

Job Title: CIVIL ENGINEER VIII - BUREAU CHIEF OF AIRPORT ENGINEERING - IPR#45631

Agency: Department of Transportation

Closing Date/Time: 09/14/2022

Salary: \$9,000 - \$10,000 / Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: Non-Union/At-Will Position

***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 Bureau Chief of Airport 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 directing the overall administration of the department's various programs associated with airport improvement and development. These include the federally funded airport grant program and block grant state Airport Improvement Program (AIP). The incumbent is accountable for directing airport master planning, airport system planning, airport noise studies, airport hazard and height zoning, land acquisition, grant compliance, and programs arising out of the Division of Aeronautics' (DOA's) efforts to promote and preserve the state's airport and airway system.

Annual Bureau of Airport Engineering operating expenses: \$1,400,000

Number of airports receiving state and federal funds: 83

Value of annual federal program: \$100 - \$140 million

Number of projects administered per year: 60-80

This position reports to the Deputy Director of Aeronautics. Reporting to this position are the Project Coordinator; Section Chief of Airport Programming, Planning, and Environment; Section Chief of Airport Design; Section Chief of Airport Construction and Materials; and Section Chief of Land Acquisition

The state of Illinois AIP is administered entirely through the DOA. Public use airports throughout the state are eligible for receiving federal, state, and local program funds to create, develop, and improve the airport facilities. This position functions in an environment where s/he is accountable for directing the development and preparation of the annual statewide airport capital improvement program and the Airport Development Program as well as environmental studies, airport system planning, airport master planning, acquisition of existing private airports,

and acquisition of land parcels at existing publicly owned airports. A unique aspect of this position is that all airport planning, design, and construction inspection is accomplished through consultant service contracts. Therefore, the incumbent and staff must ensure that consultants have a thorough understanding of policies, specifications, and requirements unique to airport planning and design.

Typical problems faced by the incumbent are delineating and justifying to legislators, local airport sponsors, and private interest groups what the priorities are for the various improvement projects in the state. Major challenges to this position are the comprehension of airports' needs, structuring of plans and programs appropriate to those needs based on available funding, and justification of such plans to the Director of Aeronautics, airport sponsors, and the public. Additionally, it is a major challenge of this position to develop and maintain positive and responsive leadership to direct staff to accomplish these activities and objectives in support of the state's aviation system.

(Job Responsibilities continued)

The incumbent oversees the setting of goals for each unit within the Bureau of Airport Engineering and participates in setting applicable policies on a statewide basis in areas not covered by federal, state, or departmental policy. In so doing, the incumbent communicates freely with all interested public and private agencies. S/He sets parameters and makes recommendations for the Bureau of Airport Engineering's approval of the AIP, capital expenditures, and airport project related budgetary plans. The incumbent plans, directs, implements, and continually evaluates programs to improve the management process, manpower utilization, staff quality, and processes and procedures to accomplish the DOA's objectives. The incumbent must establish and maintain responsible and effective relationships with various staff in the department, state and federal agencies, and local governmental agencies as well as with airport sponsors, contractors, and consultants. S/He is accountable for the review and preparation of project plans and specifications, review and approval of all consultant engineering agreements, recommendations for approval of construction materials, and recommendations for award of all construction contracts. This position oversees and approves payments and contract changes through the construction phase of all airport improvement projects.

The incumbent accomplishes responsibilities through the following staff:

Project Coordinator, who assists with the planning and execution of special projects as directed.

Section Chief of Airport Programming, Planning, and Environment, who with staff prepares the justifications of and recommendations for the annual airport development and planning programs, monitors project compliance with the State Airport System Plan, and evaluates the needs associated with proposed and existing aviation facilities.

Section Chief of Airport Design, who reviews and approves all project plans and specifications, conducts pre-design and pre-bid conferences, reviews and approves all engineering agreements for the design phase, and assists with the administration of the EEO program.

Section Chief of Airport Construction and Materials, who conducts preconstruction conferences, gives preliminary approval to all construction plans and specification change orders, performs construction oversight, and recommends contract approval and construction progress payments.

Section Chief of Land Acquisition, who assists local sponsors in complying with federal and state land acquisition policies, reviews and approves appraisals, and negotiates contracts.

The incumbent exercises broad engineering and management competence and is given freedom to act in setting priorities. This position is governed by departmental rules and regulations, Federal Aviation Administration (FAA) guidelines, and local and airport sponsor requirements. The incumbent must be cognizant of and is constrained by economic and political issues. S/He exercises significant discretion for the regular and daily implementation of policy and strategy, as directed by executive staff. Problems of an unusual and/or highly sensitive nature are referred to the Director of Aeronautics and are accompanied by various alternatives for resolution.

(Job Responsibilities continued)

The incumbent maintains frequent internal contact with the Chief Procurement Officer as well as executive staff in the Office of Planning and Programming, Office of Chief Counsel, Office of Finance and Administration, and Office of Communications. His/her external contacts are with the FAA, other states' officials, and other agencies relative to the program. This position requires occasional statewide and out of state travel which may include overnight stays.

The effectiveness of this position can be measured by the incumbent's ability to execute and administer the

Airport Capital Improvement Program in a timely and effective manner, maintain and improve the state's aviation transportation network, and preserve a favorable relationship with the department and the public.

Principal Accountabilities

1. Oversees the administration of the Illinois AIP to ensure a viable aviation transportation system for the state.
2. Ensures that all publicly owned airports in the state of Illinois are developed using sound, economical engineering practices.
3. Responsible for preparing the Bureau of Airport Engineering's annual budget and Airport Development Program in such a manner that reflects the true and accurate needs of the department and the state.
4. Oversees the setting of goals for each section within the Bureau of Airport Engineering and participates in setting applicable policies on a statewide basis in areas not covered by federal, state, or departmental policy.
5. Maintains current knowledge of all federal requirements relative to airport planning, funding, development, design, and construction.
6. Establishes and maintains responsible and effective relationships with various staff in the department, state and federal agencies, and local governmental agencies and with airport sponsors, contractors, and consultants.
7. Oversees and approves payments and contract changes through the construction phase of all airport improvement projects.
8. Ensures final acceptance of completed projects under the Airport Development Program.
9. Oversees the review and preparation of project plans and specifications, reviews and approves all consultant engineering agreements, recommends approval of construction materials, and recommends award of all construction contracts.
10. Plans, directs, implements, and continually evaluates programs to improve the management process, manpower utilization, staff quality, and processes and procedures to accomplish the DOA's objectives.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.

Qualifications

Position Requirements

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

Position Desirables

- Experience in the areas of airport planning, design, and construction engineering
- Experience with easement development and land acquisition
- Experience with environmental project reviews
- Comprehensive knowledge of the principles and practices of civil engineering
- Experience in financial management of large civil transportation projects and programs
- Strong organizational, leadership, and self-motivational skills
- Experience in presenting technical matters to industry audiences
- Strong oral and written communication skills

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

Work Location: 1 Langhorne Bond Dr Springfield, IL 62707-8415

Office: Office of Intermodal Project Implementation/Aeronautics

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

Job Function: Transportation