



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: Tuesday, October 3, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE IV

Technical Services Engineer  
Region 3/District 4/Project Implementation  
Office of Highways Project Implementation  
Peoria

Attachments  
41796

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, October 18, 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: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer IV</b>	<b>Salary:</b>	<b>\$5,800 - \$7,515*</b>
<b>Position Title:</b>	<b>Technical Services Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW114-23-54-205-20-01</b>	<b>IPR#:</b>	<b>41796</b>

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#### Office/Central Bureau/District/Work Address:

OHPI/Region 3/District 4/Bureau of Project Implementation–Local Roads & Streets Section/401 Main Street, Peoria, IL

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#### Description Of Duties:

This position provides support services and expertise to local agencies through the Field Engineers in the planning, engineering, and administration of Motor Fuel Tax and Federal-aid transportation projects.

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#### Special Qualifications:

##### Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Districtwide travel

##### Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Extensive knowledge of the principles and practices of civil engineering
- Knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works
- Ability to supervise the work of other engineers and technicians
- Strong oral and/or written communication skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 2016	<b>POSITION:</b>	Technical Services Engineer
<b>APPROVED BY:</b>	<i>Kensil Garnett</i> <hr/> Kensil A. Garnett, Regional Engineer	<b>OFFICE/DIVISION:</b>	OHPI/Region 3/District 4/Bureau of Project Implementation – Local Roads & Streets
<b>CODE:</b>	PW114-23-54-205-20-01	<b>REPORTS TO:</b>	Local Roads & Streets Engineer

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***Position Purpose***

This position provides support services and expertise to local agencies through the Field Engineers in the planning, engineering, and administration of Motor Fuel Tax and Federal-aid transportation projects.

***Dimensions***

Subordinate Personnel:	1 Technical
Motor Fuel Tax Funds:	\$25 Million
Federal & Matching Funds:	\$8 Million
Number of Projects:	350
Number of Agencies:	334

***Nature and Scope***

This position reports to the Local Roads and Streets Engineer, as do Field Engineers, a Documentation Compliance Reviewer, and an Executive Secretary. Reporting to this position is the Office Technician and a supplemental consultant staff assigned.

The District Local Roads and Streets Section serves local agencies in a twelve-county area and provides the delivery system for hundreds of transportation-related construction and maintenance projects funded in part by Motor Fuel Tax and/or Federal funds. In addition to Motor Fuel Tax funds, the Bureau administers the following local Federally-funded programs: STR, STU, HBP, Safety, Emergency Relief and Enhancement; along with State-funded programs for Township Bridge, Economic Development, and Truck Access Routes.

A typical problem for the incumbent is to provide the aid and expertise to local governments and their consultants needed for them to develop annual and multi-year funding plans, environmental documents, project reports, and final plan documents within the time constraints imposed by the annual program. The greatest challenge to this position is to maintain harmonious relationships with all parties and at the same time ensure the orderly and timely development of projects from inception through PS & E approval.

This position handles the District's development of local agency projects and provides the necessary guidance and follow-up, including funding programs, and final review for PS & E approval by the Department to assure each project is completed and available for letting on schedule. The incumbent must be thoroughly familiar with all policies and procedures required by the Department and the Federal Highway Administration to process projects from planning to final PS & E approval and assure each project meets those policies in a timely manner. The incumbent reviews and processes Project Notifications, Preliminary Bridge Design and Hydraulic Reports, Bridge Condition Reports, Environmental Survey and NRHP Survey Requests, NEPA coordination, if required; environmental documents (EIS's, ECAD's, CE's), Project Development and Design Reports; coordinates the District's local agency Bi-Monthly meetings, and distributes the minutes; provides assistance to the Field Engineers and local agencies; monitors and coordinates the flow of plans and documents; conducts field inspections with the Field Engineers; and makes final review for PS & E approval. In addition, the incumbent coordinates the District local agency FEMA damage survey program during Federally-declared disasters. Through the Field Engineers, this position operates to inform and provide uniform guidance to local agencies in the proper and effective utilization of Motor Fuel Tax and Federal-aid funds and the interpretation and application of new information, policies, and procedures.

The incumbent achieves these accountabilities with the following staff:

An Office Technician – who, oversees the development of the annual and multi-year Federal funded programs, monitors and has the annual Federal programs updated, does detailed review of plans, specifications, and related documents; maintains office records and documentation including coordination with the District Records Center and microfilming; reviews construction and maintenance contracts and material proposals; processes job-related final papers; coordinates local agency bridge inspections; and maintains the Structure Information System.

This position operates within the framework of the Department and Federal Highway Administration policies, procedures, and standards. In conjunction with his/her superiors, the incumbent recommends solutions to unusual or complex problems.

The most significant contacts are with the District Field Engineers to provide project-related advice to local agencies. Frequent informational exchange contacts occur with the Central Bureau of Local Roads & Streets, local agency staffs, consultants, and other District Bureaus. District-wide travel may be required.

The end results that serve as the basis for evaluating the performance of the incumbent are the planning and letting of projects to assure timely and effective use of available funds.

### ***Principal Accountabilities***

1. Implements policies and procedures in a manner that will assure all responsibilities are carried out in an effective, efficient, and economic manner.
2. Reviews environmental documents, project development reports, plans, and specifications for conformance with established policies, standards, and procedures, and recommend for approval.
3. Coordinates projects from programming to closeout to assure complete, accurate plans and documents are prepared in a timely manner to meet letting schedules.
4. Supervises subordinate staff to insure the efficient and timely completion of assignments.
5. Performs other duties as assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.