



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 11, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, May 12, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, May 25, 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 IV

Senior Resident Engineer
Region 3/District 4/Project Implementation
Office of Highways Project Implementation
Peoria

Attachments
41600

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 **Thursday, May 25, 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 IV	Salary:	\$5,800 - \$7,515*
Position Title:	Senior Resident Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-54-201-10-01	IPR#:	41600

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 3 / District 4 / Bureau of Project Implementation /401 Main Street, Peoria, IL

Description Of Duties:

This position is accountable for the supervision of all activities involved in the construction of one highly complex project or multiple related projects in a highway district.

Special Qualifications:

Required:

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

Desired:

- Six years' experience in civil engineering, including four years of supervisory responsibility of which three years should be in highway engineering
- Extensive background in design/construction engineering
- Ability to supervise, train, and motivate subordinate personnel
- Strong communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

*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:	November 14, 2016	POSITION:	Senior Resident Engineer
APPROVED BY:	<u>Kensil Garnett</u> Kensil Garnett, Regional Engineer	OFFICE/DIVISION:	OHPI/Region3/District 4
CODE:	PW114-23-54-201-10-01	REPORTS TO:	Supervising Field Engineer

Position Purpose

This position is accountable for the supervision of all activities involved in the construction of one highly complex project or multiple related projects in a highway district.

Dimensions

Subordinate Personnel:	2-3 Engineers and 4-10 Technicians
Contract Value	2-15+ million dollars

Nature and Scope

This position reports to a Supervising Field Engineer as do 10-15 Resident Engineers. Reporting to this position are 6-13 Engineers and Technicians.

This position is accountable for the supervision of all engineering and inspection functions involved in the construction projects. These entail highly complex structures involving new technology or engineering design; major projects in urban areas; or a series of interconnected or interrelated sections involving mainline pavements, structures and interchanges. The position must supervise projects that involve new construction techniques which require a high degree of engineering knowledge and practical experience in construction procedures. Projects involve numerous contractors and subcontractors who must be monitored for schedules, workmanship and performance. The position's responsibilities include verifying that the contractor complies with all provisions of the contract plans, special provisions and specifications.

A typical problem for the incumbent entails supervising and directing all activities of the construction project that ensures the safety of the motoring public is not adversely affected and that the project meets the expected quality control standards of the department. The greatest challenge for this position entails the ability of the incumbent to anticipate construction problems, implement corrective measures, thereby, avoiding project cost overruns and/or delays in the construction project.

The incumbent provides engineering guidance in the form of surveying and inspection; develops and approves new construction techniques, assists contractors by suggesting technical solution and assures contract compliance by inspections and project monitoring; trains entry level engineers in department and sound engineering practices, maintains effective communications with contractors, job superintendent, subordinate personnel, local property owners, and public officials. Anticipates and/or resolves complaints and project design problems, monitors traffic control. Coordinates multi-job projects to assure scheduling and to resolve differences between the various contractors.

The incumbent is responsible for directing and overseeing the plan changes and handling unexpected construction problems.

The incumbent accomplishes accountabilities through the following staff:

2 to 14 engineers or technicians: who perform layout work, inspection and testing, proportioning, computations, and reports.

The incumbent has wide latitude in supervising the project; however, design changes, personnel problems and major construction problems are referred to a supervisor for assistance. The position recommends subordinates for promotion. S/He is governed by the Standard Specifications for Road & Bridge Construction, Construction Field Manual, Construction Memorandums, specific contract documents and district and I.D.O.T policies.

Frequent contacts within the Department include District Bureaus of Materials, Traffic, Design, the Central Bureaus of Construction and Bridges & Structures (as required). Significant outside contacts include contractors, property owners, utility companies (as needed), local officials and the news media on occasion. Travel occurs to and throughout assigned construction sites daily.

The performance of the incumbent is measured by the ability to supervise highly complex projects and to motivate the contractor in such a manner as to maintain costs and schedules while minimizing adverse effects to the traveling public and local property owners.

Principal Accountabilities

1. Provide adequate engineering supervision to contractors involved in highly complex construction projects.
2. Coordinate pertinent and timely information about his/her assigned construction projects with their Supervising Field Engineer or next level of supervision as appropriate.
3. Provide engineering solutions to design problems and unique conditions involving new construction techniques.
4. Coordinate multi-job projects so that they adhere to schedules.
5. Resolve complaints from private citizens and local governmental agencies regarding project inconveniences.
6. Ensure usage of proper safety and traffic controls by contractors.
7. Maintain adequate project records.
8. Train, motivate, and evaluate assigned personnel.
9. Perform other duties as assigned.
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.