



# 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: July 10, 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 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: 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.**

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 V

Program Engineer  
Region 4/District 6/Program Development  
Office of Highways Project Implementation  
Springfield

Attachments  
42074

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 **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: 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 V</b>	<b>Salary Range:</b>	<b>\$6,315-8,263*</b>
<b>Position Title:</b>	<b>Program Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-56-302-00-01</b>	<b>IPR#:</b>	<b>42074</b>

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#### 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

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#### Description Of Duties:

This position is accountable for annual and multi-year program development/monitoring, coordinated urban transportation planning, data collection for transportation facilities, traffic counting/forecasting and construction cost estimates.

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#### Special Qualifications:

##### **Required:**

- Current Illinois Professional Engineer license
- Valid driver's license
- Overtime and occasional districtwide travel

##### **Desired:**

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Extensive knowledge of the modern methods and techniques as applied to the design, construction and maintenance of public works
- Working experience in Programming, Construction and Studies & Plans
- Strong oral and/or written communications skills

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#### 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 9/19/16, 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**

<b>DATE:</b>	May 19, 2017	<b>POSITION:</b>	Program Engineer
<b>APPROVED BY:</b>	Jeffrey South	<b>OFFICE/DIVISION:</b>	Highways/District 6 Program Development
<b>CODE:</b>	PW115-23-56-302-00-01	<b>REPORTS TO:</b>	Program Development Engineer

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***Position Purpose***

This position is accountable for annual and multi-year program development/monitoring, coordinated urban transportation planning, data collection for transportation facilities, traffic counting/forecasting and construction cost estimates.

***Dimensions***

Staff:	3 direct; numerous indirect
Annual programs:	\$50-\$150 million 50-100 projects analyzed
Multi-year programs:	\$350-\$500 million 300-400 projects analyzed
Estimates:	50-100 annually

***Nature and Scope***

This position reports directly to the Program Development Engineer as do the Studies and Plans Engineer, the Land Acquisition Engineer, the Project Support Engineer, an Office Coordinator and an Executive Secretary I. Reporting directly to this position are the Unit Chief of Program Analysis, Unit Chief of Systems and Services and Unit Chief of Estimating.

This position is responsible for the initial stage in the process that leads to the awarding of contracts for improving the district's transportation system. Activities include gathering data on traffic and physical properties, traffic forecasts, urban planning process (3C), development and monitoring of annual/multi-year construction programs and the estimating of project costs on both a current and projected basis. A unique aspect of this position is formulating an improvement program which identifies and accomplishes the most cost effective projects considering the many needs and fiscal constraints.

Typical problems include directing limited staffing to develop a program and coordinate a highway program utilizing various data bases maintained by the section. The greatest challenge relates to directing and motivating the staff to work within statewide program constraints and district financial resources to meet overlapping deadlines.

Functions personally performed by the incumbent include: planning, directing and coordinating the operations of three programming units; formulating short and long range transportation improvement programs; coordinating the unit's activities with the engineers of Program Development, Project Implementation and Operations, the Studies and Plans Engineer, Land Acquisition Engineer and the Project Support Engineer, as well as the Central Office of Planning and Programming.

This position accomplished the work programs through the following staff:

Program Analysis Engineer – who assists with the development of the District’s Annual and Multi-Year Highway Improvement Programs in an efficient and most effective manner with due regards to the sensitivities of public need and goals; conducts and coordinates project scoping activities; oversees and updates ADA inventory.

Systems and Services Engineer – who continually updates the IHIS database; prepares maps, programs and coordinates issues for development in urban and urbanized areas in District 6; and supervises all long range transportation related planning for the District 6 area.

Estimating Engineer – who provides preliminary and final cost estimates, which are the basis for the Program and Study and Plans programs, with the final costs utilized to determine if contractor’s bids are reasonable and provides programming data to determine federal funding.

This position’s day-to-day activities are governed by federal, state and district regulations, policies and procedures. The incumbent is responsible for compliance with the provisions of the Department’s Employee Safety Code and for cooperating with every aspect of the Department’s Employee Safety Program so that operations can be done in a manner which insures the safety of the incumbent, fellow workers and the public. This position requires overtime and occasional districtwide travel.

Internal contacts with the district are with the various sections of the Program Development (Studies & Plans, Land Acquisition, Project Support), Project Implementation (Construction, Local Roads), and Operations at the district level; other department contacts at the central office are with the Office of Planning & Programming, Office of Highways Project Implementation (Operations), and the Office of Program Development (Design and Environment).

External contacts are with elected officials, local governments, public and private groups, and the general public. The incumbent is the district coordinator and specific contact person for project briefing papers and project status reports utilized in public meetings.

The effectiveness of the incumbent is measured by the extent to which the combined and coordinated goals of the subordinate units are met.

***Principal Accountabilities***

1. Plans, organizes, directs and controls the various activities of the Program Unit.
2. Coordinates the units’ work with all other Program Development Units as well as other district staff and related Central Office personnel.
3. Assigns, trains, motivates and evaluates subordinate personnel.
4. Formulates and monitors current and long range programs.
5. Supervises the coordination of the 3C process for urbanized areas.
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.
7. Performs other duties as assigned.