# Job Title: CIVIL ENGINEER IV- SENIOR STUDIES AND PLANS TEAM ENGINEER - IPR#46019

**Agency** : Department of Transportation
**Closing Date/Time:** 04/28/2023
**Salary:** $5,920 - $9,230 Monthly
**Job Type:** Salaried Full Time
**County:** Sangamon
**Number of Vacancies:** 1
**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**
**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

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

## Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire a Senior Studies and Plans Team 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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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 supervising and coordinating the activities of the engineers and technicians engaged in designing and preparing studies and plans for highly complex highway facility improvements and reviewing consulting engineers' plans and specifications on major projects.

Subordinate Staff: 1-3 Direct, 1-3 Indirect and an additional 1-2 during winter months
Number of Contracts: 5-15 Annually

Contract Value: $2 million to $60 million per year

This position reports to a Project Engineer. No subordinates report directly to this position; however, the incumbent may supervise up to five engineers and/or technicians on a project basis.

The projects assigned to this position are the most complex and difficult ones in the district program and require a great deal of expertise and experience to accomplish. These projects entail highly complex structures; multi-jobs involving a project that would be composed of several interchanges, bridges, ramps or numerous miles of mainline highways; or major projects in urban areas. This position must maintain flexibility in assigning projects to subordinates since changes in programs often occur to accommodate emergencies or a realignment of priorities. The position is also responsible for monitoring the projects assigned to consultants and serves as liaison between the district Studies and Plans section and the consultants.

Typical problems faced by the incumbent include working with subordinates and consultants to resolve complex technical problems related to the preparation of studies and plans and developing timetables which facilitate timely completion of projects assigned and which also consider workload fluctuations due to program changes. The incumbent's greatest challenge is to coordinate the efforts of the team members sufficiently to meet letting deadlines while ensuring that the studies and plans prepared for transportation facility improvements are completed in the most cost-efficient manner.
The incumbent personally determines grade lines and drainage requirements and analyzes pavement requirements and special details required for complete designs prepared by either the team or consultants. The incumbent is responsible for the preparation of general notes and special provisions to clearly explain special design details or construction procedures. In addition, this position is responsible for resolving difficult engineering problems, participating in public hearings, preparing and checking earthwork computations to obtain the most economical and adaptable designs, and conducting field reviews of affected sections. The incumbent also coordinates the efforts of the team to facilitate the workflow from consulting engineers to ensure that letting deadlines will be met, to ensure plans prepared by the consultants will be completed in the most cost-efficient manner, and to evaluate the consultants.

## (Job Responsibilities continued)

In accomplishing the objectives of this position, the incumbent operates within the limits of prescribed design standards, policies and specifications. This, in conjunction with input from the Project Engineer, serves as the basis for decision making to produce the final products. Recommendations pertaining to major changes in consultant prepared plans, departures from original contract specifications and payments to consultants are referred to the Project Engineer for further consideration. This position is responsible for evaluating subordinates.

Internal contacts within the district include other sections within the district Bureau of Program Development (Programming, Project Support and Land Acquisition) and the district Bureaus of Project Implementation (Construction, Materials and Local Roads and Streets) and Operations (Traffic and Bridge Maintenance). The incumbent has contact with the central Bureaus of Bridges and Structures, Design and Environment, and Safety Programs and Engineering. External contacts include Federal Highway Association (FHWA), consultants, property owners, and county and municipal officials. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quantity, quality, and timeliness of plans prepared by the incumbent's study team and consulting engineers who facilitate the letting contracts on schedule.

## Principal Accountabilities

1. Ensures studies and plans prepared within the team and by consultants are accurate, complete, and in compliance with design standards and specifications, and depict the most cost-effective design for major projects.
2. Provides liaison between the various district bureaus and consulting engineers on matters pertaining to highly complex transportation facilities and ensures studies and plans are completed in time to meet prescribed letting dates.
3. Motivates, trains, and evaluates subordinate employees.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

## Qualifications

**Position Requirements**

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Five years of experience in civil engineering
- Districtwide travel with occasional overnight stays
- Occasional overtime
- Valid driver's license

**Position Desirables**

- Ability to supervise the work of other engineers and technicians
- Strong oral and written communication skills

**Work Hours:** 8:00 AM - 4:30 PM Monday - Friday
**Work Location:** 126 E Ash St Springfield, IL 62704-4766
**Office:** Office of Highways Project Implementation/Region 4/District 6/Program Development
**Agency Contact:** DOT.CONTACTHR@illinois.gov
**Job Function:** Transportation

**APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.
If you are not already signed in, you will be prompted to do so.
State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.
Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.
If you have questions about how to apply, please see the following resources:
State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid
Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

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