



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 7, 2017

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

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 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

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

Attachments  
42067

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, July 21, 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

|                         |                              |                        |   |
|-------------------------|------------------------------|------------------------|---|
| <b>Classification:</b>  | <b>Civil Engineer V</b>      | <b>Salary:</b>         | <b>\$6,315 - \$8,263*</b>   |
| <b>Position Title:</b>  | <b>Field Engineer</b>        | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW115-23-54-205-10-01</b> | <b>IPR#:</b>           | <b>42067</b>  |

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#### Office/Central Bureau/District/Work Address:

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

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#### Description Of Duties:

This position is accountable for approving local agency proposals for expenditure of MFT, TBP, STR, STU, ITEP, and BRP Funds; for approving final PS & E for these projects; and final inspection of completed projects to ensure compliance with federal and state guidelines.

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#### Special Qualifications:

##### Required:

- Current Illinois Professional Engineer license
- 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
- Extensive knowledge of the principles and practices of civil engineering
- Knowledge in MFT and federal-aid project policies and procedures
- Strong oral and written communication skills
- Strong problem-solving/decision-making skills
- Ability to develop and maintain cooperative relationships with staff and the public

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#### 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.

\*\*Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/9/16, 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**

|                     |   |                         |   |
|---------------------|---|-------------------------|---|
| <b>DATE:</b>        | August 2016   | <b>POSITION:</b>        | Field Engineer  |
| <b>APPROVED BY:</b> | <u>Kensil Garnett</u><br>Kensil A. Garnett, Regional Engineer | <b>OFFICE/DIVISION:</b> | OHPI/Region 3/District 4/Bureau of Project Implementation – Local Roads & Streets |
| <b>CODE:</b>        | PW115-23-54-205-10-01   | <b>REPORTS TO:</b>      | Local Roads & Streets Engineer  |

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***Position Purpose***

This position is accountable for approving local agency proposals for expenditure of MFT, TBP, STR, STU, ITEP, and BRP Funds; for approving final PS & E for these projects; and for final inspection of completed projects to assure compliance with federal and state guidelines.

***Dimensions***

|                            |  |
|----------------------------|--|
| Number of Projects:        | 50-150 Annually                                      |
| Area Assigned:             | 2-6 Counties; 10-70 Municipalities; 20-100 Townships |
| MFT Funds:                 | \$5 to \$15 Million                                  |
| Township Bridge Funds:     | \$0.35 to \$1 Million                                |
| STR, STU, ITEP, BRP Funds: | \$1 to \$8 Million                                   |
| Misc. Funds:               | \$0.2 to \$1.0 Million                               |

***Nature and Scope***

This position reports to the Engineer of Local Roads and Streets, as do other Local Roads and Streets Field Engineers, a Technical Services Engineer; an Office Technician; a Documentation Compliance Reviewer, and an Executive Secretary. No subordinates report directly to this position; however, the Field Engineer provides extensive supervision of local agency projects, expenditure authorization, and control of funds.

This position has the primary responsibility for administering the State program regulating local agency use of Federal and State transportation funds. Both urban and rural areas can be affected by the activities of this position. This position has the primary responsibility for verifying and ensuring that receiving agencies comply with Federal and State guidelines.

Typical problems include accomplishing responsibilities with activities and personnel not under his/her direct supervision; motivating local agencies to provide maximum transportation services; and keeping technically and professionally qualified in highway functional areas. When local agencies do not provide acceptable construction supervision, the incumbent must help agencies find and provide personnel to adequately staff the project. The greatest challenge to this position is to get local agency projects initiated, completed in a timely and efficient manner, and in compliance with Federal and State guidelines.

In carrying out the responsibilities of this position in a highly urban to a very rural environment, the incumbent personally authorizes expenditures of funds for projects; approves PS & E for construction and maintenance programs, engineering, agreements, and bridge inspection reports; provides general supervision of construction and maintenance projects including traffic control; determines design criteria; supervises all MFT and Township Bridge lettings; recommends approval to contracts, material acceptances, authorizations to change contracts, final pay estimates, and final financial reports. Additionally, the position conducts final inspection of completed projects and periodic maintenance inspections; ensures local agency compliance with bridge posting/closure requirements; investigates and resolves complaints; and addresses discrepancies found by MFT audits to be corrected.

Also s/he is the approval authority for MFT audits. For Disaster Relief Funds, the incumbent conducts initial damage surveys, prepares estimates, conducts final inspections, and approves final claims. This position is unique in that all responsibilities must be accomplished with agencies outside the control of the Department of Transportation.

The incumbent exercises considerable independent judgment in carrying out duties. S/he operates within wide parameters of the Bureau of Local Roads Manual; the Standard Specifications; the Illinois Highway Code; and other related Laws of Illinois; the Manual of Uniform Traffic Control Devices; and other statutes involving local agencies as they affect transportation projects.

The incumbent coordinates activities internally with all District Bureaus and the Central Bureau of Local Roads & Streets. External contacts are with the FHWA, Illinois Commerce Commission, Railroads, Division of Highways, Water Resources, SHPO, and Illinois Department of Natural Resources, Utility Companies, Contractors, Consulting, Engineers, and the general public. The incumbent attends local governmental meetings to instruct and advise local officials in Motor Fuel Tax laws and procedures. District-wide travel may be required.

The effectiveness of this position can best be judged by the accomplishment of the local program within the area of jurisdiction; by local agency compliance with Federal and State guidelines; by the ability to maintain harmonious relations with local agencies; and by the effective use of available Federal and State funds by local agencies.

### ***Principal Accountabilities***

1. Approves local agency proposals for expenditure of MFT, TBP, STR, STU, ITEP, and BRP Funds.
2. Recommends approval of the PS & E for local agency construction projects involving MFT, TBP, STR, STU, ITEP, and BRP Funds.
3. Serves as a primary agent to carry out State transportation responsibilities with local agencies.
4. Ensures proper control and expenditure of MFT, TBP, STR, STU, ITEP, and BRP Funds.
5. Maintains technical and professional competence in highway functional areas from project inception to close out.
6. Provides engineering expertise and guidance in the resolution of local agency construction and maintenance problems.
7. Monitors local agency transportation projects to ensure compliance with State and Federal guidelines.
8. Promotes safety throughout local agency projects.
9. Performs 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.