



**CURRENT EMPLOYMENT OPPORTUNITIES
QUALIFICATION SHEET**

This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:

March 25, 2013 through April 5, 2013

| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>SALARY</u> |
|-------------------|---------------------------|------------------------------------|
| Engineering | Assistant Project Manager | \$39,362.00 - \$77,939.00 (G-8) |

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant’s qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: A Bachelor's of Science Degree in Civil Engineering or related Engineering field is required.

EXPERIENCE:

- Working knowledge of mathematics as applied to engineering activities is desired.
- Basic skills in use of engineering field and office instruments are desired.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Good overall organizational skills are required.
- Good written and oral communication skills are required.
- Proficiency in Microsoft Word and Excel is required.
- Working knowledge of routine practices of civil engineering is desired.
- Ability to make relatively difficult technical computations and estimates is desired.

Ways to apply

- **Online:** Complete the Illinois Tollway application, save it to the computer and email it to jobs@getipass.com
- **In person:** Submit the completed application or pick up and complete the application at [Illinois Tollway Headquarters](#) located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- **By mail:** Send the completed application to:
Illinois Tollway – Human Resources
2700 Ogden Avenue
Downers Grove, IL 60515

This position may be subject to Random Selection. [Random Selection Interview Policy Link](#)

[Application Link](#)

All applications must be received by the application deadline indicated on the qualification sheet or Internet site

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, the Illinois Tollway actively takes steps to ensure that our employment selection process is accessible to persons with disabilities. Any person, who needs an accommodation, including an accommodation to the Illinois Rutan interview process, is encouraged to contact the Tollway’s ADA Coordinator, Lisa G. Williams, at (630) 241-6800 extension 1010, TTY (630) 241-6898, or at lwilliams@getipass.com.

Assistant Project Manager
Position Description

POSITION PURPOSE:

This position is responsible for providing preliminary engineering assistance to the Senior Project Manager or Senior Project Engineer in reviewing draft plans and specifications for highway improvements, for performing beginning layout, inspection, analysis of construction materials and other construction supervisory functions, as well as bridge inspections. This is an entry level position.

NATURE AND SCOPE:

The position reports directly to Senior Project Manager or Senior Project Engineer, who in turn are direct reports to the Executive Project Manager/Engineer. The incumbent has no subordinates. This position will be trained to ensure adherence to Tollway policies and procedures for design of improvements and additions to the Tollway system.

This position is responsible for assisting in project coordination and project management support from inception to completion (e.g. planning, feasibility, design, land acquisition, construction, etc.), including but not limited to:

- New transportation corridors
- Widening of existing Tollway facilities
- Studies of new access to the Tollway System
- Plaza and Oases Improvements
- Maintenance and other facility related projects
- Develop and direct phasing and design requirements
- Establishes construction schedules
- Solicit and provide input during all project phases
- Provide contract and project status updates/reports
- Obtain public input and respond appropriately.

This position assists in the overall project and contract management and coordination between the Tollway and consultant firms selected to perform various studies and tasks for the Tollway system.

The incumbent must possess excellent technical and organizational skills in order to effectively assist in the management and review of complex and often controversial studies.

The effectiveness of this position is measured by the ability to follow instructions and guidance, learn and understand contract documents, including plans, specifications and estimates, and to be in conformance with applicable design standards and environmental regulations.

The incumbent will be trained to administer contracts and agreements with consulting firms and other entities (state agencies, counties, municipalities, etc.). The effectiveness of this position is measured by the ability to learn about scope of work, schedule and budget; to communicate to their supervisors the status of the project, and to pro-actively inform them of potential issues which may hinder the successful completion of the project. For Master Planning and Design tasks, the Assistant Project Manager will learn to coordinate project design activities through the various states of the design phase, from concept and preliminary studies to final contract documents and advertisements for construction. This position's function will require above

NATURE AND SCOPE (Continued):

average skills as a communicator, both verbal and written, to maintain organization and continuity over an agenda of constantly changing concerns. The incumbent will learn to oversee that all necessary submittals are received in a timely manner. Submittals are then reviewed to ensure that they conform to applicable standards, they correctly address the scope of work for the project, and that the necessary meetings, referrals for approval and correspondence are accomplished within the allotted time frame.

The incumbent will learn to ensure that the Tollway's various disciplines are involved in the review process as affected or concerned, as well as learning to conduct their own review of the same to determine that specific project details are correct and accurate and within the overall scope of the design project.

The incumbent will learn to monitor costs and progress to determine if design schedules are being accomplished, to review and approve invoices and to check billed hours versus progress report hours. Changes in the scope of the work and the resultant requests for extras must be reviewed and a draft recommendation prepared and forwarded to the supervisor for review. The position will learn to review bids and proposals.

For construction tasks, the incumbent will be trained to review quantities, sequence of construction, staging, schedule and critical path items such utility relocations. This position will learn about change orders and extra work orders, understand why they occur and their timely resolutions. The position will be involved with review of bituminous and concrete mix designs and review of structural related issues.

The position's involvement with a project may require contact with consultants, contract designers, Illinois Department of Transportation (IDOT), local municipalities and/or county governments, contract construction managers, and contractors. Internally the incumbent will be trained to interface with the Chief Engineer, Deputy Chiefs, Executive Project Engineer/Managers, Maintenance Division, Legal Department, and other Departments and Divisions of the Tollway, as well as the Tollway's general engineering and traffic consultant, to accomplish this position's function of coordination.

The position is responsible for scheduling their own priorities and routine for accomplishing the work assigned within project time allotments. The incumbent determines the completeness, accuracy and compliance of submittals for review. This position provides written and verbal comment as necessary concerning submittals. Incumbent determines and recommends revisions to the project schedule budget.

Challenges to the incumbent are those chiefly related to problem solving, and recognizing when to seek guidance. Problems may be of a technical nature concerning design, materials, and/or procedure, as well as from other sources. Generally, the impact to any problem upon the incumbent has an adverse effect upon the time available for the accomplishment of design and review within set schedule.

REQUIREMENTS:

A Bachelor's of Science Degree in Civil Engineering or related Engineering field is required. Overall organizational skills and good written and oral communication skills are required. Proficiency in Microsoft Word and Excel is required.

Desirable Experience, Knowledge, Skills and Abilities:

Working knowledge of routine practices of civil engineering.
Working knowledge of mathematics as applied to engineering activities.
Basic skill in use of engineering field and office instruments.
Ability to make relatively difficult technical computations and estimate

PRINCIPLE ACCOUNTABILITIES:

1. For Master Planning and Design tasks, assists in preparation of designed project contract documents up to the point of completion of Master Plans, and up to the point of completion of design documents and advertisement for construction bids. Develops initial project and contract scope recommendations for anticipated studies. This is done in close coordination with appropriate Divisions and Departments.
2. For Construction tasks, assists in administering construction contracts to final project close out.
3. Assists in managing and coordinating the review of technical studies, plans, and documentation to ensure that materials comply with appropriate standards and with environmental regulations. This is done in close coordination with the Tollway's Environmental staff, other Divisions and Departments, as well as with the Tollway's General and Traffic Consultant.
4. Maintenance of variable, concise, timely, effective communication with all parties having input on the project.
5. Assists in monitoring costs and progress through review of fees against work completed to determine adherence to budget and schedule.
6. Timely notice to superiors of substantive matters adversely impacting design and/or construction project status and validity of extra charge requests.
7. Assists with the review of bridge repair and inspection plans.
8. Assists with the review and analysis of material proposals or existing soil condition for construction projects
9. Other similar duties as assigned or required by superiors.