



Bunny Koehler

**Civil Engineer V (1 position)
Project Evaluation and Liaison Engineer**

IPR Number:	44698	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-75-308-31-01	Shift:	8:00 am – 4:30 pm
Opening Date:	October 5, 2020		Monday – Friday
Closing Date:	October 19, 2020	Salary:	\$6,445 – \$10,210*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Design and Environment / 2300 S. Dirksen Parkway, Springfield, IL

Position Purpose:

This position is accountable for investigating and recommending action on requests for plan and specification changes; recommending solutions to design problems encountered by the districts; providing up-to-date design policies; providing liaison with the Federal Highway Administration (FHWA), districts, and other agencies; and for the final review, evaluation, and certification of plans and specifications for the Department's Annual Highway Program, and highway-related programs, in order to advance the program to the letting and physical construction stages. Assignments are based on a defined geographic region.

Qualifications:

Position Requirements:

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Five years of experience in civil engineering
- Valid driver's license

Position Desirables:

- Supervisory experience
- Extensive knowledge of modern techniques as applied to the design, construction, and maintenance of highway projects and plans
- Ability to develop and maintain cooperative relationships with departmental staff, other state agencies, and the FHWA
- Good oral and/or written communication skills

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.

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.

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

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**

DATE:	February 20, 2020	WORKING TITLE:	Project Evaluation and Liaison Engineer
POSITION CLASSIFICATION:	Civil Engineer V	OFFICE/BUREAU:	Office of Highways Project Implementation/ Bureau of Design and Environment
POSITION NUMBER:	PW115-23-75-308-31-01	REGION/DISTRICT:	n/a

Position Purpose

This position is accountable for investigating and recommending action on requests for plan and specification changes; recommending solutions to design problems encountered by the districts; providing up-to-date design policies; providing liaison with the Federal Highway Administration (FHWA), districts, and other agencies; and for the final review, evaluation, and certification of plans and specifications for the Department's Annual Highway Program, and highway-related programs, in order to advance the program to the letting and physical construction stages. Assignments are based on a defined geographic region.

Dimensions

Annual program:	+/- 1,000 Contracts
Annual contract value:	+/- \$1.7 billion

Nature and Scope

This position reports to the Project Coordination and Implementation Section Chief. Reporting to this position is the Plan and Project Evaluation Technician.

This position operates within an environment of investigating and recommending action on requests for plan and specification changes and recommending solutions to design problems encountered by the district offices. It interprets and applies the Standards, Standard Specifications, Supplemental Specifications, design policy, and federal policies and procedures. This position evaluates and approves the plans and specifications as submitted by the districts and other agencies immediately prior to letting. The incumbent resolves or justifies to the FHWA necessary deviations from standards, policies and procedures, and clarifies, expands, and qualifies contract provisions to define the covenants, intent, and constraints pertinent to each individual contract.

The greatest challenge of this position is to provide IDOT management the capability to enforce departmental and FHWA policies and procedures, thereby ensuring timely FHWA approval and ensuring maximum federal participation in construction costs. Timely approval of federally-funded projects is imperative if the department is to maintain the flexibility for allocating limited state funds to match federal funds, establish or shift priorities, and take advantage of special, one-time appropriations and allocations that carry strict time limits.

Within an assigned region, the incumbent is personally responsible for assisting the districts' Bureau of Program Development in the application of standard design policy, the interpretation of current and new design policies, and the implementation of FHWA design and funding policies and procedures. This position evaluates in detail the plans and specifications as submitted by the district(s), other bureaus, offices, and state agencies for completeness, applicability, and compliance with departmental and FHWA standards, specifications, policies, and guidelines. The incumbent develops, corrects, modifies and updates these plans and specifications to conform to the latest departmental and federal standards and policies and procedures. The incumbent is

responsible for clarifying, expanding, qualifying, and/or quantifying the general specifications to clearly define the covenants and constraints pertinent to each individual project. The incumbent also directs, advises, and assists the districts' Bureau of Program Development to modify and correct their submitted plans and specifications. The incumbent ensures that the plans and specifications conform to all departmental and FHWA policies and procedures and is responsible for obtaining timely FHWA authorization for construction. S/He determines all non-valid deviations from departmental and FHWA policies and procedures and keeps the Project Coordination and Implementation Section Chief advised of these deviations and all potentially controversial problems involving the department and the FHWA. S/He is responsible for justifying valid deviations from standards, specifications, policies, and guides and for resolving all questions raised by departmental personnel and the FHWA that might delay or impede the implementation of the highway construction program. The incumbent submits final construction plans and specifications to the Project Coordination and Implementation Section Chief for departmental approval, and then submits the approved plans and specifications to the FHWA for approval and authorization for advertisement. The incumbent prepares addendums to the plans and specifications as needed and reviews the contractor's bids for legal irregularities.

The incumbent accomplishes accountabilities through the following:

Plan and Project Evaluation Technician who reviews, analyzes, evaluates, and makes modifications to plans and specifications and develops contract documents for the letting phase of the annual highway program.

The incumbent is expected to independently resolve all technical problems within his/her expertise. This position requires an intimate knowledge of the total agency stratification in order to obtain, assemble, and correlate pertinent information requested by the FHWA and the district offices in resolving problems. The incumbent independently plans and develops techniques for accomplishing accountabilities. S/He is constrained by applicable departmental, state, and federal rules and regulations.

The incumbent's most significant internal contacts are with the district staffs and central office bureaus. External contacts include consulting engineers; the FHWA; counterparts in other state agencies concerning approval of materials, changes in specifications, policy, and funding; contractors; and material suppliers.

The effectiveness of this position is measured by the quality, accuracy, and completeness of the plans and specifications assembly, by the timely submittal of the plans and specifications to and approved by the FHWA, and the degree of assistance that is given to the district offices.

Principal Accountabilities

1. Ensures final contract plans and specifications conform to departmental policies and guidelines.
2. Finalizes plans and specifications for timely submittal to the FHWA of construction authorization for all federal-aid projects and in conjunction with the Program Support Unit.
3. Serves as the principal liaison between the FHWA, other state agencies, and the Office of Highways Project Implementation on matters pertaining to the final construction plans and specifications.
4. Advises other state agencies charged with development of IDOT projects in matters of federal and departmental policies and procedures.
5. Provides assistance to the districts on questions and problems pertaining to their final construction plans and specifications.
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.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
Engineering Technician V	PW015-23-75-308-31-02	Plan and Project Evaluation Technician	4

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer VII

Working Title: Project Coordination and Implementation Section Chief

Position Number: PW117-23-75-308-00-01

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Five years of experience in civil engineering
- Valid driver's license

Position Desirables

- Supervisory experience
- Extensive knowledge of modern techniques as applied to the design, construction, and maintenance of highway projects and plans
- Ability to develop and maintain cooperative relationships with departmental staff, other state agencies, and the FHWA
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Agency Approvals

Bureau Chief of Personnel Management

Secretary, Department of Transportation