



# 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: August 2, 2017

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 3, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, August 16, 2017**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 (2 pos)      Plan Project Engineer  
Region 4/District 7/Program Development  
Highway Project Implementation  
Effingham

Attachments  
42120

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, August 16, 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. 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 Engineering V (2 Positions)</b>	<b>Salary Range:</b>	<b>\$6,315 - \$10,210</b>
<b>Position Title:</b>	<b>Plan Project Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-57-303-10-01</b>	<b>IPR#:</b>	<b>42120</b>

---

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

Office of Highways Project Implementation/Region 4/District 7/Bureau of Program Development/400 West Wabash Ave., Effingham, IL

---

#### Description Of Duties:

This position is accountable for the preparation of transportation facility project studies in accordance with the district's long-range transportation facility improvement program; and supervising the detail design and preparation of construction plans and specifications for the Annual Highway Improvement Program including the review of plans and specifications as prepared by consultants.

---

#### Special Qualifications:

##### **Required:**

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

##### **Desired:**

- Nine years of experience in the practice of civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should include the planning and supervision of significant engineering work
- Extensive background in design/construction engineering
- Ability to supervise, train, and motivate staff
- 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.**

\*\*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>	April, 2017	<b>POSITION:</b>	Plan Project Engineer
<b>APPROVED BY:</b>	Jeffrey South	<b>OFFICE/DIVISION:</b>	Highways/District 7/Program Development
<b>CODE:</b>	PW115-23-57-303-10-01	<b>REPORTS TO:</b>	Studies and Plans Engineer

---

***Position Purpose:***

This position is accountable for the preparation of transportation facility project studies in accordance with the District's long-range transportation facility improvement program and for supervising the detail design and preparation of construction plans and specifications for the Annual Highway Improvement Program including the review of plans and specifications as prepared by consultants.

***Dimensions:***

Subordinate Personnel:	5 to 35
Contract Value of Project Studies:	\$25,000 to \$60,000,000 per study
Contract Value of Design:	\$25,000 to \$60,000,000 per project
Number of Project Studies:	20 to 35 varying in type of construction and complexity
Number of Design Plans Prepared:	30 to 50 projects varying in type, size and complexity
Public Hearings Conducted:	3-5 annually

***Nature and Scope:***

This position heads up a Project Studies and Plan Preparation Unit which is one of four units comprising the Studies and Plans Section of the Bureau of Program Development. The incumbent is responsible for preparing transportation facility project studies and for the detailed design and preparation of plans and specifications for the construction, reconstruction, rehabilitation or resurfacing of highway facilities to standards and criteria required to safely accommodate the anticipated traffic. The project study is the first step in the process which results in a complete set of design plans and executed contract to build or improve a transportation facility. A project study is an investigation and analysis of those engineering, sociological, environmental and economic elements which affect the location and design of a transportation facility. The detailed design and preparation of plans and specifications is the next step in the process which results in an executed contract to build or improve a transportation facility. This program is necessarily flexible because of changing priorities and/or emergency or special legislative programs. Lead time from beginning of a project study to award of contract may vary from 1 to 10 years. During this period of time the incumbent must deal with many variables including changes in the amount and type of funding, fluctuations in staff personnel because of sharing of personnel with the Bureau of Implementation, changes in the rules and regulations governing social and environmental issues, and changes in district improvement priorities as a result of accelerated deterioration of existing facilities or as a result of economic development in a particular area. Because of these variables the incumbent must plan and schedule work well in advance but is ready and able to shift priorities if necessary to meet conditions and deadlines created by these changes. Unique aspects of this position is the interdisciplinary expertise required to coordinate and give due consideration to the engineering, sociological, environmental and economic elements involved in project studies and an intimate knowledge of design standards, policies and procedures, standard methods of construction, and new materials and methods pertaining to design and construction.

