



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 4, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, May 21, 2018**. Applications will not be accepted after that time and date.

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

CE VII

Project Implementation Engineer
Region 2/District 2/Project Implementation
Office of Highways Project Implementation
Dixon

RUTAN EXEMPT POSITION

Attachments
42805

A cover letter, resume and 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 **Monday, May 21, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer VII – RUTAN EXEMPT POSITION	Salary:	\$7,640 - \$9,650*
Position Title:	Project Implementation Engineer	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW117-23-52-200-00-01	IPR#:	42805

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 2/Bureau of Project Implementation/819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for planning, directing and coordinating the construction and materials supervision and inspection for state highway improvements; and for federally and state-funded local agency improvement projects in the district.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license

Desired:

- Ten years of experience in civil engineering seven years of which should be responsible supervisory control in the planning and in the direction of highway engineering projects
- Comprehensive knowledge of the principles of civil engineering with specialized knowledge of public works engineering
- Ability to initiate, coordinate, and direct large-scale engineering programs or research and planning activities of a difficult technical nature
- Ability to promote, establish, and maintain harmonious relationships with staff and the public
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / 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:	January 1, 2018	POSITION:	Project Implementation Engineer
APPROVED BY:	Kevin Marchek	OFFICE/DIVISION:	OHPI/Region 2/District 2 Bureau of Project Implementation
CODE:	PW117-23-52-200-00-01	REPORTS TO:	Regional Engineer

Position Purpose

This position is accountable for planning, directing and coordinating the construction and materials supervision and inspection for state highway improvements and for federally and state-funded local agency improvement projects in the district.

Dimensions

Staff:	5 Direct, 75 - 150 Indirect
Annual Operating Budget:	\$5 - \$8 Million
Average Number of Construction Projects:	100 - 250 Annually
Value of Materials Inspected:	\$50 - \$200 Million Annually
Materials and Product Sources:	100 - 400

Nature and Scope

This position reports to the Regional Engineer as do the Assistant to the Regional Engineer, the Bureau Chiefs of Program Development, Operations, Administrative Services, and Executive Secretary. Reporting to this position are the Engineers of Materials, Construction, Local Roads and Streets, Implementation Support Technician, and Executive Secretary.

This position functions in a diverse geographical area which requires a wide variety of construction supervision and material inspection on state projects, and federally, state and Motor Fuel Tax-funded local agency projects. This is politically sensitive and poses unusual problems of highway safety and effective movement of traffic through construction areas. These conditions create unusual problems in the effective scheduling of available manpower and other resources to ensure the timely and effective accomplishment of material inspection and construction supervision. The complexity of the district highway system requires an incumbent with a high level of technical competence in the Project Implementation area. This position serves as spokesperson to the general public, legislators and various local governmental agencies regarding projects which, at times, can be controversial involving construction delays, detour issues, etc. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Additional problems encountered in this position include providing for the proper coordination of agencies and personnel that are involved in almost every project; maintaining continuous contact with the media, local agencies, abutting property owners, and the political directorate to inform them of construction progress and prognosis and ensure that temporary traffic control procedures and detour provisions ensure optimum safety to the traveling public and the effective movement of traffic through the construction area. Finally, this position plans, directs and coordinates the implementation of projects each year, which requires additional overview with detailed construction supervision activities on projects performed by consultant personnel. The greatest challenge to this position is to ensure effective and timely project completion while optimizing traffic safety and minimizing the inconvenience of the traveling public.

The incumbent personally plans, implements and evaluates programs to improve the management process, manpower, utilization, staff quality, and the processes and procedures used to accomplish the district engineering objectives. This position directs the preparation of the implementation engineering budget; develops and implements policies and procedures to supplement those of the central office; and meets with public officials, local agencies, affected private parties, utility and railroad officials, media representatives, and members of the political directorate, construction consulting engineers, and contractors in resolving complex and unique problems which involve cost, time delays and the quality of finished highway improvements in the district. S/He establishes priorities for construction programs which directly affect construction supervision and material inspection activities. Finally, the incumbent provides staff advice on policies and procedures in the engineering area. In addition, the incumbent evaluates, approves or rejects requests from staff concerning equipment, budget, manpower, and proposed organizational changes.

The incumbent accomplishes accountabilities through the following staff:

Construction Engineer who, with a staff, is responsible for all functions necessary to ensure complete and accurate construction of a project including construction survey work; inspection of contractor's procedures, verification of contractor's procedures, equipment used, and quality of work.

Materials Engineer who, with a staff, is responsible for material inspection and quality control to ensure complete and accurate inspection of materials used on construction projects including all embankment, foundation and line borings, determining and regulating the quality of aggregate and bituminous and concrete material used, testing and analyzing district material samples to ensure conformance to standards and specifications, and proper project documentation.

Local Roads and Streets Engineer who, with a staff, administers the planning, use and expenditure of MFT and Federal-Aid Funds for all local governments in the district.

Implementation Support Technician coordinates the required documentation of construction and materials field and plant inspection, required independent weight check sampling and testing, prepares and monitors section budget, maintains equipment inventory, and maintains personnel records.

The incumbent is given wide latitude in the management of the district engineering activities including the managing of subordinate personnel within his/her district as well as the purchasing of supplies, equipment, and services giving due considerations to budget limitations and the provision of the State Procurement Act. S/He develops policies and procedures for staff operations within departmental guidelines. When necessary, the incumbent will refer conflicts between the engineering area and any other area to the Region 2 Engineer for resolution. Such referrals would include a recommended course of action. The incumbent also seeks the Region 2 Engineer's counsel on certain phases of engineering activities and asks him/her to choose between alternatives.

Within the district, the incumbent maintains contact with other bureau chiefs, their section heads and staffs in relation to equipment and supplies; budgetary and manpower needs; project control and monitoring of the contract support, construction and materials activities; and other work activities. S/He coordinates with the EEO Labor Compliance Officer to ensure the contractor follows Illinois Department of Transportation (IDOT) requirements. Outside the district organization, the incumbent is required to establish and maintain responsible and effective relationships with departmental offices/divisions, state and federal agencies, local governmental units, consultants, contractors, interested private organizations, and the public. Travel is required of this position.

The effectiveness of this position is measured by the incumbent's ability to effectively and efficiently manage the program implementation area by accomplishing program goals and objectives; by the acceptance of local agencies and the public, as well as the central bureau and the Federal Highway Administration (FHWA) of all construction and materials activities required for highway projects; by maintaining good public relations and effectively informing the public, business interests and local governmental agencies; by controlling all phases of construction costs; and by developing acceptable district engineering policies and procedures.

Principal Accountabilities

1. Plans, organizes, directs, and controls the construction supervision and materials inspection functions of the district and federally and state-funded local agency construction programs.
2. Provides for the mutual cooperation within the engineering area in the district through the establishment and maintenance of relationships that satisfactorily reconcile divergent viewpoints on specific issues arising from the new construction and materials inspection activities on specific highway improvements.
3. Provides recommendations to top management on the first level of the claim process when a contractor disagrees with district decisions on the contract.
4. Serves as spokesperson and provides close contact and communication with representatives of local governmental agencies, business interests, the media, the political directorate, and private citizens on construction scheduling and activities.
5. Provides top management with construction and materials information, solutions, costs, policies, and courses of action that contribute to the resolution of operating problems.
6. Ensures the proper and effective utilization of manpower through the selection, training, motivation, and evaluation of employees.
7. Ensures quality highways and streets through the proper inspection and testing of materials and construction.
8. Provides for the safety of the motoring public during construction and upon completion of the highway by using the latest standards, designs and procedures.
9. Performs other duties as assigned. Exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.