



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: Applications will be accepted from qualified permanent DOT employees only. 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 V

Supervising Field Engineer
Region 4/District 6/Project Implementation
Office of Highways Project Implementation
Sangamon

Attachments
41675

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: Applications will be accepted from qualified permanent DOT employees only. 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 V	Salary Range:	\$6,315 - \$10,210
Position Title:	Supervising Field Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-56-201-10-01	IPR#:	41675

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Project Implementation/126 E Ash Street, Springfield, IL

Description Of Duties:

This position is accountable for the direct supervision of a staff of Senior Resident Engineers, Resident Engineers, and Resident Technicians engaged in the construction supervision and inspection of highway construction projects within an assigned district geographical area.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Considerable districtwide travel and occasional statewide travel which may include overnight stays; overtime

Desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of modern methods and techniques as applied to the design, construction and maintenance of public works
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and/or written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 16, 2016	POSITION:	Supervising Field Engineer
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	Highways/District 6 Bureau of Project Implementation Construction Section
CODE:	PW115-23-56-201-10-01	REPORTS TO:	Construction Engineer

Position Purpose

This position is accountable for the direct supervision of a staff of Senior Resident Engineers, Resident Engineers, and Resident Technicians engaged in the construction supervision and inspection of highway construction projects in an assigned geographical area within the district.

Dimensions

Staff:	5 - 15 direct, 25-50 indirect
Value of Construction Projects:	\$25 - \$150 million
Active Construction Projects:	10 – 50

Nature and Scope

This position reports to the Construction Engineer, as does an Executive Secretary. Reporting to this position are the Senior Resident Engineers, the Resident Engineers, and the Resident Technicians.

This position functions in a geographical area that is characterized by both remote rural areas and by a developed urban area with high traffic volumes and adjoining independent local governmental units. The tasks of constructing efficient and economical highway improvements, while at the same time meeting the demands for safety, mobility and convenience of the public during construction are complicated by strikes, weather, material shortages and plan changes.

Typical problems encountered by the incumbent are both administrative and technical in nature. Typical administrative problems include reviewing the validity of time extensions, change order requests, and contractor claims. The technical problems include determining the applicability of design plan details, special provisions, and standard specifications to particular problems encountered in the field. Staffing problems involve planning workload and personnel assignments; and motivating staff to effectively maintain a high quality of construction inspection. The greatest challenge to this position is ensuring that all the projects in the incumbent's area are adequately staffed, completed on time and meet all specifications for quality of workmanship.

The incumbent personally monitors the progress of construction projects to ensure that the work accomplished conforms to the specifications, plans and policies. The incumbent also acts as the main source of communication between the field personnel and the District Construction Engineer. This position conducts pre-job conferences whereby representatives of local agencies, contractor personnel, the Resident Engineer and representatives of Railroad and Utilities (when necessary) are brought together for an explanation and discussion of the proposed work. It is essential that the incumbent have unique problem solving capability to recommend approval of changes of all design plans for his/her areas and to properly resolve the technical problems of contract administration as well as problems associated with complaints and concerns from the general public and outside interest groups. S/He conducts interim and final inspections on completed work and ensures that all documentation is complete and accurate, enabling the contract to be finalized and accepted by federal authorities. This position initiates the reply to correspondence with contractors, other agencies or the general public concerning construction projects.

The incumbent exercises the position's accountabilities through a staff of *Senior Resident Engineers, Resident Engineers, and Resident Technicians* who are individually responsible for the layout, inspection and documentation of assigned construction projects and for the direct supervision of the assigned crew. Staff may be supported through the use of consultant engineering. The incumbent is responsible for the negotiations and administration agreements for construction engineering and inspection services by outside consulting engineering firms.

The incumbent's actions are governed by State and Federal Policies, Plans, Standard Specifications, and Special Provisions. This position is expected to exercise considerable independent judgment in expediting construction progress. The incumbent reviews and recommends appropriate action of all change orders initiated by subordinate Resident Engineers/Technicians. S/He recommends staffing needs, promotions, salary changes and disciplinary action for staff. The technical problems concerning deviations in the plans and standard specifications are referred to the Construction Engineer along with recommendations for resolution.

In performing the functions of this position, the incumbent maintains daily contact with his/hers Resident Engineers/Technicians and the staff of the Project Implementation Bureau. Frequent contacts are made with both Central and District Bureaus when construction operations require the coordination of activities among other agencies or when solutions to problems require consultation, recommendations or approval. Other significant contacts are with the Federal Highway Administration, Contractor's Management Personnel, Local Governmental officials and the general public. The incumbent will spend a considerable amount of time traveling, due to the large geographical area assigned to the position. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quality and timeliness of the construction work completed; the amount of engineering cost required; the number and severity of complaints received from the general public; the promptness in which the incumbent handles these complaints; and the degree of harmony that exists between the incumbent, the contractor's forces and other State and Federal Agencies.

Principal Accountabilities

1. Ensures that construction projects are built according to plans, specifications and departmental policies and with an acceptable engineering cost.
2. Ensures complete and accurate documentation to facilitate timely acceptance and finalization of projects.
3. Ensures timely response to inquiries, complaints, requests and follow-up action.
4. Establishes mutual cooperation between the Bureau of Project Implementation, other Central and District Bureaus, the Federal Highway Administration, and Local Agencies to reconcile divergent viewpoints on special construction problems.
5. Ensures each project in the incumbent's area is properly staffed. The staffing may be accomplished with Department personnel and/or consultant personnel.
6. Ensures that staff performs duties in accordance with the departmental safety rules, practices and programs. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.