Most typical problems the incumbent faces and the greatest challenges in the job relate to the fluctuation in the assignment of personnel and projects, the coordination of the various phases of project studies required for the

timely completion and approval of an acceptable project report, assuring that design squads recognize problems, provide practical and economical solutions to these problems, and submit on schedule a set of plans and specifications for a well-designed project.

The functions performed by the incumbent personally are within two functional areas. In the Project Studies Phase, s/he supervises the preparation of transportation facility project studies; coordinates project studies with other district bureaus; requests initial aerial-photo coverage of proposed projects; reviews proposed alignments and assist in the final selection of alternates to be studies; meets formally with agencies and individuals interested in proposed projects to provide information and answer questions; reviews other agency's plans and proposals to check for conflicts; arranges and participates in information meetings and public hearings; reviews transcripts of public hearings and aids in resolving public concerns about recommended location and design of transportation facility improvements; reviews and makes recommendations for acceptance of project studies/reports prepared by consultants or other outside agencies. In the Plan Preparation Phase, the incumbent supervises design squads generally headed by civil engineers and engineering technicians. These squads do the detailed design and the preparation of plans and specifications for transportation facilities. This includes the determination of lines and grades for the design of culverts and storm sewers, pavement designs, computation of quantities, temporary and permanent traffic control, special provisions and engineering drafting. The incumbent reviews the progress of each design squad, checks on subordinate's proposed solutions to design problems and is responsible for the overall design of projects. This position functions as the liaison person with consultants and supervises the review of the detailed design, plans and specifications done by consultants.

The incumbent normally works within the confines of a set Annual Construction Program and a long-range transportation facility improvement program based on sufficiency and needs studies. This position assigns, trains, motivates, directs and evaluates subordinates. The incumbent consults with his/her superior on the ordering or purchasing of supplies and services, and provides input on space, manpower and budget problems. Standard design policies are followed whenever possible. In case standard design policies are not applicable, the incumbent and staff investigates alternate designs for practicality, safety and economy, and make recommendations to the Engineer of Studies and Plans, whose approval must be obtained for final plans and specifications.

The most significant contacts consist of the remaining sections of the Bureau of Program Development for coordination of surveying, cost estimates, utility adjustments and agreements, joint city/state agreements, right-of-way needs, inventory data regarding existing transportation facilities, and traffic counts and forecasts. The incumbent has significant contacts with the Bureau of Project Implementation for coordination of soil surveys, advice on construction procedures, and use of constructions materials; and with the Bureau of Operations on information regarding accident histories, signing, pavement markings, traffic signal requirements, and maintenance problems and landscaping advice/guidelines. Additional contacts are with consultants to coordinate work being accomplished by consultants under contract, to check and approve Progress and Final Payment Invoices. The incumbent has contact with private parties, area engineers of the FHWA, local newspapers, city, county, state and federal agencies and the central Bureau of Design and Environment for coordination and information.

In evaluating the performance of the incumbent and his/her section, the major end result of this position is the timely completion of acceptable transportation facility project studies and the timely submission of clear, concise and accurate plans and specifications for well design transportation facility improvements in accordance with a predetermined letting schedule and the long-range transportation facility improvement program.

***Principal Accountabilities:***

1. Coordinate and provide information regarding project studies and plan preparation to other district bureaus, other districts, central bureaus and outside agencies.
2. Ensure the accuracy, completeness and overall design engineering of project studies/reports.
3. Ensure the interdisciplinary input of ecological, social and economic considerations into the transportation planning process.
4. Complete acceptable transportation facility project studies on time in accordance with the long-range improvement program.
5. Arrange and participate in information meetings and public hearings to present the results of project studies and to receive comments from those concerned or affected by the proposed transportation facility improvement.
6. Review and determine the completeness, conformance to policies and the overall design engineering of transportation facility improvement plans prepared by his/her subordinates and by consultants.
7. Ensures the scheduling, timely completion and submission of plans and specifications.
8. Responsible for appearing on behalf of the department as an expert witness in eminent domain proceedings.
9. Assign, train, motivate and evaluate subordinate personnel in order to obtain the highest morale and work achievement.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.