



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: Tuesday, October 3, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VI

Capital Improvements Section Chief
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42242

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 **Wednesday, October 18, 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 - \$11,020
Position Title:	Capital Improvements Section Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-40-806-00-01	IPR#:	42242

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Business Services / 2300 S. Dirksen Parkway/Springfield, IL

Description Of Duties:

This position is accountable for the development and implementation of the Department's statewide Capital Improvements Program, associated budgetary functions and for providing direction, and supervision of work performed by staff as well as outside vendors and contractors.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide travel

Desired:

- Ten years of experience in the public sector including experience establishing and monitoring contracts for state government of which two to four years should be in design and construction management activities
- Strong oral and written communication skills; detail-oriented and well-organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2017	POSITION:	Capital Improvements Section Chief
APPROVED BY:	<i>Karen Shoup</i>	OFFICE:	Office of Finance & Administration/ Bureau of Business Services
CODE:	PW116-23-40-806-00-01	REPORTS TO:	Bureau Chief of Business Services

Position Purpose

This position is accountable for the development and implementation of the Department's statewide Capital Improvements Program, associated budgetary functions and for providing direction and supervision of work performed by staff as well as outside contractors.

Dimensions

Staff	8 direct
Capital Budget Managed	\$35 million annually
Five Year Plan Budget	\$250 million five year need

Nature and Scope

This position reports to the Bureau Chief of Business Services. Reporting directly to the position are the Improvements, North, and South Unit Chiefs.

This position is responsible for providing administrative services for all capital programs state-wide. The incumbent is required to provide direction and supervision of personnel overseeing contractor's personnel who are engaged in building construction, renovation and asbestos removal. This includes oversight of the performance of inspections, scheduling of training sessions, and keeping apprised of changes in federal and state rules and regulations. The incumbent oversees the coordination of capital improvement projects with the Capital Development Board (CDB) defining project goals, objectives, constraints and the development of preliminary engineering design solutions and cost estimates. The position coordinates the appropriate regulatory reviews, comments and permits.

Typical problems encountered by this position include ensuring that all construction, remodeling and renovation projects meet necessary time and constraints, and are within project budget. Another problem is the early recognition of potential hazardous materials and recommendation of corrective procedures for the removal while maintaining a clean and safe working environment for agency employees.

The incumbent provides oversight of the facility condition assessments and maintenance plans, utilizing this information to develop recommendations for the Capital Improvements Committee utilized in the annual and five-year plans. The position oversees appropriations allocated to this area with the funding for projects stemming from both re-appropriated and current appropriations funds. The incumbent interprets state laws, administrative rules and other directives regarding design and construction and is responsible for the development of compliant operational methods and procedures.

The incumbent accomplishes accountabilities through the:

Capital Improvement Project Unit Manager, who is accountable for assisting in the development and implementation of the Department's statewide Capital Improvements Program, associated budgetary functions and for providing direction of work performed by staff as well as outside contractors.

North Unit Manager, who is accountable for assisting in the development and implementation of the Department's statewide Capital Improvements Program, associated budgetary functions and for providing direction, supervision of work performed by staff as well as outside contractors within an assigned geographical area.

South Unit Manager, who is accountable for assisting in the development and implementation of the Department's statewide Capital Improvements Program, associated budgetary functions and for providing direction, supervision of work performed by staff as well as outside contractors within an assigned geographical area.

The incumbent has wide latitude to solve problem and is expected to exercise discretionary judgment in determining which issues to refer to executive management for resolution. S/He utilizes creative problem-solving skills in order to achieve success in light of unique circumstances and bureaucratic processes. This position is constrained by applicable departmental/state/federal policies, guidelines and laws.

The incumbent is in frequent contact with executive management, districts and the Bureaus of Budget and Fiscal Management and Operations. Externally, the incumbent maintains constructive work relationships with, the Capital Development Board, Office of Management and Budget other state agencies, contractors and consultants.

The effectiveness of this position is measured by the ability to anticipate issues and to effectively and efficiently implement the Capital Improvement Program to meet departmental needs a timely and cost effective method.

Principal Accountabilities

1. Oversees contact with the Capital Development Board and facilitates the necessary project release of funds through the Office of Management and Budget.
2. Oversees both internal staff and contractors to ensure projects proceed according to established time frames and contractors do not experience delays due to inadequate project oversight.
3. Oversees the performance of facility condition assessments; the development of facility maintenance plans; and the development of recommendations for the Capital Improvements Committee for the annual and five-year plans.
4. Oversees the budgetary allocations; the preparation of budgetary reports on a monthly basis as well as ad hoc for executive management.
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.