

Job Title: CIVIL ENGINEER VII - CHIEF OF PRELIMINARY ENGINEERING - IPR#45761

Agency: Department of Transportation

Closing Date/Time: 06/23/2022

Salary: \$7,795 - \$11,660 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Non-Union

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

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Chief of Preliminary Engineering.

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 the planning, directing, and controlling of activities within the Preliminary Engineering Section of the Bureau of Design and Environment.

Total operating expenses: \$700,000 annually

Contract negotiations with consultants: \$200 - \$285 million annually

Value of electrical and mechanical plans: \$12 - \$15 million annually

Value of railroad and joint improvement agreements: \$85 million annually

This position reports to the Engineer of Design and Environment. Reporting to this position are the Consultant Services Unit Chief, Agreements Unit Chief, and Electrical and Mechanical Chief.

The incumbent operates within an environment of rectifying sensitive social and engineering requirements while ensuring proper engineering guidelines for other transportation units. The most unique aspect of this position is the highly diversified scope of the operations that it supervises. The preparation of highway lighting plans and agreements with railroads are accomplished within the Preliminary Engineering Section.

The greatest challenge of this position is the wide and diversified scope of responsibilities and the initiative required to apply innovative solutions to unique problems. Typical problems encountered include conducting fair and equitable negotiations with consultants and determining additional compensation for revisions in the scope of work.

The incumbent is responsible for the planning, directing, and controlling of activities within the Preliminary Engineering Section including the development of the operating budget and personnel administration. The incumbent is accountable for administering architectural/engineering consultant prequalification, selection, and evaluation; administering consultant engineering agreements; administering the preparation of downstate highway lighting and pump station plans; administering agreements with railroad companies, utility companies, local agencies, and state agencies for joint improvement projects; coordinating the design and lighting of rest areas and weigh station buildings with the Capital Development Board; and developing and monitoring statewide policies for these projects.

(Job Responsibilities continued)

The incumbent accomplishes accountabilities through the following staff:

Consultant Services Unit Chief who is responsible for prequalifying architectural and engineering firms, advertising for engineering projects, receiving and evaluating statements of interest, providing information to the selection committee for the various advertised projects, and evaluating the performance of engineering firms.

Agreements Unit Chief who is responsible for securing agreements with consulting firms on engineering projects, utility companies for utility adjustments, railroad companies for railroad/highway intersection improvements, and local agencies for joint participation agreements.

Electrical and Mechanical Chief who is responsible for providing electrical and mechanical design and operations and maintenance expertise for highway lighting and pump stations.

The incumbent has wide latitude to act and initiate actions as appropriate. In accomplishing his/her accountabilities, the incumbent is free to act without direct supervision referring only controversial matters to the Engineer of Design and Environment for joint resolution.

Internally, the incumbent is required to maintain a close liaison with the offices and districts within the department. Externally, s/he is in frequent contact with people in private industry, including utility and railroad companies, consultants, contractors, manufacturers, and suppliers. Occasional statewide and out-of-state travel with overnight stays is required.

The effectiveness of this position can be measured by the professional selection of architectural/engineering consultants, the quality of timeliness of design services, and the securing of agreements with other agencies to provide the public with an adequate highway system.

Principal Accountabilities

1. Directs the development of policies and the securement of all agreements with consultant engineering firms, utilities, railroads, and other state agencies.
2. Coordinates the design and approval of pump stations and highway lighting.
3. Ensures that consultant engineering firms are properly pre-qualified and evaluated, solicitations and negotiations are concluded promptly, and claims are resolved fairly.
4. Organizes and staffs the Preliminary Engineering Section including the training and development of personnel to ensure the efficient performance of

responsibilities.

5. Administers and enforces all department safety policies and codes.
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.

Qualifications

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Ten years of experience in civil engineering including six years of supervising staff and managing engineering functions
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

Position Desirables

- Familiarity with administering consultant agreements
- Working knowledge of engineering related procurement procedures
- Strong oral and written communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation/Bureau of Design & Environment

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

Job Family: Transportation

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