

Job Title: CIVIL ENGINEER VII - PROGRAM DEVELOPMENT ENGINEER - IPR#46124

Agency: Department of Transportation

Closing Date/Time: 11/15/2022

Salary: \$9,583 - \$10,416 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.

All applicants who want to be considered for IDOT positions MUST apply electronically through the illinois.jobs2web.com website.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

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.

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 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.

Staff: Direct: 6; Indirect: 50-150
Operating Budget: \$3-5 Million
Annual Construction Program: \$50-100 Million
Long Range Program: \$200-600 Million
Value of Parcels Annually: \$1-5 Million
Number of Parcels Annually: 100-400

This position reports to the Region 4 Engineer. Reporting to this position are the Engineers of Studies and Plans, Programming, Land Acquisition, and Project Support, an Office Coordinator 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 incumbent 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.

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;

(Job Responsibilities continued)

and reevaluates the scope of projects being implemented to facilitate completion and to 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 Computer Aided Drafting and Design 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 right-of-way necessary for project completions; and conducts the district relocation and property management activities.

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

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

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 right of way.

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 rights-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 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. Exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.
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
- Ten years of experience in civil engineering including six years of supervising staff and managing engineering functions
- Valid driver's license
- Districtwide travel

Position Desirables

- Comprehensive knowledge of the laws controlling the activities administered
- 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
- Ability to promote, establish, and maintain harmonious relationships with staff and the public
- Strong oral and written communications skills

Work Hours: 8:00 A.M. - 4:30 P.M. 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 Family: Transportation

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