



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: November 9, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Monday, November 13, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, November 28, 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 IV

Estimating Engineer
Region 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
42359

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 **Tuesday, November 28, 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer IV	Salary:	\$5,800 - \$7,515*
Position Title:	Estimating Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-56-302-20-01	IPR#:	42359

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development/126 E Ash St, Springfield, IL

Description Of Duties:

This position is accountable for providing preliminary and final cost estimates for all District 6 highway and bridge contracts, and analyzing and approving or rejecting agreed unit price requests for construction contracts after award.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Overtime and overnight travel

Desired:

- Six years' experience in civil engineering of which three years should be in highway engineering
- Thorough knowledge of modern methods and construction techniques for highway improvements in order to properly prepare cost estimates
- Strong oral and written communication skills

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 2017	POSITION:	Estimating Engineer
APPROVED BY:	<i>Jeffrey M. South</i>	OFFICE:	Office of Highways Project Implementation/ District 6 Bureau of Program Development
CODE:	PW114-23-56-302-20-01	REPORTS TO:	Program Engineer

Position Purpose

This position is accountable for providing preliminary and final design cost estimates for all District 6 highway and bridge improvement projects. This position analyzes and approves or rejects agreed unit price requests for construction contracts after award of the contracts.

Dimensions

Subordinate Personnel:	1 temporary
Number of Project Costs Estimates:	50 to 100 Annually
Value of Projects:	\$50 to 100 Million Annually
Preliminary Estimates:	50 to 100 Annually
Agreed Unit Prices:	150 to 250 Annually
Plan Reviews:	25 to 50 Annually

Nature and Scope

This position reports to the Program Engineer as do the Program Analysis Engineer and the Systems and Services Engineer. This position may supervise one technician or engineer on a temporary and/or seasonal basis as needed.

This position is accountable for providing cost estimates of all highway improvements within District 6. The incumbent maintains up to date files on labor, equipment and material costs. The incumbent also monitors the economics of the area and construction techniques in order to arrive at reasonable costs factors. The incumbent reviews the plans and specifications for each contract. The incumbent provides cost and engineering expertise to designers on a daily basis to aid them in determining the final design. This position is unique in that the incumbent must be knowledgeable of construction techniques and must utilize labor and material costs gathered from various sources to determine project costs.

Typical problems faced by the incumbent include predicting costs today for projects which will be constructed in the future. The incumbent must visualize the proposed work, including construction staging and traffic control, in order to obtain a cost of the alternatives so that the best choice can be made in terms of need and available funding. The incumbent also analyzes requests for agreed unit prices on construction change orders to determine if they are reasonable to accept. The greatest challenge to this position is accurately projecting costs which can be used in determining the current and projected district programs.

Functions performed include gathering data to be used for estimating costs and keeping it current; serving as a resource and providing expertise to the Study and Plans Section of the Bureau of Program Development in the forms of methodology of construction and the related costs; determining costs of alternatives to assist in selection of final design; determining the District's final cost estimate for all construction contracts; coordinating with the central office Bureau of Design and Environment to substantiate cost estimates which justify program costs to the Federal Highway Administration; and keeping up to date on design policy changes and practices. The incumbent also attends plan review meetings.

The incumbent has internal contacts with the Central Bureau of Design and Environment personnel, District personnel from the Bureau of Operations, the Local Roads Section, Construction Section, and Materials Section of the Bureau of Project Implementation, and the Studies and Plans Section and Project Support Section of the Bureau of Program Development, and the Contract Compliance Officer. External contacts are with area contractors, various area suppliers, Engineering Consultants, County Highway Department personnel, City Engineers, and Federal Highway Administration personnel. This position may require overtime and overnight travel.

This position utilizes wide discretion in ascertaining and justifying preliminary and final cost estimates. These decisions are based on experience, state of the art knowledge, published labor rates, district and departmental policies and procedures, and Federal Highways Administration Standards.

The effectiveness of this position is evaluated by the incumbent's ability to provide timely and accurate cost estimates on highway and bridge improvement projects.

Principal Accountabilities

1. Provides cost estimating expertise to all District Bureaus that require a cost foundation to establish their programs.
2. Provides final cost estimates on all Program Development, Operations, and Local Roads projects which are used to determine whether to accept or reject contractors' bids.
3. Provides engineering methodology and cost factors to various squad leaders to determine cost effective designs for the various components of the project.
4. Provides review and approval/rejection of agreed unit price requests received from contractors for highway construction contracts.
5. Provides all information necessary to obtain federal funding.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.