



Illinois Department of Transportation

Memorandum

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

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 5, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, July 18, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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

Design Consultant Services Engineer
Region 1/District 1/Design
Office of Highways Project Implementation
Schaumburg

Attachments
42921

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 **Wednesday, July 18, 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: Applications will be accepted from qualified permanent DOT employees only. 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 - \$11,020*
Position Title:	Design Consultant Services Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-51-303-00-01	IPR#:	42921

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Design/201 W. Center Ct., Schaumburg IL

Description Of Duties:

This position is accountable for the direction and supervision of the Consultant Services Section within the Bureau of Design. The incumbent reviews and evaluates consultant activities in preparation of contract plans, specifications, and cost estimates for transportation improvements to ensure preparation in accordance with departmental design policies, specifications, standards and sound engineering practices.

Special Qualifications:

Required:

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

Desired:

- Ten years' of experience in the practice of civil engineering of which at least six years should be in consultant negotiations/monitoring and the preparation of contract documents, four years of which should include project management and the supervision of subordinates and significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on highway construction and plan preparation
- Ability to develop and maintain cooperative relationships with staff and the public
- Excellent oral and written communication skills

Shift/Remarks:

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

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

**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:	June, 2018	POSITION:	Design Consultant Services Engineer
APPROVED BY:	<i>Ken Eng</i>	OFFICE/DIVISION:	OHPI/Region One/District One/Bureau of Design
CODE:	PW116-23-51-303-00-01	REPORTS TO:	Bureau Chief of Design

Position Purpose

This position is accountable for the direction and supervision of the Consultant Services Section within the Bureau of Design. The incumbent is responsible for the review and evaluation of consultant activities in the preparation of contract plans, specifications, and cost estimates for transportation improvements to ensure that they are prepared in accordance with departmental design policies, specifications, standards and sound engineering practices.

Dimensions

Personnel Supervised:	12-16
Annual Number of Consultant Dollars:	\$120 - \$150 Million
Annual Construction Dollar Volume of Projects:	\$250 - 450 Million
Annual Fee Volume Negotiated:	\$14 - 30 Million

Nature and Scope

This position reports to the Bureau Chief of Design. Reporting to this position are the Consultant Project Engineers, the Consultant Expressway Unit Engineers, a Consultant Project Technician and an Office Coordinator.

This position operates district-wide, in a transitional area characterized by: intense urban development in the environment within and immediately abutting the City of Chicago; rapidly changing land use that characterizes the eastern and central portions of the metropolitan area; suburban and rural areas of the district's western areas. All of these pose a wide variety of technical and engineering problems associated with the design and the preparation of contract documents for highway improvements, particularly when confronted with unusually large construction programs imposing very demanding deadlines and confronted with consultants who are frequently not completely familiar with applicable state design standards and guidelines.

This intensely developed and rapidly developing area is characterized by the existence of over one hundred miles of expressways and ten thousand lane miles of arterial highways which carry a traffic volume of nineteen to twenty billion vehicle miles annually. There also exists a large number of abutting and adjacent local governmental units, a large complex and interconnected system of utility facilities and a rapidly declining availability of right-of-way, all of which poses unusual problems in the design and preparation of plans and associated contract documents for improvements that combine highway safety and efficiency, economics in construction, and appropriate aesthetic features throughout the adjacent routes and corridors.

The intense land development and rapidly changing land use, and the prevalence of unfavorable soil conditions and widespread manmade fills in the district, complicates the implementation of drainage design and preparing final drainage plans, all of which requires continuous supervision of consultant activities which the consultant may not fully understand and frequently requires detailed instruction.

Several unique problems confront this position. Prior to the negotiation and approval of the consultant agreement, design report findings must be clarified and scope of work limitations must be clearly defined and understood so as to avoid change orders. Additional problems encountered include ensuring that appropriate and applicable

design features are included in consultant prepared plans; ensuring that most effective seasonal staging of construction is provided to maintain satisfactory traffic flow and to optimize the use of manpower; providing for local government agreements; ensuring that the provisions of consultant agreements best protect the state's interest. The greatest challenges to this position are to ensure that provisions of the consultant agreements are clearly understood and followed by all parties involved and that the consultant furnishes the department plan documents of high quality and which meet predetermined deadlines.

The incumbent personally: meets with selected consultants; supervises the preparation of and approves the provisions of agreements, supplements, and extra work authorizations; reviews and approves sub-contracts prepared by consultants, defines and determines final scope of work provisions, negotiates manhours and directs costs, and obtains required signatures and approvals; assigns projects to and supervises the review of consultant work done by staff; ensures that schedules are maintained; resolves more difficult engineering problems; reviews with Consultant Project Engineers, all final reports and documents to ensure that federal and state requirements have been met; determines the acceptability of work and reviews consultant evaluations.

The incumbent accomplishes accountabilities through seven (7) Consultant Project Engineers and two (2) Consultant Expressway Unit Engineers, who supervise consultants and review consultant prepared contract plans for transportation improvements; one (1) Consultant Unit Technician who assists the engineers and an Office Coordinator who provides administrative support for the section.

The incumbent works in accordance with established federal and state guidelines; however, he/she must exercise considerable discretion and independent judgment in determining the scope of consultant agreements and in instructing consultants in interpreting design policies and standards.

The incumbent must maintain contact with consultant firms in order to effectively supervise, review and evaluate the consultants' activities, and with district bureaus, the central office, local government units, regional planning groups, federal agencies, and private parties to assist in determining design features which may include justified variances from standards, and obtaining final project approval. Occasional travel and overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the incumbent's ability to optimize use of manpower to meet project deadlines and by obtaining approval of contract documents without need for major corrections and revisions

Principal Accountabilities

1. Supervises the negotiations and preparation of consultant agreements which protect the department's interest.
2. Ensures that the contract documents, as prepared, are in accordance with current policies, practices, and approved design reports.
3. Ensures that the completed contract documents are of the quality, accuracy, and completeness needed to meet federal and state standards of excellence.
4. Monitors consultant progress regarding adherence to executed agreement provisions, including fees and specified completion dates.
5. Reviews and approves the performance evaluation of each consultant.
6. Provides the direction, counseling and motivation of subordinate staff that ensures a high level of productivity and effective performance of duties.
7. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.