



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 9, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 23, 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 VI

Construction Engineer
Region 4/District 7/Project Implementation
Office of Highways Project Implementation
Effingham

Attachments
41925

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 **Tuesday, May 23, 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 VI	Salary Range:	\$6,945 - \$11,025
Position Title:	Construction Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-57-201-00-01	IPR#:	41925

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 7/Bureau of Project Implementation/400 West Wabash Ave., Effingham, IL

Description Of Duties:

This position is accountable for management of the Construction Section which constitutes the supervision of all highway construction contracts from award of contract until final payment to the contractor.

Special Qualifications:

Required:

- Valid driver's license
- Illinois Professional Engineer license
- District-wide travel

Desired:

- Ten years' experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of highway engineering projects
- Comprehensive knowledge of the modern methods and practices of public works construction and maintenance operations
- Ability to promote, establish, and maintain harmonious relationships with staff and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March, 2017	POSITION:	Construction Engineer
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	District 7 Region 4 – Transportation Project Implementation
CODE:	PW116-23-57-201-00-01	REPORTS TO:	Project Implementation Engineer

POSITION PURPOSE:

This position is accountable for the management of the Construction Section which constitutes the supervision of all highway construction contracts from award of contract until final payment to the contractor.

DIMENSIONS:

Subordinate Personnel:	Direct 5, Indirect 50 to 200
Annual Value of Construction Projects:	\$25 to \$300M
Average Number of Construction Projects:	60 to 250

NATURE AND SCOPE:

This position reports to the Project Implementation Engineer as do the Materials Engineer, the Local Roads and Streets Engineer and the Implementation Support Technician. Reporting to this position are the Supervising Field Engineers and an Executive Secretary I.

The highway contracting industry is an extremely competitive and highly productive industry with a short work season due to weather limitations. Most present day projects consist of rehabilitating existing highways and facilities and necessarily involves considerable contact and conflicts with adjacent property owners and businesses, local government officials, existing traffic and utilities. Within this environment, the incumbent must resolve contract disputes and handle problems of access, drainage, materials and shortages of materials, the flow and control of existing traffic and problems due to conditions encountered during construction for which the plans do not provide solutions. These problems must be resolved expeditiously under the pressure of delaying costly construction operations and delaying the completion and opening to traffic of the highway facility.

Typical problems encountered by the incumbent include: assigning project workload and personnel to Field Engineers; determining the validity of contract payments, time extensions and change order requests; determining the applicability of design features and standard specifications to particular problems encountered in the field; and determining the most appropriate solutions to the more complex engineering problems.

The greatest challenge to this position is to assure the proper management of the many projects that are under construction at the same time, by assigning subordinates to the proper projects so that the quality and timeliness of the projects will not be compromised.

The incumbent is responsible for ensuring that all highway and bridge construction projects on the state system and federal-aid projects on the local system are constructed safely and in accordance with the plans specifications, estimates and good engineering practice. The incumbent reviews and approves contractor schedules for all construction projects. She/he is responsible for assigning project workload and personnel to Supervising Field Engineers; determining the validity of contractor claims, time extensions and change

order requests; determining the proper scope for work for proposed highway improvements; determining the applicability of design features and standard specifications to particular problems encountered in the field; and determining the most appropriate solutions to the more complex engineering problems associated with urban construction which are made more difficult by lack of available right-of-way and high traffic volumes. The incumbent may assist in the negotiating of consultant agreements for inspection and project layout.

The incumbent accomplishes accountabilities through the following staff:

Supervising Field Engineers - who supervise engineers and technicians engaged in the construction inspection and layout of assigned related construction projects in a specified geographical area. They also provide general supervision to federal-aid projects on the local system in their assigned area.

Executive Secretary I - who independently performs responsible secretarial duties.

Project assignments requiring consultant and contractor inspection and layout are referred to the Project Implementation Engineer along with a recommended usage. 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 the overall management of the section. The incumbent recommends staffing needs and disciplinary action for subordinate personnel. Problems such as major delays in construction projects are referred to the Project Implementation Engineer along with a recommended solution.

The incumbent has frequent contact with the Central Office and other district bureaus and sections. Other significant contacts are with contractors' management personnel, state officials from other departments, local governmental officials, private citizens, news media and the Federal Highway Administration. Travel is required.

The effectiveness of this position is measured by the quality and timeliness of 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, the degree of harmony that exists between the incumbent, the contractors' forces and other state and federal agencies.

PRINCIPAL ACCOUNTABILITIES:

1. Ensures that construction projects are completed in accordance with governing specifications, plans and special provisions and at acceptable engineering costs.
2. Ensures that construction proceeds in a manner that balances the demands for high safety, mobility and convenience to the public.
3. Approves contractors' schedules to ensure that construction projects are completed in accordance with allotted working days or completion date.
4. Ensures that complaints or inquiries from citizens, the media, and governmental officials are handled expeditiously and politely.
5. Selects, trains and motivates a technically competent staff.
6. Responsible for providing and maintain a safe work environment for subordinate personnel.
7. Performs all duties in compliance with department safety rules
8. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.