



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 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, July 7, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, July 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: Official college transcripts or an Engineer Intern License in the State of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered. 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.

CE III (3 positions) Studies and Plans Team Engineer
Region 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
42065

***IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

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 **Thursday, July 20, 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: Official college transcripts or an Engineer Intern License in the State of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered. 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

Classification:	Civil Engineer III (3 Positions)	Salary:	\$5,320 - \$7,160*
Position Title:	Studies & Plans Team Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW113-23-56-303-40-02	IPR#:	42065

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development, 126 E Ash St, Springfield, IL

Description Of Duties:

This position is responsible for preparing studies and plans for complex highway improvements.

Special Qualifications:

Required :

- Four-year engineering degree from an ABET accredited college or Engineer Intern License in the State of Illinois
- Valid driver's license
- Statewide travel with occasional overnight stays; and overtime

Desired:

- Four years of experience in the practice of civil engineering of which at least one year should be in the particular area of highway engineering
- Ability to conduct engineering research and to write technical reports
- Ability to analyze and solve highway engineering problems
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 a.m. - 4:30 p.m. / 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 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:	April 2017	POSITION:	Studies & Plans Team Engineer
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	Office of Highways Project Implementation/District 6
CODE:	PW113-23-56-303-40-02	REPORTS TO:	Project Engineer

Position Purpose

This position is accountable for preparing studies and plans for complex highway improvements.

Dimensions

Public Hearings:	2 to 3
Informational Meetings:	8 to 15
Design and Corridor Studies:	15 to 25

Nature and Scope

This position reports to a Project Engineer as does the Senior Studies & Plans Team Engineer. Positions that may temporarily report to this position are rotating engineers, engineers or technicians from construction during the winter season, temporary technicians during the summer and other Studies and Plans staff engineers and technicians.

The incumbent is a member of an interdisciplinary study team who reviews alternate corridors and alignments for both new highway systems and the reconstruction of existing highways. Social, economic, aesthetic and environmental relationships of the proposed alternatives are evaluated for preparing various reports and for presentation at informational meetings and public hearings. The results of the reports and meetings are used as a basis for determining the most feasible alternative alignment for constructing new highways or improving existing facilities. After the reports are completed, detailed plans and specifications are then prepared.

Some typical problems encountered by the incumbent include resolving the alternatives to be evaluated in project studies. The incumbent also resolves technical and procedural problems encountered by co-workers in their development of project study reports, plans and specifications. The greatest challenge of the position is developing location studies.

Many of these studies involve making value engineering determinations before a recommendation can be made as well as making engineering judgments for recommending deviation of design standards. The incumbent directs the preparation of location studies and recommends alternatives to the Team Engineer or Project Engineer. In addition, the incumbent makes presentations at public meeting, reviews studies made by consultants and local agencies and recommends approval or revision and prepares access control plans. This position also reviews environmental studies for compatibility with the engineering alternatives and makes field reviews of project sites to ensure completeness and accuracy of location studies. The incumbent is also responsible for the preparation of the maps charts, displays and documents used for informational meetings and public hearings and the preparation of the detailed plans and specifications.

The incumbent operates within the guidelines of the AASHTO Design Manual, the IDOT Policy and Procedural Manual, the Transportation and Traffic Engineering Handbook, and other manuals. It is often necessary to make judgments to determine which guidelines are applicable. This position takes independent action in the

development of engineering alternatives in the location studies and makes recommendations in the coordinated phasing with other projects. The incumbent informs his/her supervisor of unique engineering problems and/or sensitive areas of study. The location studies inherently have unique problems and are at times sensitive in nature so appropriate discretion is required.

The incumbent has internal contacts with the Bureaus of Design, Land Acquisition, Operations and Project Implementation. External contacts are with consulting engineers as they prepare similar studies for the District. This position may require overtime and statewide travel.

The effectiveness of this position is measured by the accuracy, completeness and timely submission of the studies and plans.

Principal Accountabilities

1. Prepares alternate designs for location studies.
2. Reviews location studies prepared by consultants and other agencies for completeness according to policy and procedures.
3. Assists with informational meetings, public hearings, and presentations to describe projects.
4. Prepares detailed studies and plans and specifications.
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.
6. Performs other duties as assigned.