



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 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 2017**. Applicants will not be accepted after that time and date.

NOTE: 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 Highway-Railway Crossings Safety Technician
Bureau of Safety Programs & Engineering
Office of Program Development
Springfield

Attachments
42053

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 **Friday, July 21, 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: 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 Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Highway-Railway Crossings Safety Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-65-803-11-01	IPR#:	42053

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Safety Programs & Engineering / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for performing field inspections of automatic crossing protection device installations; formal review and evaluation for approval of general layout plans and estimates for rail force account projects; and performing technical evaluations of payment requests for all rail crossing work involving city, county, and township routes in the state; preparing agreements for local rail crossing force account projects utilizing federal or state funds. In addition, this position is responsible for departmental comments for Illinois Commerce Commission (ICC) stipulated agreements and the distribution of ICC orders; and monitoring all local rail/highway projects after installation of the warning devices and/or crossing surfaces through project closeout.

Special Qualifications:

Required:

- Valid driver's license
- In-state and out-of-state travel which may require overnight stays

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 of experience in performing a variety of technical tasks of which at least four years should be related to rail/highway projects
- Working knowledge of the modern methods and techniques associated with the installation and operation of railroad crossing protection devices and activities involving highway-railway grade crossing safety
- Ability to assimilate engineering data into comprehensive technical reports
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*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 was revised 6/1/17. The previous application form, revised 9/9/16, 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:	May 1, 2017	POSITION:	Highway-Railway Crossings Safety Technician
APPROVED BY:	<u>Paul Lorton</u>	OFFICE/DIVISION:	Office of Program Development / Bureau of Safety Programs & Engineering
CODE:	PW014-23-65-803-11-01	REPORTS TO:	Highway-Railway Safety Engineer

Position Purpose

This position is responsible for performing field inspections of automatic crossing protection device installations, formal review and evaluation for approval of general layout plans and estimates for rail force account projects, and for performing the technical evaluations of payment requests for all rail crossing work involving city, county, and township routes in the state. The position prepares agreements for local rail crossing force account projects utilizing federal or state funds. In addition, this position is responsible for the Department's comments for Illinois Commerce Commission (ICC) stipulated agreements and for the distribution of ICC orders. This position is also responsible for monitoring all local rail/highway projects after installation of the warning devices and/or crossing surfaces through project closeout.

Dimensions

Railroad Inspections:	+150 held annually
Railroad Bills:	+225 handled annually
Railroad Plans & Estimates:	+100 handled annually
Railroad Agreements:	+40 processed annually

Nature and Scope

This position reports to the Highway-Railway Safety Engineer as do the Highway-Railway Crossings Safety Engineers (2), Associate Highway-Railway Crossings Safety Engineer, Assistant Highway-Railway Crossings Safety Engineer and the Highway-Railway Crossings Safety Engineering Trainee. There are no subordinates reporting to this position.

This position functions within an environment of preparing agreements for rail crossing force account projects on the local highway system utilizing federal or state funds. This position obtains Department comments for ICC stipulated agreements, reviews and recommends approval of general layout plans, conducts on-site operational inspections, and evaluates final and progressive bills for local railroad crossing improvements.

A typical problem for the incumbent includes maintaining knowledge of the appropriate state and federal design criteria and policies in order to assure policy compliance of railroad plans and constructed projects consistent with cost-safety effectiveness. The greatest challenge lies in ensuring safety of operation for each crossing improvement based on the magnitude of accident potential should the installation be inadequate.

The incumbent personally prepares agreements for rail crossing force account projects on the local highway system utilizing federal or state funds. These agreements define scope of work, parties responsible for payment, and methods of reimbursement. The incumbent obtains comments from Department personnel for ICC stipulated agreements, works with the Highway-Railway Safety Engineer in resolving any problems the Department may have before they are executed by the Department, and distributes all ICC orders to bureau and district personnel immediately upon their issuance. This position personally reviews and recommends approval of general layout plans and rail force account

estimates when assigned, ensures proposed work is in accordance with the *Manual on Uniform Traffic Control Devices*, and ensures cost estimates are acceptable to the Department. After construction by railroad forces of all local projects, the incumbent notifies district personnel for inspection of completed work, monitors district inspections, and works with railroads and local agencies to resolve deficiencies. The incumbent performs a final on-site operational inspection to ensure signals and gates are operational, quantities used and materials installed are in accordance with approved estimates, and the project is in compliance with ICC order or rail agreement with railroad personnel for a minimum of ten percent of all completed local projects. The incumbent is responsible for timely and accurate technical analysis of final bills and progressive bills for local rail-highway signal and crossing work and submittal of projects for audit after final review. This position is responsible for monitoring all rail-crossing projects after the installation of warning devices and/or crossing surfaces through project closeout. This includes ensuring on-site inspections, final bill submittals, and audits are progressing toward completion.

Under direction of the Highway-Railway Safety Engineer, the incumbent is afforded latitude in accomplishment of assigned duties and for independent decision making. S/He may be assigned additional rail-related duties at the discretion of the Highway-Railway Safety Engineer. Unusual or serious problems are referred to the Highway-Railway Safety Engineer for resolution. The incumbent is constrained by state, federal, and ICC rules, regulations, policies, and procedures.

In performing the functions of this position, the incumbent maintains internal contact with personnel from the districts, Bureau of Local Roads, and auditors. Outside contacts are maintained with local agency, railroad, and ICC personnel. Occasional statewide travel is essential for this position.

The effectiveness of this position can be measured by the efficiency and timeliness of general layout plan and estimate review, field inspection completion, technical review of railroad bills and resolution of problems resulting from them, and rail-highway agreement preparation. Effectiveness is also measured by the accurate and timely resolution of other rail related problems.

Principal Accountabilities

1. Prepares agreements for local rail/highway projects utilizing federal or state funds.
2. Provides the Department's comments for ICC stipulated agreements and for distribution of ICC orders.
3. Reviews rail/highway crossing general layout plans and detailed cost estimates.
4. Ensures timely notification of district personnel for all completed local rail projects and performs timely and accurate on-site operational inspection of at least 10 percent of projects.
5. Resolves inspection findings with the railroad and local agencies.
6. Performs technical evaluation of final and progressive bills for local railroad crossing improvements and submits projects for audit after the final bill is submitted.
7. Monitors all local rail/highway projects after installation of warning devices and/or crossing surfaces through project closeout.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.