

# Job Title: CIVIL ENGINEER VIII - ENGINEER OF OPERATIONS - IPR#46494

**Agency:** Department of Transportation

**Closing Date/Time:** 03/20/2023

**Salary:** \$10,833 - \$11,667 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

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

**\*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](http://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 an Engineer of Operations.

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 planning, directing and coordinating all maintenance, traffic, and electrical operations activities related to the safe and efficient operation of the state-controlled highway facilities in Region One. This position is also the Disaster Response Coordinator for the region.

Subordinate Personnel: Direct 3; Indirect 1,000

Annual Personnel Services: \$50M

Annual Operating Budget: \$80M

Annual Maintenance & Traffic Contracts: \$70M - \$80M

This position reports to the Region One Engineer. Reporting to this position are the Bureau Chiefs of Maintenance and Traffic/Electrical Operations, and the Advisor to the Engineer of Operations.

This position operates in an extremely complex urban area which contains over 60 percent of the state's population in six counties with 265 municipalities and 106 legislators. Operational highway responsibilities for 10,370 lane miles of roadway vary from urban facilities having fourteen lanes carrying in excess of 300,000 ADT to rural two-lane highways carrying 1000 ADT. The district is responsible for over 2,000 signalized intersections and 22,000 roadway lighting units. The complexity of the district highway system, extremely high traffic volumes, rapidly developing areas, and the visibility of traffic and maintenance activities, contribute to the challenges faced by the incumbent.

Typical problems include coordinating the vast maintenance and traffic work activities; completing all maintenance, traffic, and electrical design plans on schedule; successfully negotiating agreements; and continually developing new equipment applications and material uses designed to improve operating effectiveness. The greatest challenges in this position are to developing and maintaining positive and responsive leadership, accomplishing work programs with the assigned personnel, developing innovative solutions within limited funds, promptly resolving unforeseen problems relating to emergency situations, and maintaining proper rapport and communication with the public, the news media and other governmental agencies.

The incumbent personally plans, implements, and evaluates progress to improve the manpower utilization, staff quality and processes and procedures used to accomplish the Region's objectives; and directs the preparation of the budget. The incumbent develops and implements maintenance and traffic operations programs within the confines of the region's and department's objectives and budget to ensure a safe and efficient highway system.

The incumbent also establishes a system of priorities for all operating activities based upon needs, continuously reviews work indicators and of performance to evaluate the work programs; recommends to the Region One Engineer, the proposed \$40 million annual maintenance and traffic work program as well as the region's Capital Improvement Program for its buildings, and provides staff advice on policies and procedures in the operations area. In addition, the incumbent evaluates, approves or rejects requests from subordinates concerning equipment budget, manpower and proposed organizational changes.

### **(Job Responsibilities continued)**

The incumbent represents the region in coordination with the emergency services and disaster agencies. He/She is the region spokesperson on major traffic operational issues and emergencies and is responsible for authorizing and coordinating any emergency response actions involving region resources.

The incumbent accomplishes accountabilities through the following staff:

**Bureau Chief of Maintenance (1)** – is, with a staff, responsible for the implementation of an efficient and effective planned maintenance program; development of plans for contracted maintenance of highways, moveable and fixed bridges; development of work schedules; review of proposed construction projects in order to minimize future maintenance problems; and for analysis and development of new work techniques to provide more effective and efficient performance.

**Bureau Chief of Traffic/Electrical Operations (1)** – is, with a staff, responsible for developing an effective plan for area traffic activities; for analyzing, reviewing and evaluating related highway improvements to insure the conformance with sound traffic engineering principles; for reviewing and issuing highway access permits; for providing emergency patrol service on the expressway system; and for the development, plan preparation, construction supervision, operation and maintenance of region electrical, mechanical, and communication systems. He/She is also responsible for the electronic surveillance, control, and information system for sustaining and/or improving expressway corridor traffic flows.

**Advisor to the Engineer of Operations (1)** – is responsible for assisting in the overall development and coordination of districtwide operation policy and directives for district programs.

### **(Job Responsibilities continued)**

The incumbent is given wide latitude in the management of the Region's highway operations activities, including the authority for promoting and adjusting salaries of subordinate personnel within Region and Departmental guidelines for the purchasing of supplies, equipment and services giving due consideration to the budget and the

provisions of the State Purchasing Act; develops policies and procedures for his/her own operations within Departmental and Region guidelines. The incumbent reports problems in traffic and maintenance plans and/or agreements which may delay construction contract lettings and problem in traffic and maintenance operations to the Region Engineer and obtains advice on personnel and operating problems which are of a very sensitive nature.

Within the Region, the incumbent maintains contacts with the Engineer of Program Development and Engineer of Project Implementation and their staffs on project control and monitoring, traffic work activities, functions and performance standards; and serves as Region Disaster Response Coordinator during emergencies affecting State highways and/or Region resources. Outside the Region, the incumbent is required to establish and maintain responsible and effective relationships with Departmental and Division Offices, State and Federal Agencies, local governmental units, consultants, contractors, the news media, private organizations and the public. Contact with the Illinois State Police is maintained to coordinate operations and emergency situations. The incumbent serves as the Region's primary representative in dealing with the negotiated rate and prevailing rate Unions in formulation and interpretation of work rules. Travel is required of this position.

The effectiveness of this position will be measured by the incumbent's ability to manage the Region highway operations in accomplishing program goals and objectives; by meeting project and program deadlines established by the Region Engineer; by the effectiveness and timeliness with which emergency situations are resolved; and by the effectiveness of an information program for the public, media, and local governmental agencies.

### **Principal Accountabilities**

1. Plans, organizes, directs, and controls the operation of the existing state Highway transportation system in an effective, efficient, and safe manner.
2. Provides-for-timely-emergency repairs in cases of unforeseen damage to highway structures, roadways, and their appurtenances.
3. Implements policies, procedures and programs and establishes priorities which will ensure effective utilization of resources under his/her control.
4. Provides for contact and communication with the representatives of the public, media, and governmental agencies to ensure understanding of and cooperation and compliance with traffic control and maintenance program standards and procedures.
5. Selects, develops, and motivates a competent staff to ensure efficient and cost-effective operations.
6. Directs an ongoing hazardous substances control program for all district operations to ensure that the region is compliant with the Departmental Orders and guidelines and applicable laws, rules, and regulations.
7. Ensures that subordinate staff performs their duties in accordance with departmental safety rules, practices, and programs.
8. Performs other duties as assigned: Exercises significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.
9. Ensures that staff performs duties in accordance with the departmental safety rules, practices, and programs. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

### **Qualifications**

#### **Position Requirements**

- Education/Experience
  - Current registration as a Licensed Professional Engineer in the state of Illinois
  - Twelve years of experience in civil engineering including seven years of supervising staff and managing engineering functions.
- Valid driver's license
- District-wide and state-wide travel

#### **Position Desirables**

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

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Operations

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Administration/Management; Sciences and Natural Resources

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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)