



# 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 11, 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 12, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, July 25, 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

Project Support Engineer  
Region 2/District 3/Program Development  
Highways Project Implementation  
Ottawa

Attachments  
42129

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 **Tuesday, July 25, 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:</b>	<b>\$6,315 - \$8,263*</b>
<b>Position Title:</b>	<b>Project Support Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-53-304-00-02</b>	<b>IPR#:</b>	<b>42129</b>

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

OHPI / Region 2 / District 3 / Bureau of Program Development / 700 East Norris Drive, Ottawa, IL

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#### Description Of Duties:

This position is accountable for performing duties of both an administrative and technical nature in directing operations covering all public and/or private utility adjustments and/or agreements; the districtwide railroad program including safety improvements, corridor projects, grade separations and grade crossings as they relate to highway improvement projects; local agency agreements; and GIS (Geographic Information System) support scheduling.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Current Illinois Professional Engineer license
- Occasional travel within the district/region

##### 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
- Knowledge of the principles and practices of civil engineering
- Knowledge in design of highways, streets and structures, and in making complete engineering plans and specifications
- Strong oral and 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 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>	March 2017	<b>POSITION:</b>	Project Support Engineer-CE V
<b>APPROVED BY:</b>	<i>Dave Broviak</i>	<b>OFFICE/DIVISION:</b>	District 3/Region 2/OHPI
<b>CODE:</b>	PW115-23-53-304-00-02	<b>REPORTS TO:</b>	Program Development Engineer

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***Position Purpose***

This position is accountable for performing duties of both an administrative and technical nature in directing operations covering all public and/or private utility adjustments and/or agreements; the districtwide railroad program including safety improvements, corridor projects, grade separations and grade crossings as they relate to highway improvement projects; local agency agreements; and GIS (Geographic Information System) support scheduling.

***Dimensions***

Subordinate Personnel:	2
Number of Utility Adjustments:	50 to 200 per year
Contract Value of Utility Agreements:	\$1,000 to \$1,500,000 per adjustment
Number of Railroad Improvements:	10 to 30 per year
Contract Value of Railroad Improvements:	\$10,000 to \$400,000 per adjustment
Number of Reimbursable Adjustments:	10 - 50 per year
Number of Railroad Inspections:	±150 per year
CADD Requests per Year:	200 to 500
Utility Permits	250 to 750
Joint Agreements	100 to 300

***Nature and Scope***

This position reports to the Engineer of Program Development as do the Studies and Plans Engineer, Land Acquisition Engineer, Program Engineer, Office Coordinator and an Executive Secretary. Reporting to this position are the Utilities and Railroad Technician and GIS Coordinator.

The incumbent is accountable for providing liaison between the district and utility companies, railroads and consultants with problems arising from transportation facility improvements or utility expansions.

Typical problems for this position entail coordination of utility adjustments created by highway improvements and recommending solutions to problems with utility companies or municipalities. The greatest challenge for this position is dealing with outside agencies over which she/he has no direct control. She/he must coordinate and expedite the facility adjustments allowing highway construction to be accomplished on schedule and prepare agreements unique to each agency's need. This must be accomplished using sound economic cost restraints and practices beneficial to the department, utility, and/or agency.

The incumbent personally provides district expertise in all utility and railroad matters and makes decisions on normal utility and railroad adjustments. The incumbent conducts permit reviews for utility work within the limits of existing highway right of way and preparation of utility agreements. She/he also reviews highway construction plans for utility involvement, and directs supervision of the field inspection of the adjustment work.

The incumbent determines and coordinates adjustments to railroad-highway grade crossings, administers federally-funded safety programs for railroad-highway grade crossings and provides liaison and expertise for the district, railroads, and local governmental agencies on selected rail corridor projects, wherein all crossings

along the corridor are studied to determine the need for added or modified protection and/or surface improvements. She/he is responsible for ensuring the adjustment of railroad facilities follows prescribed guidelines, selecting safety program locations, supervising railroad-highway crossing plan preparations and submitting these plans and reports to the Central Bureau of Design and Environment for their review and preparation of agreements. This position directs the annual inspection of all district railroad-highway grade crossings on state maintained routes including review of remedies for all deficiencies. Additionally, the incumbent attends Commerce Commission hearings as an expert witness, coordinates adjustments of railroad facilities at railroad grade separations, and provides expertise in railroad problems on request to the district Bureau of Local Roads and Streets. The incumbent provides the primary liaison between the GIS Unit Coordinator, and the district bureaus, including establishment of priorities and schedules for GIS operations within the district. In addition, special GIS projects for management and other bureaus are channeled through this position in order to optimize production.

The position accountabilities are accomplished through the following units:

Utilities - who is responsible for negotiating and preparing all utility agreements and insuring they are properly executed.

Railroads - whose staff initiates Railroad Agreements and monitors progress through the Central Bureau of Design and Environment.

GIS - whose staff provides the Geographic Information System operations.

All duties are performed within limits prescribed by design standards and specifications, state administrative memorandums, and federal policy and procedure memorandums. The incumbent exercised wide latitude in accomplishing assigned responsibilities. Problems of a highly sensitive nature are referred to the immediate supervisor for resolution. She/he recommends staffing needs and discipline when necessary. The incumbent is constrained by departmental policies and procedures.

Significant contacts include the Studies and Plans Engineer to receive/relay utility information on improvement projects; the district Bureau of Project Implementation, to provide assistance in expediting utility adjustments; the district Bureau of Operations, to provide assistance in traffic control at railroad grade crossing improvements; the Central Bureau of Design and Environment for the coordination of utility and railroad negotiations; and utility companies, railroads, and local governmental agencies for utility installations and adjustments. This position requires occasional travel within the district/region.

The effectiveness of this position can be measured by the efficient and timely adjustment of utilities and railroads so that highway improvements can meet established letting and construction schedules; the quantity and quality of railroad-highway safety programs that are accomplished; implementation of railroad corridor programs in a timely and efficient manner, and providing optimum production from the GIS Coordinator.

### ***Principal Accountabilities***

1. Analyzes and direct the adjustment of utility and railroad facilities necessitated by proposed highway construction.
2. Prioritizes and schedules GIS support operations.
3. Analyzes and provides expertise on selected rail corridor projects.
4. Provides liaison between the GIS Coordinator and other district groups and bureaus to optimize production and ensure overall quality and timeliness.

5. Performs field verification of utility adjustment work to assure proper performance and qualification for state and federal reimbursement.
6. Administers railroad safety program to ensure their timely accomplishment in accordance with the plans and specifications.
7. Coordinates annual inspection of railroad signals and grade crossings to ensure compliance with prescribed guidelines.
8. Responsible for supervising, training, and motivating subordinate personnel.
9. Responsible for performing duties in accordance with departmental safety policies and is responsible for the safety of subordinate personnel.
10. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.