

Job Title: CIVIL ENGINEER V - PROJECT SUPPORT ENGINEER - IPR#46324

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$6,445 - \$10,210 Monthly

Job Type: Salaried Full Time

County: Sangamon

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 all public and private utility adjustments and agreements, the district-wide railroad program, and local agency agreements.

Subordinate Staff:	3-5 Direct, 3-7 Indirect
Number of Utility Adjustments:	20-50 per year
Contract Value of Utility Adjustments:	\$1,000 - \$3,000,000 per adjustment
Number of Railroad Improvements:	5-10 per year
Contract Value of RR Improvements:	\$25,000 - \$500,000 per adjustment
Agreements:	Current program 20-50

This position reports to the Program Development Engineer. Reporting to this position are the Agreements Engineer and the Utilities and Railroads Technicians.

The incumbent is accountable for providing liaison between the district and utility companies, railroads, municipal and county officials, consultants and other agencies with problems arising from transportation facility improvements or utility expansions.

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 incumbent must coordinate and expedite the facility adjustments allowing highway construction to be accomplished on schedule and prepare agreements unique to each agency's need. This must be accomplished using sound economic cost restraints and practices beneficial to the department, utility and/or agency. The greatest challenge for this position is dealing with outside agencies over whom the incumbent has no direct control.

The incumbent personally provides district expertise in all utility and railroad matter and makes decisions on normal utility and railroad adjustments. The incumbent prepares utility agreements. S/He also reviews highway construction plans for utility involvement. The incumbent is responsible for conducting annual utility coordination council meetings. S/He coordinates the use of subsurface utility engineering on urban projects for the district. The incumbent determines and coordinates adjustments to railroad-highway grade crossings, administers federally funded safety programs for railroad-highway grade crossings and provides liaison and expertise for the district, railroads and local governmental agencies on selected rail corridor projects. Additionally, the incumbent attends Commerce Commission hearings as an expert witness, coordinates adjustments to railroad facilities at railroad grade separations and provides expertise in railroad problems as required. The incumbent coordinates the processing of joint agreements and letters of understanding through the central Bureau of Design and Environment.

(Job Responsibilities continued)

The position accountabilities are accomplished through the following staff:

Utilities and Railroads Technicians: who arrange the adjustments of utilities perform the field supervision of railroad crossing work for the annual grade crossing improvement program and compile data necessary for the preparation of utility agreements and railroad crossing reports.

Agreements Engineer: who coordinates and prepares the Joint Agreements and/or Letters of Understanding with municipalities, counties and other agencies.

All duties are performed within limits prescribed by design standards and specifications, state administrative memorandums and federal policy and

procedure memorandums. The incumbent exercises wide latitude in accomplishing assigned responsibilities. Problems of a highly sensitive nature are referred to the immediate supervisor along with a recommended solution. S/He recommends staffing needs and disciplines subordinates when necessary. The incumbent is constrained by departmental policies and procedures.

Significant contacts include the Studies and Plans Engineer to receive/relay utility information and agreements on improvement projects; the Programming Engineer for updates to the letting schedules; the district Construction Section to provide assistance in expediting utility adjustments; the Bureau of Operations to provide assistance in traffic control at railroad grade crossing improvements; the central Bureau of Design and Environment for the coordination of utility and railroad negotiations and development of agreements and utility companies, railroads and local governmental agencies for utility installations and adjustments. This position may require overtime and overnight travel.

The effectiveness of this position can be measured by the timely adjustment of utilities and railroads, the quantity and quality of railroad-highway safety programs, department/local agency joint agreements, and letters of understanding.

Principal Accountabilities

1. Analyzes and directs the adjustment of utility and railroad facilities.
2. Ensures all joint agreements and/or letters of understanding with local agencies are coordinated, prepared and executed prior to the project going to letting.
3. Analyzes and provides expertise on selected rail corridor projects.
4. Performs field verification of utility adjustment work.
5. Administers railroad safety programs to ensure their timely completion.
6. Evaluates, trains, motivates and directs subordinates to ensure a well-developed, competent staff.
7. Ensures the safety of subordinate personnel.
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

Position Desirables

- Supervisory experience
- Extensive knowledge of the principles and practices of civil engineering
- Ability to develop and maintain cooperative relationships with departmental staff
- Good 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 Family: Transportation; Leadership & Management; Science, Technology, Engineering & Mathematics

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