

Job Title: CIVIL ENGINEER VII - PROJECT IMPLEMENTATION ENGINEER - IPR#45286

Agency: Department of Transportation
Closing Date/Time: 09/28/2021
Salary: \$7,795 - \$11,600 Monthly
Job Type: Salaried Full Time
County: LaSalle
Number of Vacancies: 1
Plan/BU: Non-Union / At-Will Position

Interested applicants must apply for this position on the Work for Illinois website, www.work.illinois.gov. Please direct any questions to the Agency Contact listed below.

***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.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Project Implementation 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 planning, directing, and coordinating the construction and materials supervision and inspection for state highway improvements and for federally- and state-funded local agency improvement projects in the district.

This position reports to the Region 2 Engineer. Reporting to this position are the Engineers of Materials, Construction, and Local Roads and Streets Engineer, the Implementation Support Technician, and an Executive Secretary.

This position functions in a diverse geographical area which requires a wide variety of construction supervision and material inspection on state projects and federally-, state- and Motor Fuel Tax (MFT) -funded local agency projects. This is politically sensitive and poses unusual problems of highway safety and effective movement of traffic through construction areas. These conditions create unusual problems in the effective scheduling of available manpower and other resources to ensure the timely and effective accomplishment of material inspection and construction supervision. The complexity of the district highway system requires an incumbent with a high level of technical competence in the project implementation area. This position serves as spokesperson to the general public, legislators, and various local governmental agencies regarding projects which at times can be controversial involving construction delays, detour issues, etc. S/He exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Problems encountered in this position include providing for the proper coordination of agencies and personnel that are involved in almost every project; maintaining continuous contact with the media, local agencies, abutting property owners, and the political directorate to inform them of construction progress and prognosis; and ensuring that temporary traffic control procedures and detour provisions guarantee optimum safety to the traveling public and the effective movement of traffic through the construction area. This position is also responsible for planning, directing, and coordinating the implementation of projects each year, which requires additional overview with detailed construction supervision activities on projects performed by consultant personnel. The greatest challenge to this position is to ensure effective and timely project completion while optimizing traffic safety and minimizing the inconvenience of the traveling public.

(Job Responsibilities continued)

The incumbent plans, implements, and evaluates programs to improve the management process, manpower utilization, staff quality, and the processes and procedures used to accomplish the district engineering objectives. This position directs the preparation and implementation of the engineering budget: develops and implements policies and procedures to supplement those of the central office; and meets with public officials, local agencies, affected private parties, utility and railroad officials, media representatives, members of the political directorate, construction consulting engineers, and contractors in resolving complex and unique problems which involve cost, time delays, and the quality of finished highway improvements in the district. S/He establishes priorities for construction programs which directly affect construction supervision and material inspection activities. The incumbent provides staff advice on policies and procedures in the engineering area. In addition, the incumbent also evaluates, approves, and/or rejects requests from staff concerning equipment, budget, manpower, and proposed organizational changes.

The incumbent accomplishes accountabilities through the following staff:

Construction Engineer - who, with a staff, is responsible for all functions necessary to ensure complete and accurate construction of a project including construction survey work; inspection of contractor's procedures, verification of contractor's procedures, equipment used, and quality of work.

Materials Engineer - who, with a staff, is responsible for material inspection and quality control to ensure complete and accurate inspection of materials used on construction projects including all embankment, foundation, and line borings; determining and regulating the quality of aggregate and bituminous and concrete material used; and testing and analyzing district material samples to ensure conformance to standards and specifications, while preparing proper project documentation.

Local Roads and Streets Engineer - who, with a staff, administers the planning, use, and expenditure of MFT and federal-aid funds for all local governments in the district.

Implementation Support Technician - coordinates the required documentation of Construction and Materials field and plant inspection, the required sampling and testing, and prepares and monitors section budget, the equipment inventory, and personnel records.

(Job Responsibilities continued)

The incumbent is given wide latitude in the management of the district engineering activities including the managing of subordinate personnel within his/her district as well as the purchasing of supplies, equipment, and services considering budget limitations and the provision of the State Procurement Act. S/He develops policies and procedures for staff operations within departmental guidelines. When necessary, the incumbent will refer conflicts between the engineering area and any other area to the Region 2 Engineer for resolution. Such referrals would include a recommended course of action. The incumbent also seeks the Region 2 Engineer's counsel on certain phases of engineering activities and asks him/her to choose between alternatives.

Within the district, the incumbent maintains contact with other bureau chiefs, their section heads and staffs in relation to equipment and supplies; budgetary and manpower needs; project control and monitoring of the contract support, construction, and materials activities; and other work activities. S/He coordinates with the Equal Employment Opportunity (EEO) Labor Compliance Officer to ensure the contractor follows the Illinois Department of Transportation (IDOT) requirements. Outside the district organization, the incumbent is required to establish and maintain responsible and effective

relationships with departmental offices/divisions, state and federal agencies, local governmental units, consultants, contractors, interested private organizations, and the public. Travel is required of this position.

The effectiveness of this position is measured by the incumbent's ability to effectively and efficiently manage the program implementation area by accomplishing program goals and objectives; by the acceptance by local agencies and the public, as well as the central bureau and the Federal Highway Administration (FHWA) of all construction and materials activities required for highway projects; by maintaining good public relations and effectively informing the public, business interests, and local governmental agencies; by controlling all phases of construction costs; and by developing acceptable district engineering policies and procedures.

Principal Accountabilities

1. Plans, organizes, directs, and controls the construction supervision and materials inspection functions of the district and federally- and state-funded local agency construction programs.
2. Provides liaison for the cooperation within the engineering area in the district through the establishment and maintenance of relationships that satisfactorily reconcile divergent viewpoints on specific issues arising from the new construction and materials inspection activities on specific highway improvements.
3. Provides recommendations to top management on the first level of the claim process when a contractor disagrees with district decisions on the contract.
4. Serves as spokesperson and provides close contact and communication with representatives of local governmental agencies, business interests, the media, the political directorate, and private citizens on construction scheduling and activities.
5. Provides top management with construction and materials information, solutions, costs, policies, and courses of action that contribute to the resolution of operating problems.
6. Ensures the proper and effective utilization of manpower through the selection, training, motivation, and evaluation of employees.
7. Ensures quality highways and streets through the proper inspection and testing of materials and construction.
8. Provides for the safety of the motoring public during construction and upon completion of the highway by using the latest standards, designs, and procedures.
9. Ensures that staff performs duties in accordance with the departmental safety rules, practices, and programs. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

Qualifications

Position Requirements

- Current registration as a Licensed Professional Engineer in the state of Illinois PLUS
- Ten years of experience in civil engineering including six years of supervising staff and managing engineering functions
- Valid driver's license

Position Desirables

- Comprehensive knowledge of the laws controlling the activities administered
- Ability to promote, establish, and maintain harmonious relationships with staff and the general public.
- Strong oral and written communications skills
- Comprehensive knowledge of the modern methods and practices of public works construction and maintenance operations.
- Ability to initiate, coordinate and direct large scale engineering programs or research and planning activities of a difficult technical nature.

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

Work Location: 700 E Norris Dr Ottawa, IL 61350-1628

Office: Office of Highways Project Implementation/Region 2/District 3/Project Implementation

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

Job Function: Transportation