's and the Bureau's objectives. The incumbent must establish and maintain responsible and effective relationships with the Department Offices, state and federal legislators as well as local officials, state and federal agencies, local governmental agencies, airport sponsors, contractors, and consultants.

The incumbent accomplishes responsibilities through the following staff:

Executive Secretary who assists in the effective administration of the Bureau and performs highly responsible administrative and secretarial duties functioning independently within the framework of organizational policies and exercises initiative and independent judgment on the promulgation and interpretation of policies and programs.

Project Coordinator who assists with the planning and execution of special projects as directed.

Section Chief of Airport Programming, Planning and Environment who with a staff prepares the justification and recommends the annual airport development and planning programs, monitors project compliance with the State Airport System Plan, evaluates the needs associated with proposed and existing aviation facilities.

Section Chief of Airport Design who reviews and approves all project plans and specifications, conducts predesign and pre-bid conference, and reviews and approves all engineering agreements for the design phase, and assists with the administration of the EEO program.

Section Chief of Land Acquisition who assists local sponsors in complying with federal and state land acquisition policies, reviews and approves appraisals, negotiation and relocation contracts.

Section Chief of Airport Construction and Materials who conducts preconstruction conferences, gives preliminary approval to all construction plans and specification change orders, performs construction oversight, and recommends contract approval and construction progress payments.

Equal Employment Opportunity Contract Compliance Coordinator who administers and implements the Equal Employment Opportunity (EEO)/Labor Compliance policy and provisions, including the appropriate utilization of minorities and women in the work force, on all airport projects where federal funds are involved.

The incumbent is expected to exercise broad engineering and management competence and is given freedom to act in setting priorities. This position is governed by the departmental rules and regulations, Federal Aviation Administration guidelines, and local and airport sponsor requirements. The incumbent must be cognizant of and is constrained by economic and political issues. Problems referred to the Director are accompanied by various alternatives for resolution and are of an unusual and highly sensitive nature.

The incumbent maintains frequent contact with Directors of Programming, Chief Counsel, Finance and Administration, and Communications. The incumbent contacts the Federal Aviation Administration's many division and other agencies relative to the program. The incumbent contacts officials from other states and exchanges information. Travel may be required of this position.

The effectiveness of this position can be measured by the incumbent's ability to execute and administer the Airport Capital Improvement Program in a timely and effective manner; preserve and improve the state's aviation transportation network; and preserve a favorable agency public relationship.

Principal Accountabilities:

1. Responsible for administering the Illinois Airport Improvement Program to ensure a viable aviation transportation system for the state.
2. Ensures that all publicly owned airports in the state of Illinois are developed using sound, economical engineering practices.
3. Responsible for preparing the Bureau's annual budget and Airport Development Program in such a manner that reflects the true and accurate needs of the Department and the state.
4. Maintains current knowledge of all federal requirements relative to airport planning, funding, development, design and construction.
5. Maintains positive relations between airport sponsors and the Division of Aeronautics.
6. Ensures final acceptance of completed projects under the airport development projects.
7. Responsible for evaluation and training of all 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 required.