



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 11, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 12, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, October 25, 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

Construction Engineer
Region 5/District 8/Project Implementation
Office of Highways Project Implementation
Collinsville

Attachments
43149

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, October 25, 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-\$8,893*
Position Title:	Construction Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-58-201-00-01	IPR#:	43149

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 8/Bureau of Project Implementation/1102 Eastport Plaza Dr., Collinsville, IL

Description Of Duties:

This position is accountable for the management of the Construction Section which constitutes the supervision of all highway construction contracts from award of contract until final payment to the contractor.

Special Qualifications:

Required:

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

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on activities of the office involved
- Extensive knowledge of the modern methods and procedures of public works engineering
- Ability to develop and maintain cooperative relationships with staff and the public
- Ability to interpret and enforce departmental policies
- Strong oral and/or written communication skills

Shift/Remarks:

Typically, 8:00 am – 4:00 pm / Monday – Friday (30-minute lunch)

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:	September 2018	POSITION:	Construction Engineer
APPROVED BY:	Lora Rensing	OFFICE/DIVISION:	OHPI/Region 5/District 8/Project Implementation
CODE:	PW116-23-58-201-00-01	REPORTS TO:	Project Implementation Engineer

Position Purpose

This position is accountable for the management of the Construction Section which constitutes the supervision of all highway construction contracts from award of contract until final payment to the contractor.

Dimensions

Subordinate Personnel:	Direct 6	Indirect 80-120
Annual Value of Construction Projects:	\$25M to \$300M	
Average Number of Construction Projects:	100 to 250	

Nature and Scope

This position reports to the district Project Implementation Engineer. Reporting to this position are Supervising Field Engineers and an Executive Secretary.

This position organizes and directs construction activities within the district. The highway contracting industry is an extremely competitive and highly productive industry with a short work season due to weather limitations. Many present-day projects consist of rehabilitating existing highways and facilities and necessarily involves considerable contact and conflicts with adjacent property owners and businesses, local government officials, existing traffic and utilities. Within this environment, the incumbent must resolve contract disputes and handle problems of access, drainage, materials and shortages of materials, the flow and control of existing traffic and problems due to conditions encountered during construction for which the plans do not provide solutions. These problems must be resolved expeditiously under the pressure of delaying costly construction operations and delaying the completion and opening to traffic of the highway facility.

Typical problems encountered by the incumbent include: assigning project workload and personnel to supervising field engineers; determining the validity of contractor claims, time extensions and change order requests; determining the proper scope of work for proposed highway improvements; determining the applicability of design features and standard specifications to particular problems encountered in the field; and determining the most appropriate solutions to the more complex engineering problems associated with urban construction which are made more acute by lack of available right-of-way and high traffic volumes.

The greatest challenge to this position is to assure the proper management of the many projects that are under construction at the same time, by assigning subordinates to the proper projects, so that the quality and timeliness of the projects will not be compromised. Additional project assignments requiring consultant and contractor inspection and layout are referred to the district Project Implementation Engineer along with a recommended usage.

The incumbent is responsible for ensuring that all highway, bridge and related construction projects on the state system and federal-aid projects on the local system are constructed in accordance with the plans, specifications, estimates and good engineering practice. The incumbent must be adept at reading plans,

CONSTRUCTION ENGINEER

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interpreting specifications and contract documents and must possess detailed knowledge of construction methods, design practices and materials to provide technical guidance to subordinates. The incumbent reviews and approves contractor schedules for all construction projects. The incumbent negotiates consultant agreements for inspection and surveying services.

The incumbent accomplishes these accountabilities through the following staff:

Supervising Field Engineers - who supervise engineers and technicians engaged in the construction inspection and layout of assigned related construction projects in a specified geographical area. They also provide general supervision to federal-aid projects on the local system in their assigned area.

Executive Secretary - who independently performs responsible secretarial duties.

The incumbent's actions are governed by state and federal policies, plans, specifications, and special provisions. This position is expected to exercise considerable independent judgment in the overall management of the section. The incumbent recommends staffing needs, promotions, salary changes, and disciplinary action for subordinate personnel. Problems such as major delays in construction projects are referred to the district Project Implementation Engineer along with a recommended solution.

The incumbent has frequent contact with the central office and other district bureaus and sections. Other significant contacts are with contractors' management personnel, state officials from other departments, local governmental officials, private citizens, news media, and the Federal Highway Administration.

The effectiveness of this position is measured by the quality and timeliness of construction work completed, the amount of engineering cost required, the number and severity of complaints received from the public, the promptness in which the incumbent handles these complaints, the degree of harmony that exists between the incumbent, the contractors' forces and other state and federal agencies.

Principal Accountabilities

1. Ensures that construction projects are completed in accordance with governing specifications, plans and special provisions and at acceptable engineering costs.
2. Ensures that construction proceeds in a manner that balances the demands for high safety, mobility, and convenience to the public.
3. Approves contractors' schedules to ensure that construction projects are completed in accordance with allotted working days or completion date.
4. Trains, motivates, and evaluates staff to ensure a well-developed and competent staff in accomplishing all construction assignments.
5. Assists in the selection of projects to utilize Phase III consultant engineering and oversees the negotiations of consultant agreements and work orders.
6. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.