

**Civil Engineer VII  
Operations Engineer - Rutan Exempt**

<b>IPR Number:</b>	<b>43257</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW117-23-54-500-00-02</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>January 7, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>January 18, 2019</b>	<b>Salary:</b>	<b>\$7,640 - \$9,650*</b>

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**Office/Central Bureau/District/Work Address:**

Office of Highways Project Implementation / Bureau of Operations / Region 3 / District 4 / 401 Main St., Peoria, Illinois

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**Position Purpose:**

This position is accountable for administering operations functions through the development and implementation of policies and procedures to plan, direct, and coordinate all activities for the preservation and maintenance of a complex system of highways as well as initiating projects and programs for the elimination of accidents and congestion to ensure the safe, efficient, and rapid movement of vehicular traffic in the district.

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**Qualifications:**

**Position Requirements:**

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

**Position Desirables:**

- Ten years' experience in civil engineering, seven of which should be responsible supervisory control in the planning and in the direction of highway engineering projects.
  - Comprehensive knowledge of the laws controlling the activities administered
  - Ability to promote, establishes, and maintains harmonious relationships with staff and the general public.
  - Strong oral and written communications skills
  - Comprehensive knowledge of the modern methods and practices of public works construction and maintenance operations.
  - Ability to initiate, coordinate and direct large-scale engineering programs or research and planning activities of a difficult technical nature
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**How to Apply/Remarks:**

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

**Only education/coursework listed on page two of the application will be considered for determining eligibility for this position.**

**This position is subject to the Revolving Door Prohibition (RDP) policy.**

**NOTE:** Please be advised that if a high volume of applications is 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.

\*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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

**DATE:** December 13, 2018      **WORKING TITLE:** Operations Engineer  
**POSITION CLASSIFICATION:** Civil Engineer VII      **OFFICE/BUREAU:** OHPI/Bureau of Operations  
**POSITION NUMBER:** PW117-23-54-500-00-02      **REGION/DISTRICT:** Region 3/District 4

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***Position Purpose***

This position is accountable for administering operations functions through the development and implementation of policies and procedures to plan, direct, and coordinate all activities for the preservation and maintenance of a complex system of highways as well as initiating projects and programs for the elimination of accidents and congestion to ensure the safe, efficient, and rapid movement of vehicular traffic in the district.

***Dimensions***

Staff:	7 Direct; 200 Indirect; 100-200 Temporary
Annual Bureau Operating Budget:	\$30-40 Million
Lane Miles Under Direct Supervision:	4,237
Geographical Area:	12 counties
Bridges Maintained:	800-850
Number of Maintenance and Traffic Contracts:	10-50/\$5-10 Million
Signalized Intersections Operated:	240; Lighting Units – 700-800+

***Nature and Scope***

This position reports to the Region 3 Engineer. Reporting to this position are the Maintenance Field Engineers, Bridge Maintenance Engineer, Traffic Design/Planning Engineer, Traffic Operations Engineer, the Services & Development Technician, and an Executive Secretary.

The incumbent has total responsibility for the continuous physical maintenance and operational efforts in areas where such activities can cause massive disruption to both the commerce servicing the area and the public using the existing facilities. S/He directs regulating and improving traffic flow and safety on the district's primary and interstate highway system. This is accomplished by the implementation of projects and progress utilizing roadway geometrics and traffic control devices that reduce the likelihood, number and severity of traffic accidents, injuries, and fatalities. The emotional impact, from the public, of system deficiencies is complicated by an environment of scarce program dollars to meet system needs. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

In this capacity, the incumbent typically solves problems dealing with planning, development, coordination, and implementation of the numerous and varied maintenance work programs. S/He must be sensitive to, and solve problems on, personnel requirements and assignments, discipline, and morale. The greatest challenge in the position is providing a safe, efficient, well-maintained, and operational highway system, through the efficient use of available resources that ensures a quality image in the view of the public and other agencies.

The incumbent personally develops and implements policies and procedures to ensure the completion of engineering programs that eliminate accidents and congestion thus ensuring the safe, efficient, and rapid movement of vehicular traffic throughout the district. This position establishes work program objectives and

allocates available resources necessary to meet these objectives. S/He directs the preparation of the annual budget, monitors expenditures, and approves budget allocations and changes. This position examines all district improvement plans, establishes bureau work program priorities and standards of performance, manages the district's snow and ice control/removal operations, and recommends changes in state standards and policies. The incumbent develops and implements a hazardous substance control program that encompasses district policy development for operating procedures, inspections, recordkeeping, training, proper equipment, and facilities. This position authorizes, coordinates, and monitors emergency response actions involving district resources, and ensures that all district staff involved in the handling, transport, and/or storage of hazardous materials and regulated wastes receive appropriate training. S/He reviews various reports and monitors scheduled work programs for conformance to established policies and procedures. This position directs the emergency plan for major emergencies and disasters and monitors the district snow and ice program. The incumbent prepares and submits projects for the annual Contract Maintenance Program and Day Labor Program and prepares the annual maintenance yard Capital Improvement Program. S/He provides expert consultation to subordinates on complex technical or managerial problems. The incumbent represents the department in meetings with outside agencies, groups, and the public on general highway problems. S/He is district spokesperson on traffic operational issues/emergencies and authorizes and coordinates any emergency response actions involving district resources. The incumbent represents the district in the field of maintenance and traffic engineering to municipal officials, the news media, and the public; directs the traffic emergency plan for major disasters and special events. In performing these duties, the incumbent personally prepares salary and promotional recommendations, reviews all disciplinary action cases and recommends final action, and reviews and approves all performance evaluations.

