



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, July 24, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET IV (3 pos) Senior Designer
Region 5/District 8/Program Development
Highways Project Implementation
Collinsville

Attachments
40910

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, July 24, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technican IV (3 Positions)	Salary Range:	\$4,695 - \$8,775
Position Title:	Senior Designer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-303-30-02	IPR#:	40910

Office/Central Bureau/District/Work Address:

OHPI/ Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is accountable for assisting the Senior Squad Leader with the preparation of construction plans within a District that is highly urbanized and rural in nature. The district is experiencing rapid commercial, industrial and residential growth which precipitates the need to develop new or rehabilitate existing highway systems within congested areas thereby requiring increased direction and supervision on assigned projects.

Special Qualifications:

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering, with emphasis in the design or construction of highways
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- Strong oral and/or written communication skills

Shift/Remarks:

Typically 8:00 a.m. - 4:30 p.m. / Monday - Friday

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 2014	POSITION:	Senior Designer
APPROVED BY:	<i>Jeffrey Keirn</i>	OFFICE/DIVISION:	Highways/ District 8/ Program Development / Studies & Plans
CODE:	PW014-23-58-303-30-02	REPORTS TO:	Senior Squad Leader

Position Purpose

This position is accountable for assisting the Sr. Squad Leader with the development of construction plans by way of producing or designing complex highway components and preparing all related calculations.

Dimensions

Subordinate Personnel:	1 or 2 Direct
Number of Projects Designed:	5 to 15 Annually
Value of Projects:	\$10 to \$25 Million

Nature And Scope

This position reports to the Senior Squad Leader as do 1 or 2 other Senior Designers and 1 to 3 Junior Designers. Reporting to this position are one to two technicians.

This position is accountable for assisting the Senior Squad Leader with the preparation of construction plans within a District that is highly urbanized and rural in nature. This requires expertise both in urban and rural design. In addition, the District is experiencing rapid commercial, industrial and residential growth which precipitates the need to develop new or rehabilitate existing highway systems within congested areas which complicates the design process. This increases the amount of direction and supervision required on assigned projects and results in additional workloads to the Senior Designer.

The incumbent is required to develop solutions compatible with field conditions. This requires the development of several alternatives and justification involving cost data and construction techniques in order to logically select the most appropriate design. The incumbent is required to design priority projects that must be developed within limited time frames. In these situations the incumbent must perform all related tasks normally accomplished by the entire squad. Because of changing priorities the incumbent is required to postpone current projects and commence new projects. The incumbent's greatest challenge is to effectively produce all required design features and proper documentation according to established time frames.

The incumbent reviews proposed projects; lists agencies that require contacting for review or approval; determines required survey data; reviews existing conditions; delegates preparation of or develops plan and profile sheets; designs drainage systems; resolves many technical problems not covered by policy; routinely checks status of approval or permits required; calculates or computerizes all complex designs involving economics, geometrics, earthwork, hydraulics and simple structures; conducts field review of plans in order to assure completeness and accuracy; computes all quantities; reviews consultant plans; provides design assistance to various consultant firms; assists in preparation of replies to correspondence relative to current projects; provides construction personnel with explanation of design intent; develops special provisions; reviews work completed by subordinates; provides adequate training and development of subordinates; and handles emergency or top priority projects personally.

In performing the functions of this position, the incumbent utilizes the following staff: one or two draftspersons who plot topography, cross-sections and compute quantities. The incumbent also utilizes CADD workstations and PC terminals as design tools in plan preparation.

In performing the functions of this position, the incumbent exercises good engineering judgment in the design and development of construction plans according to Illinois Department of Transportation Policies and Procedures, Federal Highway Administration guidelines, and AASHTO Publications.

In performing the functions of this position, the incumbent deals with the following personnel: Land Acquisition daily, Planning, Traffic, Construction, Materials and Local Roads occasionally, Central Bureau of Design frequently, various consultant firms weekly, Federal Highway Administration, Corps of Engineers, various local officials, various railroads and general public occasionally.

In performing the functions of this position, the incumbent is evaluated according to his/her ability to complete construction plans that are accurate, comprehensive in detail and according to established time frames and good engineering practices and judgment.

Principal Accountabilities

1. Designs construction plan accurately and with high professional quality and within established time frames.
2. Resolves technical problems not addressed by policy through the use of good engineering judgment.
3. Reviews consultant plans; and, provides adequate assistance and liaison to consultant firms engaged in plan preparation.
4. Trains, motivates and directs subordinates in order to assure proper growth.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees