Job Title: CIVIL ENGINEER V - PROJECT SUPPORT ENGINEER - IPR#46227

Agency : Department of Transportation
Closing Date/Time: 04/28/2023
Salary: $6,445 - $10,210 Monthly
Job Type: Salaried Full Time
County: Lee
Number of Vacancies: 1
Plan/BU: NR916 - Protech Teamsters
***This position is covered by the Revolving Door Prohibition Policy**

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.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Project Support 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 duties of both an administrative and technical nature in directing operations covering all public and/or private utility adjustments and/or agreements; all access permits; the districtwide railroad/highway program, including safety improvements, corridor projects, grade separations, and grade crossings as they relate to highway improvement projects; local agency agreements; and establishment of priorities and liaison with other district units.

Subordinate Personnel: 4
Number of Utility Adjustments: 50 – 100 per year

Contract Value of Utility Adjustments: $1,000 - $1 Million per adjustments
Number of Railroad Improvements: 2 to 10 per year
Contract Value of Railroad Improvements: $760,000 - $1 Million per adjustment
Utility Permits: 500-700
Agreements: 125-170

This position reports to the Program Development Engineer. Reporting to this position are the Utility Permit Technician, Access Permit Technician, Agreements & Utilities Technician, and Utilities & Railroad Technician.

The incumbent is accountable for providing liaison between the district and utility companies, municipal and county officials consultants, and other agencies with problems arising from transportation facility improvements or utility expansions. The incumbent is responsible for administering and coordinating Subsurface Utility Engineering Development Engineer budgetary and equipment needs for his/her section.

Typical problems for this position entail coordination of utility adjustments created by highway improvements and recommending solutions to problems with utility companies or municipalities. The greatest challenge for this position is dealing with outside agencies over which he/she has no direct control. S/He must coordinate and expedite the facility adjustments allowing highway construction to be accomplished on schedule and prepare agreements unique to each agency's needs. This must be accomplished using sound economic cost restraints and practice beneficial to the department, utility, and/or agency.

(Job Responsibilities continued)

The incumbent personally provides district expertise in all utility and railroad matters and makes decisions on their adjustments. S/He determines and coordinates adjustments to and administers safety programs for all railroad-highway grade crossings and submits these plans and reports to the central Bureau of Design and Environment for their review and preparation of agreements. The incumbent also administers the district's Junkyard Control Programs. This position directs the annual inspection of all district railroad-highway grade crossings on state-maintained routes. In addition, the incumbent coordinates all negotiations with municipal, county, and/or other local agencies in finalizing the local agency's involvement in a project. The incumbent conducts permit review for utility work with the limits of existing highway rights-of-way and preparation of utility agreements. S/He also reviews highway construction plans for utility involvement and directs supervision of the field inspection of the adjustment work. The incumbent may also attend Commerce Commission hearings as an expert witness.

This position's accountabilities are accomplished through the following units:
Permit Technician – who is responsible for the preparation of all permits when work by utility companies is done on State right-of-way and for coordinating utility relocations required for the department's construction projects.
Access Permit Technician – who is responsible for the preparation of all access permits with the district.
Agreements & Utilities Technician – who coordinates and prepares all Joint Agreements and/or Letters of Understanding with outside agencies. S/He is also responsible for carrying out the district's Junkyard Control Programs.
Utilities & Railroads Technician – who coordinates Railroad Agreements and monitors their progress.

(Job Responsibilities continued)

All duties are performed within limits prescribed by design standards and specifications, State administrative memorandums, and federal policy and procedure memorandums. The incumbent exercise wide latitude in accomplishing assigned responsibilities. Problems of a highly sensitive nature are referred to the immediate supervisor for resolution. S/He recommends staffing needs, salary adjustments and disciplines subordinates, when necessary. The incumbent is constrained by department policies and procedures.

The incumbent's regular internal contracts include the Studies & Plans Engineer to receive/relay utility information and agreements on improvement projects; the district Bureau of Project Implementation to provide assistance in expediting utility adjustments; the Bureau of Operations to provide assistance in traffic control at railroad crossing improvements; and the central Bureau of Design and Environment for the coordination of utility and railroad negotiations and development of agreements. The incumbent's external contacts include utility companies, railroads, and local governmental agencies for utility companies, railroads, and local governmental agencies for utility installations and adjustments.

The effectiveness of the position can be measured by the efficient and timely adjustment of utilities and railroads so that highway improvements can meet established letting and construction schedules; the quantity and quality

of railroad-highway safety programs that are accomplished; implementation of railroad corridor programs in a timely and efficient manner, effective acceptance and enactment of department/local agency joint agreements; and send out letters of understanding.

Principal Accountabilities

1. Analyzes and directs the adjustment of utilities to assure proper performance and qualification for state and federal reimbursement, and the adjustment of railroad facilities necessitated by proposed highway construction.
2. Ensures that all joint agreements and/or letters of understanding with local agencies are coordinated, prepared, and executed.
3. Administers the railroad safety programs to ensure their timely accomplishment and compliance with prescribed guidelines.
4. Analyzes and directs the issuance of all utility and access permits for work performed on the state
5. right-of-way.
6. Conducts annual inspections of railroad signals and grade crossings to ensure compliance with prescribed guidelines.
7. Evaluates, trains, motivates, and directs subordinate personnel to ensure a well-developed, competent staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. 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.
- Valid driver's license
- Occasional statewide travel

Position Desirables

- Three years supervising staff and managing engineering functions
- Ability to supervise the preparation of engineering permits, agreements, and other documentation
- Knowledge of the policies and procedures that govern the design of highway projects; and ability to analyze and solve highway engineering problems
- Strong oral and written communication skill

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday
Work Location: 819 Depot Ave Dixon, IL 61021-3546
Office: Office of Highways Project Implementation/Region 2/District 2/Program Development
Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV
Job Family: 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