



CURRENT EMPLOYMENT OPPORTUNITIES QUALIFICATION SHEET

This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
May 8, 2013 through May 22, 2013

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Engineering	Project Manager (Engineering)	\$24.75- \$50.73/HR. (G-6)

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 is required

EXPERIENCE:

- Minimum of three (3) years of experience in highway planning, design or construction is preferred.
- Registered Professional Engineer in Illinois is desired.
- Experience in administering simultaneous consultant contracts and managing challenging schedules is desired.
- Transportation experience is desired.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Excellent organizational skills are required.
- Excellent written and verbal communication skills are required.
- Proficiency in Microsoft Word and Excel 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](#)

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

[Application Link](#)

In compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., the Illinois Tollway actively takes steps to ensure that our employment application process is accessible to persons with disabilities. Any person with a disability who needs an accommodation for any portion of the application 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 <mailto:lwilliams@getipass.com>

Project Manager / Engineering Position Description

POSITION PURPOSE:

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

NATURE AND SCOPE:

The position reports directly to the Senior Project Manager or the Deputy Chief of Program Controls/System Integrity. The incumbent has no subordinates.

This position is responsible for project management, support and/or oversight from inception to completion of projects, which includes but is 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 provides for 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 organizational skills in order to effectively manage or assist in managing complex studies in order to ensure that the studies are responsive to the needs to the Tollway.

The effectiveness of this position is measured by the ability to complete quality studies in conformance with applicable design standards and environmental regulations, and to ensure that these studies are coordinated effectively with involved parties, as scheduled.

REQUIREMENTS:

A Bachelor's of Science Degree is required. Minimum of three (3) years of experience in highway planning, design or construction is preferred. Excellent organizational skills are required. Excellent written and verbal communication skills are required. Proficiency in Microsoft Word and Excel is desired.

Registered Professional Engineer in Illinois is desired. Experience in administering simultaneous consultant contracts and managing challenging schedules is desired. Transportation experience is desired.

PRINCIPLE ACCOUNTABILITIES:

1. For Master Planning and Design tasks, 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, administering Construction Manager contracts to final project close out.
3. Manages and coordinates 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. Is responsible for ensuring that studies are effectively coordinated with appropriate agencies, officials and the public in a timely manner.
5. Assists the Executive Project Managers and Deputy Chief in the development of guidelines and procedures related to the planning process and studies.
6. Maintenance of variable, concise, timely, effective communication with all parties having input the project.
7. Monitoring costs and progress through review of fees against work completed to determine adherence to budget and schedule.
8. Timely notice to superiors of substance matters adversely impaction design and/or construction project status and validity of extra charge requests.
9. Other duties as assigned or required.