

# Job Title: CIVIL ENGINEER IV - SENIOR AIRPORT PROGRAM ENGINEER - IPR#45065

**Agency:** Department of Transportation

**Closing Date/Time:** 01/21/2022

**Salary:** \$5,920 - \$9,230 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** NR916

Interested applicants must apply for this position on the Work for Illinois website, [www.work.illinois.gov](http://www.work.illinois.gov). Please direct any questions to the Agency Contact listed below.

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through SuccessFactors. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Airport Program Engineer.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is accountable for assisting in the initiation, review, and development of the annual public airport improvement program and maintaining a three to five-year program. This position solicits transportation improvement proposal requests from approximately seventy-five (75) Illinois public-use airports and reviews project scope, cost, justification, and environmental readiness for programming consideration. This position closely coordinates grant activity with the Federal Aviation Administration (FAA) and shares responsibility for grant assurance and compliance management and assists in closeouts when necessary.

Multi-year airport program budget: \$300 - \$500 million

Annual capital expenditures programmed: \$80 - \$100 million

Programs administered: 2

Number of publicly owned airports affected: 75 approximately

Federal sub-recipient applications received annually: 80 approximately

This position reports to the Section Chief of Airport Programming, Planning, and Environment. There are no subordinates reporting to this position.

The Department of Transportation, Division of Aeronautics acts as agent of the airport owner/sponsor for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. This act requires and directs the Division of Aeronautics to regulate and supervise aeronautics within the state, with aeronautics defined as the design, establishment, construction, extension, operation, improvement, repair, or maintenance of airports. The Division of Aeronautics shall not expend any funds appropriated or made available for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Division of Aeronautics. The Division of Aeronautics administers the federal (AIP) in part through a cooperative memorandum of agreement (MOA) with the FAA known as the State Block Grant Program (SBGP) agreement. Seventy-five (75) public-use airports throughout the state are eligible to receive federal, state, and local program funds to plan, create, develop, and improve airport facilities. The incumbent must continually keep abreast of ever-changing federal and state eligibility and justification requirements. The incumbent must communicate the terms and conditions of accepting federal grants and maintain a record of grant compliance. Unavoidably, the resolution of these problems involves extensive communication and coordination with the airport sponsor, their consultant, and many state and federal agencies.

### **(Job Responsibilities continued)**

The greatest challenge to this position is to develop a well-balanced airport capital improvement program (ACIP) that is consistent with the needs of the airport sponsors, state, and federal government while maintaining funding limitations imposed by available resources. In addition, this position is responsible for the continuous update of the Division of Aeronautics' three to five-year development program. In the performance of the position's duties, the incumbent may also provide general consultation to help guide airport sponsors to more realistic development goals. A common problem associated with this position involves the grant application process itself and reviewing federal grant assurance and compliance issues with sponsors. The incumbent ensures airport sponsors are aware of the latest changes in the grant application process and provides guidance toward maintaining grant compliance.

This position is personally responsible for assisting in the assembly of the Division of Aeronautics' annual planning and capital development program. The incumbent develops the annual capital development program based on project requests from the individual public airport sponsors. The requests are then screened in coordination with the Office of Planning and Programming to determine the project's eligible components, scope, cost, justification, and environmental readiness for programming consideration. The incumbent then makes federal and state funding eligibility determinations. S/He prioritizes the specific requests based on federal and state priority rating guidance and researches or develops a realistic cost estimate for budgetary purposes. The incumbent must determine the needs of the project and its resulting cost/benefit ratio and ensure that the federal and state grant applications are properly completed and filed. This position is also responsible for ensuring that all compatible land-use and environment coordination, review, and approval activities for the specific project requests have been incorporated and completed as a part of the application process. The incumbent represents the Division of Aeronautics in regional and local airport programming meetings and attends occasional land-use inspections and compliance audits with the FAA. S/He maintains grant assurance and compliance records and initiates and coordinates issuance of state grants for airport improvement projects.

### **(Job Responsibilities continued)**

The incumbent is given wide latitude to act within the rules, regulations, and policies of the department. Most of the daily activities are governed and regulated by state and federal policies. Certain problems

which occur during the grant application process will be dealt with at the incumbent's discretion. Actions or decisions which are controversial in nature will be evaluated by the incumbent and his/her recommendations given to the Section Chief of Airport Programming, Planning, and Environment for final resolution. Occasional travel which may include overnight stays is required for meetings and hearings.

The incumbent maintains frequent contact and working relationships with public airport sponsors, managers, consultants, and various FAA and regulatory agency personnel. Within the Division of Aeronautics s/he works closely with other members of the Bureau of Airport Engineering, Bureau of Aviation Safety, and the Bureau of Administrative Services. Within the department s/he works closely with the Office of Planning and Programming, Bureau of Design and Environment, and the Office of Finance and Administration. The incumbent maintains frequent contact with other state agencies; various offices within the department; the FAA; cities, counties, and airport municipalities; contractors; consulting engineers; and others in performing these duties. Occasional travel which may include overnight stays is required.

The effectiveness of this position is measured by the achievement of a balanced Airport Improvement Program (AIP) consistent with federal, state, and local objectives and within the Division of Aeronautics' budgetary limitations.

### **Principal Accountabilities**

1. Assists in the assembly and development of the Division of Aeronautics' annual planning and capital development program based on project requests from the individual public airport sponsors.
2. Makes federal and state funding eligibility determinations and prioritizes the specific requests based on federal and state priority rating guidance and researches or develops a realistic cost estimate for budgetary purposes.
3. Determines the needs of the project and its resulting cost/benefit ratio and ensures that federal and state grant applications are properly completed and filed.
4. Ensures that all compatible land-use and environment coordination, review, and approval activities for specific project requests have been incorporated and completed as a part of the application process.
5. Advises and counsels airport sponsors, managers, engineers, and consultants regarding program grant applications, grant terms, conditions, and compliance issues and manages all federal grants.
6. Maintains grant assurance and compliance records and initiates and coordinates issuance of state grants for airport improvement projects.
7. Represents the Division of Aeronautics in regional and local airport programming meetings and attends occasional land-use inspections and compliance audits with the FAA.
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.

### **Qualifications**

#### **Position Requirements**

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Four years of experience in civil engineering
- Valid driver's license
- Occasional travel which may include overnight stays

#### **Position Desirables**

- Knowledge and experience in highway engineering
- Basic skill in the use of engineering field and office instruments including Microsoft Office and Automatic Computer Aided Design (AutoCAD)
- Working knowledge of the routine practices of civil engineering
- Good oral and written communication skills and the ability to write technical reports
- Ability to maintain harmonious relationships with employees, vendors, and contractors

**Work Hours:** 8:00 AM to 4:30 PM Monday - Friday

**Work Location:** 1 Langhorne Bond Dr Springfield, IL 62707-8415

**Office:** Office of Intermodal Project Implementation/Bureau of Airport Engineering

**Agency Contact:** DOT.CO.BPM.EmploymentApplications@Illinois.gov

**Job Function:** Transportation

### **APPLICATION INSTRUCTIONS**

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the work.Illinois.gov homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

**State employees:** Log in to the career portal for State employees <sup>[KS(1)]</sup> and review the Internal Candidate Application Job Aid [HERE](#) <sup>[KS(2)]</sup>

**Non-State employees:** on work.Illinois.gov – click “Application Procedures” in the footer of every page of the website.