The incumbent accomplishes accountabilities through the following staff:

Bridge Maintenance Engineer who, with staff, inspects and maintains all district bridges, pump houses, and deep wells.

Maintenance Field Engineers who, with staff, carry out the road maintenance work programs.

Services & Development Technician who, with staff, provides various staff support, roadside landscaping, monitoring contract maintenance plans; budgetary control, development and preparation of management reports; budget preparation; and equipment operations and maintenance.

Traffic Operations Engineer who, with staff, develops and implements programs for the installation, operation and maintenance of traffic control devices and related programs affecting the safety and efficiency of traffic operations, and traffic control planning and inspection.

Traffic Design/Planning Engineer who, with staff, develops and implements the annual traffic sign, signal, and safety improvement programs and reviews and approves all district contract plans regarding traffic design, operation and safety, and highway entrance and sign permits.

Executive Secretary, who is responsible for providing administrative and clerical support in the daily operation of the bureau.

The incumbent has broad authority to acquire and assign labor, equipment, and money to traffic control and maintenance work programs. The incumbent is given broad latitude in assignment of available resources to accomplish the maintenance programs. S/He has the final authority on all expenditures in the district's Bureau of Operations. S/He advises the Region 3 Engineer of immediate work needs, which are beyond the scope of maintenance forces which cannot wait for submittal to the annual construction program and recommends a course of action. S/He is constrained by departmental policies as well as applicable federal/state guidelines.

Internal contacts include the Region 3 Engineer and staff; field technical personnel and periodic visits to sector headquarters throughout the district; the Bureau Chief of Administrative Services relative to personnel and budget matters; the Bureau Chiefs of Program Development and Project Implementation relative to improvement needs, design and construction standards; and the central Bureau of Operations on policy and

administrative matters. Externally, s/he establishes rapport with other governmental units, consultants, private organizations, law enforcement, union locals, the news media, and the general public. This position requires a considerable amount of travel. Must be available 24 hours per day, 7 days per week.

The effectiveness of this position can be measured by the incumbent's ability to effectively accomplish work program objectives through efficient direction and control of available resources as well as the ability to react to changing conditions and operational needs within fluctuating budget allocations and rising costs.

### **Principal Accountabilities**

1. Develops and implements policy and procedures to ensure the completion of engineering programs to eliminate accidents and congestion thus ensuring the safe, efficient, and rapid movement of vehicular traffic throughout the district.
2. Efficiently and safely operates and maintains the highway system within the district through effective planning, organizing, directing, coordinating, and controlling of all activities and available resources.
3. Serves as district spokesperson on traffic operational issues/emergencies. Authorizes any emergency response actions involving district resources. Represents the district in the field of maintenance and traffic engineering to municipal officials, the news media, and the public.
4. Establishes work program objectives and allocates available resources necessary to meet these objectives. Ensures efficiency, production, safety and conformance to policies, procedures, and standards by monitoring work program accomplishments and directing revisions as necessary.
5. Maintains good relationships with the public, county, and municipal agencies to ensure timely responses to inquiries, requests, mutual cooperation, and compliance to departmental standards, policies, and regulations.
6. Provides the Region 3 Engineer with information, solutions, costs, policies, and course of action that contribute to the resolution of operational problems.
7. Remains abreast of the latest developments in the fields of maintenance and traffic engineering thus ensuring that the department is providing effective guidance and control by the highest of service to the traveling public in the safest and most cost-effective manner.
8. Manages the district's snow and ice program through the appropriate use of equipment, manpower, and materials.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

**Subordinates of this position** (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
Civil Engineer V	PW115-23-54-501-00-01	Traffic Operations Engineer	1
Civil Engineer V	PW115-23-54-502-00-01	Maintenance Field Engineer (West)	1
Civil Engineer V	PW115-23-54-503-00-01	Maintenance Field Engineer (East)	1
Civil Engineer V	PW115-23-54-506-00-01	Bridge Maintenance Engineer	1
Civil Engineer V	PW115-23-54-507-00-01	Traffic Design/Planning Engineer	1
Engineering Technician V	PW015-23-54-505-00-01	Services & Development Technician	1
Executive Secretary I	14031-23-54-500-00-01	Executive Secretary I	1

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IX

Working Title: Region 3 Engineer

Position Number: PW119-23-54-000-00-01

**Position Requirements**

- Illinois Professional Engineering License
- Valid driver's license
- District-wide travel and overtime

**Position Desirables**

- Ten years' experience in civil engineering, seven of which should be responsible supervisory control in the planning and in the direction of highway engineering projects.
- Comprehensive knowledge of the laws controlling the activities administered
- Ability to promote, establishes, and maintains harmonious relationships with staff and the general public.
- Strong oral and written communications skills
- Comprehensive knowledge of the modern methods and practices of public works construction and maintenance operations.
- Ability to initiate, coordinate and direct large-scale engineering programs or research and planning activities of a difficult technical nature

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation