



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 2, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 4, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, May 17, 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 IV

Senior Quality Assurance Inspection Engineer
Bureau of Bridges and Structures
Office of Highways Project Implementation
Springfield

Attachments
42650

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 **Thursday, May 17, 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 IV	Salary:	\$5,800 - \$7,515*
Position Title:	Senior Quality Assurance Inspection Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-75-906-53-02	IPR#:	42650

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Bridges and Structures / 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for planning, performing and reporting Quality Assurance (QA) reviews of Illinois Department of Transportation's (IDOT) and local public agencies bridge inspection practices in order to comply with the National Bridge Inspection Standards (NBIS), the *Structural Services Manual*, the *Manual for Bridge Evaluation*, and the Federal Highway Administration (FHWA) 23 metrics. Illinois has a large and diverse population of bridges that are inspected and maintained by various agencies that have widely varying levels of bridge inspection experience. This position ensures that all bridge inspection programs perform up to at least minimum acceptable standards.

Required:

- Current Illinois Professional Engineer license
- Possession of NBIS Inspection Team Leader-Element or Program Manager-Element certification in the state of Illinois, or the ability to obtain within 12 months of hire date
- Valid driver's license
- Ability to work in confined spaces and at extreme heights over land and water
- Frequent state-wide travel including overnight stays

Desired:

- Six years of experience in civil engineering, of which three years should be in bridge design, planning or bridge inspection
- Current Illinois Structural Engineer license
- Extensive knowledge of the department's bridge inspection organization and functions
- Knowledge of bridge types, components and problems related to bridges
- Ability to develop and maintain cooperative relationships
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

*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.

DUE TO A 2018 PROGRAM DEVELOPMENT REORGANIZATION EFFECTIVE 4/1/18, THE POSITION NUMBER AND THE OFFICE NAME LISTED ABOVE MAY BE DIFFERENT THAN WHAT IS REFLECTED ON THE SUBSEQUENT PAGES.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 1, 2018	POSITION:	Senior Quality Assurance Inspection Engineer
APPROVED BY:	<i>Timothy Armbrecht</i>	OFFICE/DIVISION:	Office of Program Development Bureau of Bridges & Structures
CODE:	PW114-23-65-906-53-02	REPORTS TO:	Bridge Inspection Group Engineer

Position Purpose

This position is responsible for planning, performing and reporting Quality Assurance (QA) reviews of Illinois Department of Transportation's (IDOT) and Local Public Agencies bridge inspection practices in order to comply with the National Bridge Inspection Standards (NBIS), the *Structural Services Manual*, the *Manual for Bridge Evaluation*, and the Federal Highway Administration (FHWA) 23 metrics. Illinois has a large and diverse population of bridges that are inspected and maintained by various agencies that have widely varying levels of bridge inspection experience. This position ensures that all bridge inspection programs perform up to at least minimum acceptable standards.

Dimensions

Annual number of QA field reviews completed:	20
Annual number of bridge inspection reports reviewed:	200
Reports prepared/reviewed annually:	30

Nature and Scope

This position reports to the Bridge Inspection Group Engineer. No subordinates report to this position.

S/He performs QA reviews of districts and Illinois local public agencies to ensure their bridge inspection programs comply with the NBIS. The incumbent's duties include scheduling and performing QA reviews and documenting and evaluating an agency's bridge inspection program for compliance with the NBIS, the *Manual for Bridge Evaluation*, the FHWA 23 metrics and *Structural Services Manual*. Duties performed during a QA review include the review of bridge files and inspection reports for accuracy and completeness, reviewing Program Manager and Team Leader qualifications and conducting field reviews of previously inspected structures. Additional duties include verifying agencies have taken corrective actions for previous report findings and recommendations, organizing and assisting with annual "calibration training" for state inspection program managers and team leaders, and assisting the Bridge Inspection Group Engineer in performing bridge inspections as needed.

This position operates in an environment of ensuring all agencies performing bridge inspections in Illinois are completing the inspections within established inspection intervals and quality standards outlined in the NBIS. The incumbent must have extensive knowledge of the *Structural Services Manual*, and the *Illinois Highway Information System: Structure Information and Procedure Manual (SIP Manual)*. The incumbent must have the ability to recognize structural inadequacies in a variety of bridge types and elements. Communication skills are required to report review findings and inform responsible agencies of deficiencies found and the actions needed to improve their inspection program.

Illinois has a large and diverse population of bridges that are inspected and maintained by various agencies that have various levels of bridge inspection experience. These structures vary from small single span box culverts to major river crossings. The incumbent must be able to correctly identify the condition ratings for all bridge components. Working with agencies to accurately identify bridge data deficiencies is important since inspection data is used to determine the need for a structure's replacement or rehabilitation and is also annually submitted to the FHWA for inclusion in the National Bridge Inventory. Typical problems faced by the incumbent are widely varied in scope and require a thorough knowledge of bridge inspection policies and procedures. The greatest challenge of this position is working with various agencies to improve their bridge inspection programs.

The incumbent functions with minimal supervision and guidance and has broad latitude in performing the duties assigned, referring only the most serious matters to his/her supervisor. The incumbent is guided by departmental policies and procedures, and NBIS and coding guides. Effective performance in this position requires the ability to gain cooperation from other IDOT personnel and local public agencies and to assist these agencies in completing high quality bridge inspections.

The incumbent has internal contact with the central Bureau of Operations, and the district Local Roads and Streets Section. Externally, the incumbent has contacts with local public agencies, FHWA, contractors and the public. This position requires the ability to work in confined spaces and at extreme heights over land and water. For inspection purposes and QA field visits, the incumbent is required to travel throughout the state.

The effectiveness of this position can be measured by the quality, and timeliness of QA reports issued and the overall condition of the bridge inspection program for the state of Illinois.

Principal Accountabilities

1. Performs QA field and office reviews throughout the state and prepares reports documenting findings. Assists state personnel and local public agencies in interpreting inspection policy and ensures that all bridge inspections are accomplished according to these policies.
2. Detects and analyzes structural problems encountered during inspections and makes recommendations based on observations and structural expertise. Evaluates seriousness of all problems encountered and takes required action.
3. Evaluates state and local bridge inspection programs annually and recommends improvements.
4. Participates in training for district and local agency personnel on inspection procedures, and structural evaluations, including "calibration training".
5. Assists the Bridge Inspection Group Engineer in performing inspections on department-maintained bridges when needed.
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.