

**Civil Engineer VI (1 Position)
Plan Preparation Engineer**

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|-------------------------|------------------------------|------------------------|---|
| IPR Number: | 43698 | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW116-23-51-302-00-01 | Shift: | 8:00 am – 4:15 pm (45-minute lunch) |
| Opening Date: | August 28, 2019 | | Monday – Friday |
| Closing Date: | September 11, 2019 | Salary: | \$6,945 – \$8,983* |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Design / Region One / District One / 201 West Center Court, Schaumburg, Illinois 60196

Position Purpose:

This position is accountable for the direction and supervision of the Plan Preparation Section in the district Bureau of Design. The incumbent is responsible for directing the preparation of contract plans and documents for highway improvements to ensure that they are prepared in accordance with departmental design policies, standard specifications, state standards and sound engineering practices.

Qualifications:

Position Requirements:

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Ten years of experience in civil engineering including five years supervising staff and managing engineering functions
- A valid driver's license
- Occasional travel
- Occasional overtime

Position Desirables:

- Good organizational, leadership and management skills
 - Excellent oral and written communication skills
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How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

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

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

This position is subject to the Revolving Door Prohibition policy.

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 and experience listed within the application will be considered for determining eligibility for this position.

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.

Applicants will be notified in writing to schedule interviews.

*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**

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|---------------------------------|-----------------------|-------------------------|---------------------------|
| DATE: | July 16, 2019 | WORKING TITLE: | Plan Preparation Engineer |
| POSITION CLASSIFICATION: | Civil Engineer VI | OFFICE/BUREAU: | OHPI/Bureau of Design |
| POSITION NUMBER: | PW116-23-51-302-00-01 | REGION/DISTRICT: | Region One/District One |

Position Purpose

This position is accountable for the direction and supervision of the Plan Preparation Section in the district Bureau of Design. The incumbent is responsible for directing the preparation of contract plans and documents for highway improvements to ensure that they are prepared in accordance with departmental design policies, standard specifications, state standards and sound engineering practices.

Dimensions

| | |
|--|----------------------------|
| Subordinate personnel: | 6 direct; 15 – 20 indirect |
| Number of projects in progress annually: | 50 – 80 |
| Dollar value of projects processed annually: | \$50M – \$100M |

Nature and Scope

This position reports to the Bureau Chief of Design. Reporting to this position are the Senior Design Squad Engineers and the Plan Preparations Section Office Coordinators.

This position functions in a transitional area, characterized by intense urban development within and immediately abutting the city of Chicago, the rapidly changing land use in the eastern and central portions of the metropolitan area, and the western suburban and rural areas of the district; all of which pose a wide variety of technical and engineering problems associated with the design and preparation of contract documents for unusually complex highway construction programs with very demanding deadlines. The district can be identified by over one hundred miles of expressways and ten thousand miles of arterial highways, which handle nineteen to twenty billion vehicle miles of travel annually; several hundred diverse abutting and/or overlapping municipal entities with often competing transportation priorities; and a huge complex of public and private utilities, all competing for use of our limited state highway rights-of-way.

Typical problems encountered in this position include investigating the appropriateness of design report recommendations in light of operational and maintenance needs within the limits of proposed highway improvements and proposing effective alternates when appropriate; evaluating proposed scopes of work in terms of feasibility from the standpoint of highway construction and operation to minimize costly construction change orders; developing standards and specifications required for specific highway improvements; ensuring that completed plans and contract documents conform to existing departmental policies and procedures; ascertaining the most effective seasonal staging of construction to maintain satisfactory traffic flow; proposing the most cost effective traffic control procedures through the construction area to balance the demands of highway safety and mobility; recommending effective methods for informing and obtaining local governmental and public approval for proposed improvement projects; developing and recommending appropriate features that must be incorporated into agreements where local governmental units are participating in highway improvement projects; and ascertaining the need for and recommending the use of consultants. The greatest challenge to this position is developing a high degree of productivity and effectiveness in subordinate staff to ensure consistent and satisfactory performance.

The incumbent is personally responsible for establishing and continuously adjusting work schedules and manpower assignments required to complete assigned projects, which is complicated by unusually complex programs and demanding schedules; establishing work activity priorities which provide the proper lead time for right-of-way acquisition, negotiation of agreements, and adjustment of conflicting utility facilities; obtaining necessary soils and traffic data and bridge designs; participating in meetings with local governmental officials, private groups and the public to explain the impact of projects; and rendering technical assistance on drainage requirements and methods of adjusting utility facilities.

The incumbent accomplishes his/her objectives through the following staff:

- Senior Design Squad Engineer (4): is, with staff, responsible for designing highway projects of various types and magnitudes in accordance with departmental policies, procedures, standards, specifications, and accepted engineering practice.
- Office Coordinator (2): is responsible for performing various difficult and complex typing work, complex secretarial duties, Plan Preparations Section office support, and word processing duties.

The position requires considerable latitude in the management of subordinate staff and in resolving a wide range of problems, particularly difficult engineering and scheduling problems and determining those problems to be referred to district management. The policies, standards and engineering principles guiding the incumbent are general in nature and require considerable independent judgment in implementation.

Within the department there is frequent contact with the central Bureau of Design & Environment concerning such items as policy evaluation and interpretation. Within the district the incumbent is in daily contact with all bureaus. Periodic contact is also necessary with public officials, developers, property owners, other state agencies, and the Federal Highway Administration (FHWA) in matters requiring a great deal of engineering judgment.

The effectiveness of this position is measured by the incumbent's ability to ensure completion of the assigned design program in a timely, efficient and effective manner.

Principal Accountabilities

1. Ensures that all work done by assigned personnel is in conformance with department standard specifications, policies and sound engineering practice.
2. Provides for the proper scheduling and manpower assignment that ensures timely and efficient project completion.
3. Ensures that all work reflects the latest highway safety considerations and is environmentally compatible.
4. Ensures that all commitments made by the department are accounted for in the preparation of the contract plans.
5. Assures close contact and effective communication with local governmental agencies, businesses and private citizens during plan preparation to make sure all necessary considerations have been taken into account.
6. Provides the direction, counseling, training, and motivation of subordinate staff to ensure a high level of productivity, effective performance, and their continuous development for more difficult assignments.
7. Provides subordinates with the direction that enables them to comply with the provisions of the Departmental Safety Code and accepted safe work practices.

- 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

| Position Classification | Position Number | Working Title | Authorized Identical |
|-------------------------|-----------------------|------------------------------|----------------------|
| Civil Engineer IV | PW114-23-51-302-00-01 | Senior Design Squad Engineer | 4 |
| Office Coordinator | 30025-23-51-302-00-01 | N/A | 2 |

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer VII

Working Title: Bureau Chief of Design

Position Number: PW117-23-51-300-00-01

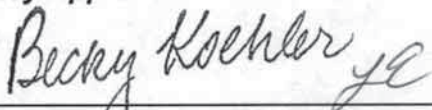
Position Requirements

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- A valid driver's license
- Occasional travel
- Occasional overtime

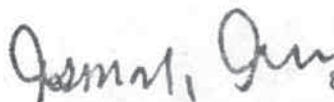
Position Desirables

- Good organizational, leadership and management skills
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation