

Job Title: CIVIL ENGINEER V - SECTION CHIEF OF AIRPORT CONSTRUCTION AND MATERIALS - IPR#46579

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$6,445 - \$10,210 MONTHLY

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition policy.**

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 the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

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 Section Chief of Airport Construction and Materials.

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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

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 the management of the Airport Construction and Materials Section which is accountable for the implementation, direction, and coordination of the general supervision of all airport construction within Illinois involving state, local, and/or federal funds. Acting as the local airport sponsor's agent, this position directs the consultant engineer and contractors to ensure that airport projects are completed according to the approved plans, specifications, and progress schedules. In addition, this position is responsible

for providing technical guidance, coordination, evaluation, and approval of the inspection, testing, quality assurance, and certification of all materials and job mix formulas (JMF) used in the construction of airport projects.

Job site inspections performed:	150 – 250 annually
Value of projects supervised:	\$120 million annually
Projects in process:	105 active
Change order authorizations developed:	140 annually
Material and project sources utilized:	60 – 100 mix plants/material suppliers per district

This position reports to the Bureau Chief of Airport Engineering. Reporting to this position are the Airport Construction Field Engineer, Airport Certification and Mixtures Engineer, Senior Associate Airport Construction Engineer, Associate Airport Construction Engineer, Assistant Airport Construction Engineer, Airport Construction Engineer Trainee, Airport Documentation Technician, and Airport Materials Certification Technician.

(Job Responsibilities continued)

The Department of Transportation, Division of Aeronautics (DOA), acts as agent for the airport owner (sponsor) for all matters involving the development of any public air navigation facility by virtue of the authority of Illinois Aeronautics Act. The incumbent's work environment is characterized by provisions of the Illinois Aeronautics Act which 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 Airport Improvement Program (AIP), in part, through a cooperative memorandum of agreement (MOA) with the Federal Aviation Administration (FAA) known as the state block grant program (SBGP) agreement. Approximately 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. This position is the state's primary construction and materials engineer who is accountable for assuring that the consultant engineering firms properly supervise the contractor's activities to certify that the project is being constructed in accordance with the plans and specifications. The incumbent maintains and promotes a unique working relationship with the consultant engineering firms and their resident engineers to ensure that quality construction is obtained efficiently and economically. The incumbent's responsibilities are fulfilled by visiting each construction site and making inspections as required with the resident engineer, if appropriate, the contractor, and/or airport representative. The incumbent initiates preconstruction conferences between the resident engineers, the FAA, the airport representative, and contractor to discuss the overall project scope, contract requirements, unique problems anticipated, and the general work sequence in order to ensure that adequate plans have been made before construction begins. Final inspections are arranged by the incumbent with all appropriate parties in attendance who verify completion of the project in accordance with the plans and specifications. The incumbent is also responsible for providing expertise to the Office Intermodal Project Implementation (OIPI) and consulting engineers in the JMF design and quality control of all materials used in the construction of airports throughout the state. This is accomplished through the review of all special provisions, JMF designs, education of consultant personnel, drafting of material specifications, and the coordination with highway district personnel and testing and engineering consultants to provide testing and material inspection for airport projects. Reporting indirectly to this position are the consulting engineers, their supervisors, resident engineers, and testing engineering consultants and their staffs.

(Job Responsibilities continued)

Typical problems encountered by the incumbent include determining on-the-job site procedures for the proper execution of the construction activities while maintaining a high degree of safety for the flying public; establishing and requiring a minimum acceptable standard of performance for airport construction practices; investigating complaints; mediating controversies that arise between the resident engineer and the contractor; approving all contractors, subcontractors, and resident engineers progress schedules; assisting the Airport Design Section in developing specifications for new materials, equipment, and ideas; and the development of procedures to determine the adequacy of materials before they are incorporated into the projects. The incumbent must maintain quality assurance of materials and testing even though the coordination of the program is frequently interrupted with changes in consultant personnel. The incumbent must be responsive to the work schedules of contractors ensuring a timely uninterrupted flow of inspected materials to the project while meeting the requirements of the contract specifications. The greatest challenge to this position is to resolve the many complex airport construction and materials problems to the satisfaction of all contractual parties while striving to provide and maintain a

cooperative working relationship with consultant engineering firms, airport sponsors, the FAA, contractors, and other state officials, both inside and outside the department.

The incumbent personally directs the development of change orders and performs the necessary coordination between all contractual parties with the required justification and documentation; investigates and makes recommendations for contract time extensions; recommends approval of change orders; approves payments for work completed, materials stockpiled, and/or disallowances; approves payments to engineering firms and contractors for the construction phase of a project; ensures maximum federal participation by working closely with the FAA representative; schedules all necessary meetings with appropriate parties such as preconstruction conferences, job inspections, final inspections, and final contract cost negotiations; and ensures the accuracy of as-built plans. The incumbent coordinates with highway district personnel who inspect materials used by OIPI on airport construction projects; serves as OIPI expert on materials; may assist the Airport Design Section in reviewing proposed material specifications prior to incorporation in plans; approves proposed material substitutions on airport construction projects; reviews field and laboratory test results; resolves complex material problems and takes appropriate action; in keeping with FAA grant requirements, certifies that all materials used in the project substantially meet specifications; and may conduct training seminars for the consulting engineering firms. The incumbent is a member of the OIPI subcommittees for the Association of General Contractors of Illinois (AGC), the Illinois Aggregate Producers Association (IAPA), the American Consulting Engineers Council (ACEC), and the department's Illinois Highway Development Council.

(Job Responsibilities continued)

The incumbent accomplishes these accountabilities through the following staff:

Airport Construction Field Engineer, who is accountable for primary assistance to the Section Chief of Airport Construction and Materials in the general supervision of airport construction within Illinois where state, local, and/or federal funds are involved. The incumbent is responsible for assisting in the assurance that the consulting engineers and contractors construct all airport projects according to the adopted plans and specifications.

Airport Certification and Mixtures Engineer, who is accountable for assisting the Section Chief of Airport Construction and Materials in the overall goal of ensuring proper materials on airport construction projects and the field quality and certification compliance of all materials incorporated in each project as required by the FAA, and coordinates with the airport's consultant to meet material documentation requirements. This position is accountable for the operation of the OIPI/DOA materials certification program to ensure that the documentation of all inspected and tested materials including JMF's used in the construction of airport projects, have received final certification and that all materials conform to the contract documents.

Senior Associate Airport Construction Engineer, who with minimal supervision, is accountable for assisting the Section Chief of Airport Construction and Materials in the general supervision of airport construction within Illinois where state, local, and/or federal funds are involved. The incumbent is responsible for assisting in the assurance that the consulting engineers and contractors construct all airport projects according to the adopted plans and specifications.

Associate Airport Construction Engineer, who under general supervision is accountable for assisting the Section Chief of Airport Construction and Materials in the general supervision of airport construction within Illinois where state, local, and/or federal funds are involved. The incumbent is responsible for assisting in a wide range of activities including taking on the assignment and management of small airport projects from award through final acceptance.

Assistant Airport Construction Engineer, who under general supervision is accountable for assisting the Section Chief of Airport Construction and Materials in the general supervision of airport construction within Illinois where state, local, and/or federal funds are involved. The incumbent is responsible for assisting in a wide range of assigned activities including taking on the assignment and management of small airport projects from award through final acceptance. The incumbent will also complete assigned training classes, seminars, and other training as directed by the Section Chief of Airport Construction and Materials.

(Job Responsibilities continued)

Airport Construction Engineer Trainee, who under direct supervision of the Section Chief of Airport Construction and Materials completes required training classes, seminars, in house training, and assignments related to the general supervision of airport construction within Illinois where state, local, and/or federal funds are involved.

Airport Documentation Technician, who is accountable for assisting the Section Chief of Airport Construction and Materials in conducting progress and final audits of the resident engineer/technician construction field records to verify compliance with approved policies, providing documentation training, responding to audit finds, maintaining historical job records, and other contract support functions for the OIPI/DOA Airport Construction and Materials Section. This position is responsible for producing, and thereafter maintaining, the Airport Construction Documentation Manual.

Airport Materials Certification Technician, who is accountable for assisting the Section Chief of Airport Construction and Materials in the overall goal of ensuring proper materials on airport construction projects where state, local, and/or federal funds are involved.

The incumbent is responsible for the operation of the section and has the authority to recommend to the Bureau Chief of Airport Engineering the promotion of subordinates. The incumbent exercises independent judgment on decisions concerning complex engineering problems. The incumbent interprets policy, directs adaptation of new methods and procedures, and represents the OIPI/DOA in all matters involving the construction phase and materials used in airport projects. The incumbent has complete freedom on technical matters within established engineering codes and standards. The incumbent has broad authority to make decisions on construction and material issues using OIPI/DOA and FAA policies and procedures as a guide. S/He keeps the Bureau Chief of Airport Engineering informed on construction and materials issues, especially those that are, or could be, controversial. The incumbent is constrained by departmental safety rules.

The position has frequent contact with the OIPI/DOA staff concerning approved materials, lettings, specifications, documentation, auditing, contract additions, design changes, claims, and construction problems. In addition, the position has frequent contacts with the Office of Highways Project Implementation Bureaus of Construction, Materials, Design and Environment, and Land Acquisition; and the Office of Programming and Planning. The incumbent has frequent contacts with contractors, suppliers, FAA, consulting engineering firms, airport authorities, park districts, cities, port districts, county and state-owned airports concerning prequalification, materials, funds, construction, contracts, and change orders. Frequent statewide travel with occasional overnight stays is required.

(Job Responsibilities continued)

The effectiveness of this position is measured by the incumbent's ability to provide safe, timely, well-constructed, cost effective airport construction projects to serve the public. Other indicators of effectiveness are the timeliness of resolving problems and the maintaining of a high level of cooperation with all contractual parties. In addition, the effectiveness of this position can be measured by the incumbent's ability to execute and administer the OIPI/DOA construction quality assurance, material certification, and corrective action to materials problems in a timely manner.

Principal Accountabilities

1. Assures effective and efficient management of construction programs to achieve department goals and objectives.
2. Ensures quality airport construction with consideration to specifications and policies to meet public, state, and federal requirements.
3. Ensures that contract additions and specification changes on work under contract are proper both legally and technically.
4. Ensures uniform interpretations and application of construction and materials specifications and policies to assure achievement of department goals and objectives.
5. Provides top management with information and recommendations to contribute to the resolution of operating problems.

6. Maintains technical proficiency and education on construction and materials technology and improved construction techniques.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

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
- Frequent statewide travel with occasional overnight stays

Position Desirables

- Supervisory experience
- Working knowledge and experience in routine construction civil/infrastructure engineering projects, preferably on airports
- Basic skills utilizing engineering field and office equipment
- Strong knowledge of Microsoft Office suite applications
- Ability to write technical reports
- FAA pilot's license

Work Hours: 8:00 A.M. - 4:30 P.M. 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.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management; Science, Technology, Engineering & Mathematics

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 Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com 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 and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com