



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: October 4, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, October 20, 2017**. Applications 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.

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

CE V

Federal-Aid Program Engineer
Region 1/District 1/Local Roads & Streets
Highways Project Implementation
Schaumburg

Attachments
42271

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 **Friday, October 20, 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:	Federal-Aid Program Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-51-402-20-01	IPR#:	42271

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Local Roads & Streets/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for coordinating with Local Agencies for the purpose of preparing contract documents to be issued on the state lettings.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional district-wide travel; and overtime

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
- 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 and local agency staff
- Knowledge of federal/state/local laws, ordinances and regulations
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

*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 (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:	Federal-Aid Program Engineer
APPROVED BY:	Christopher J. Holt	OFFICE/DIVISION:	OHPI/District One/Local Roads and Streets
CODE:	PW115-23-51-402-20-01	REPORTS TO:	Program and Office Engineer

Position Purpose

This position is accountable for coordinating with Local Agencies and their Engineers for the purpose of preparing contract documents to be issued on the State lettings.

Dimensions

Subordinate Personnel:	7 Direct
<u>Projects Processed Annually</u>	
Phase 2 (Project Lettings):	150
Value of Project Lettings:	\$250M

Nature and Scope

This position reports to the Program and Office Engineer . Reporting to this position are a Federal-Aid Location Engineer, a Junior Federal-Aid Location Engineer, three Federal-Aid Design Engineers, a Junior Federal-Aid Design Engineer and a Federal-Aid Agreement Technician.

The position is responsible for coordinating with Local Agencies and their Engineers for the purpose of preparing contract documents and successfully issuing them to Springfield for State lettings. Most Local Agency projects will be in some part funded with Federal funds, thereby requiring ongoing coordination with FHWA and resource agencies. The position operates with most Surface Transportation, Bridge, and Safety funds in the State.

The greatest challenge of this position is ensuring that all projects are in compliance with the current State and Federal guidelines and procedures, and that project development is being maintained at a high rate of accomplishment.

This position is personally responsible for evaluating all requirements in the design of every project. The incumbent will continually coordinate with the District and Central Bureaus of Programming, Local Roads Field Engineers, the Central Bureau of Local Roads & Streets and the District Bureau of Land Acquisition to ensure that Local Agencies follow proper State and/or Federal procedures in all project phases.

During the early stages of a project this position will work with the Field Engineers as they process and facilitate the location and environmental studies along with general engineering design. After design approval, the incumbent supervises the final review of contract plans, specifications and estimates of costs and recommends approval under Federal Certification Acceptance procedures prior to submittal to the Central Office for contract letting.

The incumbent accomplishes accountabilities through the following staff:

- Location Engineers (2): are responsible for coordinating, evaluating and recommending approval of environmental and design reports prepared by local agencies and/or the consultants.

- Design Engineers (4): are responsible for coordinating, reviewing, evaluating and recommending Certification Acceptance approval of plans, specifications, and estimates prepared by local agencies and/or their consultants.
- Agreement Technician (1): is, with staff, accountable for the preparation of agreements and the processing of documents for engineering reimbursement.

The incumbent performs duties within the constraints of policies and procedures of both Federal and State governments. He/she will refer conflicts in the programming of federally-funded local agency improvements to the Program and Office Engineer when they cannot be resolved. Such referrals would include a recommended course of action. In addition, the incumbent will report, along with the respective Federal Aid Technician, to the Program and Office Engineer any problems involving location, environment, design and contract plan preparation which are not routine and which may delay the scheduled letting dates.

This position maintains frequent contacts with the District Bureau of Programming to advise them of the status of local agency projects and of requests for State participation in said projects. The incumbent must work closely with all bureaus within the District to enhance the coordination and reviews of local agency submittals on Federal Aid improvements. Occasional district-wide travel to and from meetings held outside of the district headquarters will be required, and occasional overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position will be measured by the ability of the incumbent to accomplish program goals and objectives by assisting the local agencies in meeting the project deadlines they have established, with the projects being of sound engineering design within proper environmental and safety guidelines.

Principal Accountabilities

1. Coordinates efforts of all persons involved in Federally funded local agency projects to avoid duplication of efforts, and for ensuring that Federal procedures and guidelines are met on all local agency projects.
2. Conducts final review and recommends District approval, under Federal Certification Acceptance procedures, of contract plans, specifications and estimates submitted by local agencies for Federal Aid projects.
3. Reports in a timely manner, to the Program and Office Engineer, project statuses that will affect the District program.
4. Properly processes and handles all State let projects on behalf of the local agencies.
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.