



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 26, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, January 30, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, February 13, 2018**. 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 VI Southern Construction Quality Engineer
Bureau of Investigations and Compliance
Office of Finance and Administration
Springfield

Attachments
42414

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, February 13, 2018 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 VI	Salary:	\$6,945 - \$8,983*
Position Title:	Southern Construction Quality Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-40-902-20-01	IPR#:	42414

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Investigations & Compliance/2300 S Dirksen Pkwy, Springfield, IL

Description Of Duties:

This position is accountable for conducting on-site and desk engineering compliance reviews of departmental projects, policies and procedures. These reviews include checks of Phase I, II, and III engineering related documents and work activities against the policies, procedures and specifications of the Department. This position assists the Northern Construction Quality Engineer in ensuring processes are in compliance with departmental policies and procedures. Additionally, this position performs section investigations regarding departmental waste, fraud and non-compliant engineering occurrences.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Considerable travel throughout the southern portion of the state which may require overnight stays

Desired:

- Ten years of transportation engineering experience
- Extensive knowledge and experience in Phase I, Phase II, Phase III and material inspection for transportation projects with an emphasis on planning, design and construction of highway projects
- Strong oral and/or written communication skills
- Possession of the IDOT construction documentation training certificate
- Experience with creating and utilizing electronic documents, spreadsheets and databases
- Ability to interpret laws, policies, procedures, plan documents, contract language, material designs, material testing and other relevant documents for state- and federally-funded projects

Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday – Friday (Hours may vary during construction season.)

*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:	2/24/17	POSITION:	Southern Construction Quality Engineer
APPROVED BY:	<u>Bruce Harmening</u>	OFFICE:	Finance & Administration/Bureau of Investigations & Compliance
CODE:	PW116 23-40-902-20-01	REPORTS TO:	Section Chief of Construction Compliance

Position Purpose

This position is accountable for conducting on-site and desk engineering compliance reviews of departmental projects, policies and procedures. These reviews include checks of phase I, II, and III engineering related documents and work activities against the policies, procedures and specifications of the Department.

Dimensions

Desk Compliance Investigations:	5
On-site Engineering Compliance Reviews:	50

Nature and Scope

This position reports to the Construction Compliance Section Chief as does the Northern Construction Quality Engineer. Reporting to this position is the Southern Quality Specialist and the Southern Construction Quality Specialist.

Within the guidelines set by the Secretary of Transportation, this office assists in developing and directing programs to meet departmental engineering compliance by conducting random on-site inspections and performing investigations of engineering items. The position supports an environment to ensure that engineering and construction techniques are accurate, transparent, and efficient. The incumbent participates in providing suggestions for improvements in the systems and procedures used by the Department for transportation projects.

The greatest challenge to this position is to ensure the integrity and effectiveness of any review performed. Typical problems involve performing engineering reviews of various on-site conditions in a manner to minimize disruption, but maximize assurance of quality. The activities of this position may, at times, be confidential and professionalism is a requirement.

This position performs random engineering compliance reviews to ensure adherence to applicable project specifications and Department policies and procedures. A typical example is executing the Department's independent weight check policy. The position conducts departmental reviews and investigations as assigned including the development of the annual Ethics in the Workplace seminar and participating in the investigation of contractor fraud. S/He documents and reports all results. This position assists the Northern Construction Quality Engineer in assuring that all processes utilized by the Department are in compliance with departmental policies and procedures. These processes include the development of the various transportation documents, the inspection and documentation of construction activities, and the verification of material quality. Additionally, this position performs and assists the Northern Construction Quality Engineer with investigations regarding Department waste, fraud and non-compliant engineering occurrences. The position requires engineering knowledge and experience in all phases of transportation engineering with an emphasis on the planning, design and construction of highway projects. This knowledge and experience includes the ability to interpret

laws, policies, procedures, plan documents, contract language, material designs, material testing and other relevant documents for state and federally funded projects.

Accountabilities are accomplished with the assistance of the following staff:

Southern Quality Specialist, who is responsible for carrying out the duties as assigned by the Southern Construction Quality Engineer in regards to testing, collecting samples, reviewing records, directing consultants, desk reviews, maintaining the integrity of evidence, communicating results and working with the other employees of the Office as well as external contacts.

Southern Construction Quality Specialist, who is responsible for assisting or carrying out the duties as assigned by the Southern Construction Quality Engineer in regards to testing, collecting samples, reviewing records, directing consultants, desk reviews, maintaining the integrity of evidence, communicating results and working with the other employees of the Office as well as external contacts on a limited basis.

The Southern Construction Quality Engineer has the accountability to accomplish responsibilities within the scope of the duties outlined. Matters of an unusual nature are referred to the supervisor with recommendations for solutions. The incumbent establishes and plans work schedules and activities subject to general guidance by the Construction Compliance Section Chief and has broad authority to make decisions relating to construction review activities statewide. S/He consults with and makes recommendations to the Construction Compliance Section Chief concerning sensitive issues and policy development. This position is constrained by departmental rules/regulations/policies as well as all applicable state/federal statutes and regulations.

Internal contacts include the Offices of Highways Project implementation, Program Development and Intermodal Project Implementation. External contacts include the general public, law enforcement agencies, Federal Highway Administration, Federal Aviation and others. This position requires considerable travel.

The effectiveness of this position can be measured by the timely and accurate performance and documentation of engineering reviews and investigations.

Principal Accountabilities

1. Conducts random engineering compliance reviews to ensure adherence to applicable project specifications and Department policies and procedures.
2. Compiles information and generates reports to document findings of reviews and investigations.
3. Provides the Construction Compliance Section Chief with information and recommendations pertaining to the quality of the department's policies and procedures.
4. Assists in the preparation for the annual Ethics in the Workplace seminar.
5. Conducts other departmental reviews, investigations and duties as assigned.
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.