

Job Title: CIVIL ENGINEER VII - OPERATIONS ENGINEER - IPR#45288

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 an Operations 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 administering the Bureau of Operations functions through the development and implementation of policies and procedures to plan, direct and coordinate all activities for the preservation and maintenance of a complex system of highways as well as initiating projects and programs for the elimination of accidents and congestion thus ensuring the safe, efficient, and rapid movement of vehicular traffic in the district. This position reports to the Regional Engineer. Reporting to this position are the Maintenance Field Engineers, Bridge Maintenance Engineer, Design and Planning Engineer, and Traffic Operations Engineers, the Services and Development Technician, and an Executive Secretary. The incumbent has total responsibility for the continuous physical maintenance and operational efforts in areas where such activities can cause massive disruption to both the commerce servicing the area and the public using the existing facilities. S/He directs regulating and improving traffic flow and safety on the district Primary and Interstate Highway System. This is accomplished by the implementation of projects and progress utilizing roadway geometrics and traffic control devices that reduce the likelihood, number and severity of traffic accidents, injuries, and fatalities. The emotional impact from the public of system deficiencies is complicated by an environment of scarce program dollars to meet system needs. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff. In this capacity, the incumbent typically solves problems dealing with planning, development, coordination, and implementation of the numerous and varied maintenance work programs. S/He must be sensitive to, and solve problems on, personnel requirements, and assignment, discipline, and

morale. The greatest challenge in the position is providing a safe, efficient, well maintained and operational highway system, through the efficient use of available resources, that ensures a "quality" image in the view of the public and other agencies.

(Job Responsibilities continued)

The incumbent develops and implements policy and procedures to ensure the completion of engineering programs to eliminate accidents and congestion thus ensuring the safe, efficient, and rapid movement of vehicular traffic throughout the district. This position establishes work program objectives and allocates available resources necessary to meet these objectives. S/He directs the preparation of the annual budget, monitors expenditures and approves budget allocations and change. This position examines all district improvement plans; establishes bureau work program priorities and standards of performance; manages the district's snow and ice control/removal operations; and recommends changes in state standards and policies. The incumbent develops and implements a hazardous substance control program that encompasses district policy development for operating procedures, inspections and record keeping; training, proper equipment and facilities; authorizes, coordinates, and monitors emergency response actions involving district resources; and ensuring that all district staff involved in the handling, transport and/or storage of hazardous materials and regulated wastes receive appropriate training. S/He reviews various reports and monitors scheduled work programs for conformance to established policies and procedures. This position directs the emergency plan for major emergencies and disasters and monitors the district snow and ice program. The incumbent prepares and submits projects for the annual Construction Improvement Program and Day Labor Program as well as prepares the annual Maintenance Yard Capital Improvement Program. S/He provides expert consultation to subordinates on complex technical or managerial problems. The incumbent represents the department in meetings with outside agencies, groups and the public on general highway problems. S/He is district spokesperson on traffic operational issues/emergencies and authorizes and coordinates any emergency response actions involving district resources. The incumbent represents the district in the field of maintenance and traffic engineering to municipal officials, the news media, and the public; directs the traffic emergency plan for major disasters and special events. In performing these duties, the incumbent personally prepares salary and promotional recommendations; reviews all disciplinary action cases and recommends final action; and reviews and approves all performance evaluations.

(Job Responsibilities continued)

The incumbent accomplishes accountabilities through the following staff:

Bridge Maintenance Engineer who, with staff, inspects and maintains all district bridges, pump houses, and deep wells.

Maintenance Field Engineers who, with staff, carry out the road maintenance work programs.

Services & Development Technician who, with staff, provides various staff support, roadside landscaping, monitoring contract maintenance plans; budgetary control, development, and preparation of management reports; budget preparation; and equipment operations and maintenance.

Traffic Operations Engineer who, with staff, develops and implements programs for the installation, operation and maintenance of traffic control devices and related programs affecting the safety and efficiency of traffic operations, and traffic control planning and inspection.

Design and Planning Engineer who, with staff, develops and implements the annual traffic sign, signal, and safety improvement programs and reviewing and approving all district contract plans with regard to traffic design, operation, and safety and highway entrance and sign permits.

Executive Secretary who performs secretarial and administrative duties functioning independently within the framework of organizational policies and exercising imitative and independent judgement on the promulgation and interpretation of the bureau's policies and programs. Performs a variety of complex clerical and technical functions in support of the Operations Engineer.

The incumbent has broad authority to acquire and make the assignment of labor, equipment and money to traffic control and maintenance work programs. The incumbent is given broad latitude in assignment of available resources to accomplish the maintenance programs. S/He has the final authority on all expenditures in Operations. S/He advises the Regional Engineer of immediate work needs which are beyond the scope of maintenance forces which cannot wait for submittal to the annual

construction program and recommends a course of action. S/He is constrained by departmental policies as well as applicable federal/state guidelines.

Internal contacts include the Regional Engineer and staff; field technical personnel and periodic visits to sector headquarters throughout the district; the Bureau Chief of Administrative Services relative to personnel and budget matters; the Bureau Chiefs of Program Development, Program Implementation Local Roads & Streets relative to improvement needs, design and construction standards; and the central Bureau of Operations on policy and administrative matters. Externally, s/he establishes rapport with other governmental units, consultants, private organizations, law enforcement, union locals, the news media, and the general public. This position requires considerable travel and 24 hours per day, 7 days per week availability.

The effectiveness of this position can be measured by the incumbent's ability to effectively accomplish work program objectives through efficient direction and control of available resources as well as the ability to react to changing conditions and operational needs within fluctuating budget allocations and rising costs.

Principal Accountabilities

1. Develops and implements policy and procedures to ensure the completion of engineering programs to eliminate accidents and congestion thus ensuring the safe, efficient, and rapid movement of vehicular traffic throughout the district.
2. Efficiently and safely operates and maintains the highway system within the district through effective planning, organization, directing, coordinating, and controlling of all activities and available resources.
3. Serves as district spokesperson on traffic operational issues/emergencies and authorizes. Authorizes any emergency response actions involving district resources. Represents the district in the field of maintenance and traffic engineering to municipal officials, the news media and the public.
4. Establishes work program objectives and allocates available resources necessary to meet these objectives. Ensures efficiency, production, safety and conformance to policies, procedures and standards by monitoring work program accomplishments and directing revisions as necessary.
5. Maintains good relationships with the public, county, and municipal agencies to ensure timely responses to inquiries, requests, mutual cooperation, and compliance to departmental standards, policies, and regulations.
6. Provides the Regional Engineer with information, solutions, costs, policies and courses or actions that contribute to the resolution of operational problems.
7. Remains abreast of the latest developments in the fields of maintenance and traffic engineering thus ensuring that the department is providing effective guidance and control by the highest of service to the traveling public in the safest and most cost-effective manner.
8. Manages the district's snow and ice program through the appropriate use of equipment, manpower and materials.
9. Performs duties in compliance with departmental safety rules. 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
- Ten years of experience in civil engineering including six years of supervising staff and managing engineering functions
- Valid driver's license
- District wide travel
- Must be available 24 hours per day, 7 days per week

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.
- 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.

- Strong oral and written communications skills

Work Hours: 8:00 AM - 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/Operations

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

Job Function: Transportation