

Job Title: CIVIL ENGINEER VII - PROGRAM DEVELOPMENT ENGINEER - IPR#45287

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 Program Development 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 providing overall direction of the district's annual and multi-year programs and all activities associated with the preliminary engineering phase of projects such as development of project reports and contract plans, agreements with governmental agencies and utility companies, and the purchases of rights-of-way.

This position reports to the Regional 2 Engineer. Reporting to this position are the Engineers of Studies and Plans, Programming, Land Acquisition, and Project Support; an Office Coordinator; a Computer-Aided Design and Drafting (CADD) Unit Supervisor; and an Executive Secretary.

This position functions in a transitional area, characterized by urban development, changing land use near the urbanized area and rural areas in the regions. These varied conditions pose a wide variety of problems in the selection of projects and identifying their proper scope. In circumstances where highway needs far exceed program dollars and where program priorities are constantly shifting, the optimum use of available state, federal, and local funds requires the cooperation and participation of local governments, area planning organizations, and the private developers. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Typical problems encountered in this position include coordinating proposed district improvement with other agencies to optimize the use of available funds and minimize inconvenience to the traveling public; coordinating the activities of various district organizations in determining scope of work to provide cost effective projects; coordinating the activities of district organizations to ensure the development of effective and reasonable transportation plans; and developing methods and

procedures for expediting the progress of projects through the various stages of project and design studies, plan preparation, and land acquisition. The greatest challenge to this position is to effectively coordinate the functions of programming, preliminary engineering, right-of-way acquisition, and plan preparation to ensure the individual projects meet established letting dates.

(Job Responsibilities continued)

The incumbent personally represents the district on various planning committees to become aware of the operations and budgetary implications of proposed transportation projects; coordinates various district organizations in developing district programs and selects individual projects to be included on these programs; reviews and approves models for allocating available program funds to various geographical areas in the district; and reevaluates the scope of projects being implemented to facilitate completion and availability of funds and staff productivity.

The incumbent accomplishes accountabilities through the following staff:

Studies and Plans Engineer -who, with a staff, prepares project studies, plans, specifications, and conducts pavement and economic design studies, prepares plans and reports for bridge and hydraulic improvements.

Programming Engineer -who, with a staff, develops and monitors annual and long-range improvement programs; prepares project estimates for lettings; conducts a wide variety of traffic studies supporting project selection and approval; coordinates the district transportation planning activities with the necessary federal, local, and metropolitan planning agencies.

Project Support Engineer -who, with a staff, prepares plans through CADD operations; supervises the preparation of utility estimates; and negotiates and obtains approval of interagency, utility, and railroad participation agreements required for project implementation.

Land Acquisition Engineer -who, with a staff, accomplishes all surveys; prepares plats and acquires the rightof-way necessary for project completions; and conducts the district relocation and property management activities.

CADD Unit Supervisor -who supervises computer aided design and drafting activities, including the directing and integration of computer aided design functions, in order to improve the district's design and plan preparation productivity.

Office Coordinator -who provides technical and administrative support services for the bureau including equipment and commodity purchases, inventory control, and administering the bureau's budget.

Executive Secretary-who performs secretarial and administrative services for the bureau including timekeeping, commodity purchases, and inventory.

Though the incumbent works within general departmental and district planning policies and guidelines, considerable independent judgment is required in establishing programming priorities; determining local agency participation; structuring project scope of work; and effectively coordinating project and environmental studies, drainage studies, plan preparation, and acquisition of right-of-way.

(Job Responsibilities continued)

The incumbent establishes and maintains a wide range of contacts with district and central office personnel in providing program management services and coordinating the performance of the preliminary engineering and land acquisition functions. In addition, the incumbent maintains a wide range of governmental and private contacts in planning and developing district improvement programs and in participating in area-wide transportation planning activities. Travel is required of this position. The effectiveness of this position is measured by the optimum use of available program dollars; the cost effectiveness of the scope of work on projects; the timely and effective completion of project environmental and drainage studies; ensuring that plans are prepared in a timely manner and in accordance with appropriate engineering standards and principles; and the timely acquisition of right-of-way.

Principal Accountabilities

1. Provides effective program management within the district.
2. Provides effective coordination of project studies, design, plan preparation, traffic studies, and land acquisition functions in order to meet established letting dates.
3. Participates in a wide range of area planning and programming activities designed to develop rational area transportation plans.
4. Ensures that the annual, short-range, and special district improvement programs will improve the safety and capacity of district highways and optimizes the use of available program dollars.
5. Ensures that improvement projects in process are continuously monitored and regional management is alerted to make the decisions necessary for timely project completion.
6. Provides close contact and communication with representatives of local government agencies, the federal government, metropolitan planning agencies, commercial and industrial interests, and private citizens on transportation planning activities.
7. Provides regional management with design, plan preparation and land acquisition information, solutions, costs, policies, and courses of action that provide timely project completion.
8. Structures local agency, utility, and railroad participation agreements to optimize use of available program dollars and facilitate program implementation.
9. Ensures the proper and effective utilization of manpower through the selection, training, motivation, and evaluation of employees. Trains, motivates, and evaluates subordinate personnel and ensures compliance with departmental policies, procedures, and safety rules.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned. Exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

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 supervising staff and managing engineering functions
- Valid driver's license
- Considerable travel
- 24-hour call availability

Position Desirables

- Comprehensive knowledge of the laws controlling the activities administered
- Ability to promote, establish and maintain harmonious relationships with staff and the public
- Strong oral and written communication skms
- 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/Program Development

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

Job Function: Transportation