

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

<b>IPR Number:</b>	<b>43341</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW117-23-56-500-00-01</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 / Region 4 / District 6 / Bureau of Operations / 126 E. Ash St., Springfield, Illinois

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**Position Purpose:**

This position is accountable for administering Bureau of Operations functions through the 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 thus ensuring the safe, efficient and rapid movement of vehicular traffic in the district.

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**Qualifications:**

**Position Requirements:**

- **Education/Experience**
  - Current registration as a Licensed Professional Engineer in the state of Illinois
- Valid driver's license

**Position Desirables:**

- 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 and practices of civil engineering with special emphasis on activities of the division involved.
- Comprehensive 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 divisional and departmental policies.
- Good oral and/or written communication skills.

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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 COVERED UNDER 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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

**DATE:** December 14, 2018      **WORKING TITLE:** Operations Engineer  
**POSITION CLASSIFICATION:** Civil Engineer VII      **OFFICE/BUREAU:** OHPI/Operations  
**POSITION NUMBER:** PW117-23-56-500-00-01      **REGION/DISTRICT:** Region 4/District 6

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***Position Purpose***

This position is accountable for administering Bureau of Operations functions through the 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 thus ensuring the safe, efficient and rapid movement of vehicular traffic in the district.

***Dimensions***

Staff:	7 Direct; 180-350 Indirect; 150-200 Temporary
Annual Bureau Operating Budget:	Approximately \$40 million
Lane Miles Under Direct Supervision:	Approximately 5,400 miles
Geographical Area:	15 Counties
Bridges Maintained:	Approximately 1,000 Bridges
Number of Maintenance and Traffic Contracts:	10-50/\$5-10 million
Signalized Intersections Operated:	Approximately 300 Intersections
Lighting Units:	Approximately 1,000 Units

***Nature and Scope***

This position reports to the Region 4 Engineer. Reporting to this position are the Maintenance Field Engineers, Bridge Maintenance Engineer, Plans and Design Engineer, Traffic Operations Engineer, Services and 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 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.

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, assignment, 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 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. 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 change. This position examines all district improvement plans; establishes work program priorities and standards of performance; establishes the principle for negotiation of major development improvement and access agreements; 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 and record keeping; training, proper equipment and facilities; authorizes, coordinates, and monitors emergency response actions involving district resources; and ensuring 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 Construction Improvement Program and Day Labor Program as well as 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 reviews all disciplinary action cases and reviews and approves all performance evaluations.

The incumbent accomplishes accountabilities through the following staff:

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

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

Services & Development Technician - who, with a 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 a 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.

Design and Planning Engineer - who, with a staff, develops and implements the annual traffic sign, signal and safety improvement programs, contract maintenance program, day labor program and reviewing and approving all district contract plans with regard to traffic design, operation and safety and highway entrance and sign permits.

Executive Secretary – who handles correspondence, filing and maintenance of records.

The incumbent has broad authority to acquire and make the assignment of 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 advises the Regional 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 Regional 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, union locals, the news media and the public. This position may require overtime and overnight travel.

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. Implements policy and procedures of the central office 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. Operates and maintains the highway system efficiently and safely within the district through effective planning, organization, directing, coordinating and controlling of all activities and available resources.
3. Serves as district spokesperson on traffic operational issues/emergencies and authorizes. Coordinates 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 Regional Engineer with information, solutions, costs, policies and courses or actions 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. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. 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	PW115-23-56-501-00-01	Traffic Operations Engineer	1
Civil Engineer V	PW115-23-56-502-00-01	Maintenance Field Engineer	2
Civil Engineer V	PW115-23-56-505-00-01	Bridge Maintenance Engineer	1
Civil Engineer V	PW115-23-56-506-00-01	Plans & Design Engineer	1
Engineering Technician V	PW015-23-56-504-00-01	Services & Development Technician	1
Executive Secretary I	14031-23-56-500-00-01	Executive Secretary I	1

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IX

Working Title: Region 4 Engineer

Position Number: PW119-23-56-000-00-01

**Position Requirements**


- Education/Experience:
  - Current registration as a Licensed Professional Engineer in the state of Illinois.
- Valid driver's license

**Position Desirables**

- Ten years of experience in the practice of 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 and practices of civil engineering with special emphasis on activities of the division involved.
- Comprehensive 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 divisional and departmental policies.
- Good oral and/or written communication skills.

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation