



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: July 10, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, July 24, 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 V Operations Maintenance Field Engineer
 Region 2/District 2/Operations
 Highways Project Implementation
 Dixon

Attachments
41935

Technical Applications [PM1080 rev 6/1/17](#)****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, July 24, 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 V	Salary:	\$6,315 - \$8,263*
Position Title:	Operations Maintenance Field Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-52-502-00-01	IPR#:	41935

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 2 / Bureau of Operations/819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is responsible for planning, coordinating, and controlling the maintenance of an assigned geographical area within the district.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- 24-hour emergency call availability
- Valid driver's license
- Districtwide travel

Desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Knowledge of the principles and practices of civil engineering
- Ability to supervise a staff engaged in field functions
- Ability to maintain cooperative relationships with departmental and industry 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.

*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.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 6, 2016	POSITION:	Operations Maintenance Field Engineer
APPROVED BY:	<i>Kevin Marchek</i>	OFFICE/DIVISION:	OHPI/Reg. 2/Dist. 2/Bureau of Operations
CODE:	PW115-23-52-502-00-01	REPORTS TO:	District Operations Engineer

Position Purpose

This position is responsible for planning, coordinating, and controlling the maintenance of an assigned geographical area within the district.

Dimensions

Staff:	3 Technical, 165 Negotiated Rate
Operating Budget:	\$12 - \$13 Million
Lane Miles of Highway Maintained:	4,057
Counties:	Lee, Ogle, Winnebago, Boone, Carroll, Henry, JoDavies, Rock Island, Stephenson, Whiteside

Nature and Scope

This position reports to the District Operations Engineer. Reporting to this position directly is the Operation Supervisor I.

The incumbent has the primary responsibility for maintaining the roadway system within assigned counties. In this capacity, the incumbent deals with both the administrative functions and technical aspects of highway maintenance. The incumbent manages his/her portion of the operating budget and manpower to guarantee optimal allocation and scheduling of resources, as well as oversees right-of-way and road surface maintenance. The road maintenance is often complicated by inclement weather, and in order to keep the road open to the traveling public, the incumbent is on emergency call 24-hours per day, 365 days a year.

Problems faced by the incumbent are both technical and managerial in nature. These include making decisions regarding maintenance techniques; work priorities; training, motivating and evaluating staff; and communicating with the general public regarding maintenance subjects. The greatest challenges the incumbent will face will be to maintain a safe mode of transportation for the motoring public within budgetary limitations, and to motivate a large and widely dispersed staff through guidance and effective decision-making.

The incumbent personally establishes priorities and determines needs within a designated area and establishes work schedules to accomplish the physical upkeep of state highways. The incumbent supervises the preparation of reports regarding the Operations' budget, manpower, material, equipment, miscellaneous construction contracts, and routine and emergency maintenance activities. Through periodic observation and inspection, the incumbent directs personnel in snow removal road repair, right-of-way mowing, and various other maintenance duties. The incumbent investigates and resolves major complaints from property owners and represents the Department with local agencies and utilities, and reviews construction projects prior to acceptance in order to alleviate any possible maintenance problems. In addition, the incumbent coordinates the daily operations within the sectors in such a manner that the total area requirements are met.

In performing the functions of this position, the incumbent utilizes and supervises assigned Operations Supervisor I who, with a staff of skilled and unskilled workers, perform the daily maintenance activities within their respective team sections.

The incumbent has the authority to establish daily activities, allocate and resolve budgetary needs, determine material and equipment usage within a designated area, resolve citizen complaints, and authorize and supervise the distribution of equipment and commodities throughout assigned sectors. In making decisions involved in the position, the incumbent is guided by Standard Specifications for Road and Bridge Construction, IDOT policies, FHWA policies, various other specifications, and by the provisions of the Union contract. However, many of the maintenance problems faced by the incumbent are not covered by standards of policies and often require unique creative solutions. The incumbent has considerable latitude involving program planning, employee counseling and evaluation, and makes recommendations regarding subordinate disciplinary actions. Problems beyond the authority of the incumbent, such as complex maintenance techniques, highly sensitive citizen complaints and/or requests, will be referred to the Operations Bureau Chief, along with recommendations.

Within the Department, the incumbent confers with all district bureaus and the Central Bureau of Operations. External communications are with the city, county and State Police, city and county officials, property owners, and the traveling public. The incumbent also periodically liaisons with state legislators and staff. During natural disasters, the incumbent coordinates with local and regional IEMA officials and may be assigned to duty at IEMA forward command posts. The incumbent also shares command post duty for nuclear incidents at the Byron & Cordova Nuclear Power Plants. Districtwide travel is required.

The effectiveness of this position can be measured by the condition and general appearance of the pavement and right-of-way, as well as timely completion of emergency maintenance. Staff conduct and work habits also reflect upon the incumbent's performance.

Principal Accountabilities

1. Plans, organizes, directs and controls all normal and emergency maintenance activities within an assigned area to provide a safe and usable highway system.
2. Investigates and meets with local residents and officials regarding complaints, access permits and right-of-way problems.
3. Periodically inspects construction work performed under permit and by Day Labor to ensure projects reflect approved departmental standards.
4. Assigns, trains, motivates, and evaluates staff and provides technical guidance.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.