



**Civil Engineer V
Supervising Field Engineer**

IPR Number:	43273	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-54-201-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	January 30, 2019		Monday – Friday
Closing Date:	February 13, 2019	Salary:	\$6,315 - \$8,263*

Office/Central Bureau/District/Work Address:

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

Position Purpose:

This position is responsible for the direct supervision of a staff of resident engineers and technicians engaged in the construction, supervision, and inspection of highway construction projects in an assigned geographical area within the district.

Qualifications:

Position Requirements:

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license
- Districtwide travel

Position Desirables:

- Nine years of experience in civil engineering of which at least five years should be in highway engineering, three years of which should have been supervising engineering functions
- Knowledge of the principles and practices of civil engineering
- Ability to plan, organize, and establish priorities
- Strong supervisory skills
- Strong oral and written communication skills and experience communicating with the public

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 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: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 11, 2019	WORKING TITLE:	Supervising Field Engineer
POSITION CLASSIFICATION:	Civil Engineer V	OFFICE/BUREAU:	OHPI/Bureau of Project Implementation
POSITION NUMBER:	PW115-23-54-201-10-01	REGION/DISTRICT:	Region 3/District 4

Position Purpose

This position is responsible for the direct supervision of a staff of resident engineers and technicians engaged in the construction, supervision, and inspection of highway construction projects in an assigned geographical area within the district.

Dimensions

Subordinate Personnel:	Direct 10-15, 20-30 Indirect
Value of Construction Projects:	\$20 Million to 40+ Million
Number of Projects Under Construction:	20-25

Nature and Scope

This position reports to the district Construction Engineer. Reporting to this position are Senior Resident Engineers, Resident Engineers, Resident Technicians, and Bridge Painting Technician.

This position functions in a geographical area that may be characterized by both a developed urban area with high traffic volumes and adjoining independent local governmental units as well as remote rural areas. The task of constructing efficient and economical highway improvements, while at the same time, meeting the demands for safety, mobility, and convenience of the public during construction are complicated by strikes, weather, material shortages, and plan changes.

Typical problems include reviewing the validity of time extensions, change order requests, and determining the applicability of design features and standard specifications to particular problems encountered in the field. The greatest challenge to this position is ensuring that all projects in the incumbent's area are adequately staffed, completed on time, and meet all specifications for quality of workmanship.

The incumbent personally monitors the progress of construction projects to ensure that work accomplished conforms to the specifications, plans, and policies; and acts as the main source of communication between the field personnel and the district Construction Engineer. This position also conducts pre-job conferences whereby representatives of local agencies, contractor personnel, resident engineer, and representatives of railroad and utilities (if necessary) are brought together for an explanation and discussion of the proposed work. It is essential that the incumbent have unique problem-solving capability to recommend approval of changes for all design plans for assigned areas and to properly resolve the technical problems of contract administration and problems associated with complaints and concerns from the general public and outside interest groups. The incumbent conducts interim and final inspection on completed work and ensures that all documentations are completed and accurate, which enables the contract to be finalized and accepted by federal authorities. This position initiates the reply to correspondence with contractors, other agencies, or the general public concerning construction projects.

The incumbent accomplishes the position's accountabilities with the following staff:

Senior Resident Engineers, Resident Engineers, and Resident Technicians – who are individually responsible for the layout, inspection, documentation of assigned construction projects, and for the direct supervision of crews.

Bridge Painting Technician – who is responsible for the design, implementation, inspection, and documentation of all field bridge painting and/or washing contracts and advising the resident engineering staff relative to the painting portion of bridge construction and rehabilitation projects throughout the district.

The incumbent's actions are governed by state and federal policies, plans, Standard Specifications, and Special Provisions. This position is expected to exercise considerable independent judgment in expediting construction progress and reviews and recommends appropriate action of all change orders initiated by subordinate resident engineers. The incumbent recommends staffing needs and disciplinary actions for subordinate personnel. Technical problems concerning deviations in the plans and standard specifications are referred to the district Construction Engineer along with recommendations for approval.

The incumbent has internal contacts with employees within the district's Construction Section and the district's Bureaus of Project Implementation, Operations, and Program Development, and the district's Materials Section. Frequent contacts within the department include the central Bureaus of Construction and Bridges & Structures (as required). Significant outside contacts include contractors, contractor's management personnel, local governmental officials, producer material suppliers, consultants, property owners, and utility companies (as needed), the general public, and the news media on occasion. Other significant contacts are with the Federal Highways Administration (FHWA). Due to the large geographical area that is assigned to the position, the incumbent will spend a considerable amount of time traveling throughout assigned construction sites daily.

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

Principal Accountabilities

1. Ensures that construction projects are built according to plans, specifications, and departmental policies and with an appropriate engineering cost.
2. Ensures complete and accurate documentation to facilitate timely acceptance and finalization of projects.
3. Ensures timely response to inquiries, complaints, requests, and follow-up action.
4. Establishes mutual cooperation between construction and other central and district bureaus to reconcile divergent viewpoints on special construction problems.
5. Trains, motivates, and evaluates assigned personnel.
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.

Supervising Field Engineer
PW115-23-54-201-10-01

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

Position Classification	Position Number	Working Title	Authorized Identical
Civil Engineer IV	PW114-23-54-201-10-01	Senior Resident Engineer	8
Civil Engineer III	PW113-23-54-201-10-01	Resident Engineer	45
Engineering Technician IV	PW014-23-54-201-10-02	Resident Technician	11
Engineering Technician IV	PW014-23-54-201-10-03	Bridge Painting Technician	1

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer VI

Working Title: Construction Engineer

Position Number: PW116-23-54-201-00-01

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license
- Districtwide travel

Position Desirables

- Nine years of experience in civil engineering of which at least five years should be in highway engineering, three years of which should have been supervising engineering functions
- Knowledge of the principles and practices of civil engineering
- Ability to plan, organize, and establish priorities
- Strong supervisory skills
- Strong oral and written communication skills and experience communicating with the public

Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation