



# 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 11, 2017

---

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: 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

Planning Services Unit Chief  
Region 2/District 3/Program Development  
Highways Project Implementation  
Ottawa

Attachments  
42139

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: 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>Engineering Technician IV</b>	<b>Salary:</b>	<b>\$4,695 - \$6,735*</b>
<b>Position Title:</b>	<b>Planning Services Unit Chief</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-53-302-10-01</b>	<b>IPR#:</b>	<b>42139</b>

---

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

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

---

### Description Of Duties:

This position is accountable for predicting traffic growth, making estimates of future traffic volumes and turning movements, making estimates of how existing traffic generators and future developments will affect existing and proposed road networks, managing traffic counting consultants and performing quality control for related data as well as coordinating payment administration with the Office of Planning and Programming, and supervising the counting program.

---

### Special Qualifications:

#### Required:

- Valid driver's license
- Districtwide travel to conduct traffic counts

#### 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 engineering technician experience in performing a variety of technical activities of which at least four years should be related to civil engineering
- Strong oral and written communication skills
- Strong organizational skills

---

### 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>	Planning Services Unit Chief
<b>APPROVED BY:</b>	Dave Broviak	<b>OFFICE/DIVISION:</b>	District 3/Region 2/OHPI
<b>CODE:</b>	PW014-23-53-302-10-01	<b>REPORTS TO:</b>	Programming Engineer

---

***Position Purpose***

This position is accountable for predicting traffic growth, making estimates of future traffic volumes and turning movements, making estimates of how existing traffic generators and future developments will affect existing and proposed road networks, managing traffic counting consultants and performing quality control for related data as well as coordinating payment administration with the Office of Planning and Programming, and supervising the entire counting program.

***Dimensions***

Subordinate Personnel:                                1 Permanent Technical-Directly  
    1-2 Seasonal Technical-Directly

***Nature and Scope***

This position reports to the Programming Engineer as do the Cost and Estimates Engineer, the Road Inventory Unit Chief, the Urban Planning, and the Program Services Unit Chiefs. Reporting to this position is one Planning Services Technician who is assisted by 1-2 seasonally assigned technicians.

End products achieved by this position include the data from traffic counts and traffic volumes posted in the Illinois Roadway Information System (IRIS). The counts are used to make traffic flow estimates for future highway utilization when highway systems are being designed and are the basis for the formulation of the state, 9 counties, 3 metropolitan planning areas, and the truck volume maps. The incumbent must have a working knowledge of intersection design and signalization.

The typical problems encountered by the incumbent include keeping abreast of modernization in traffic counting equipment and keeping present equipment in good working condition. This position is aided in the maintenance of equipment by the Central Bureau in Springfield. The greatest challenges are assuring the accuracy of data collection and meeting deadlines since available personnel is minimal.

The incumbent personally provides traffic estimates for all new improvements in the district. Improvements include intersection modifications, roadway widenings, new construction, roadway relocations and bypasses, traffic signalizations and bridge replacements or reconstructions. The incumbent is also responsible for providing counties, cities, school districts and private developers with traffic data upon request. This position assists in analyzing the traffic forecasts relating to urban areas, maintains working files on all traffic data prepared in the district, provides traffic data to all sections within the bureau and to all other bureaus within the district and Central Office upon request, represents the I.D.O.T. in court when an expert traffic witness is required, provides traffic data for all special studies, needs and sufficiency studies, interstate costs studies and bridge studies and supervises various special studies such as truck weight studies and airport operational studies. The incumbent is responsible for the entering of traffic data into IRIS and for working with computer programs to provide for the smooth and timely processing of data during the collection and posting phase. The incumbent is responsible for the training of the technical personnel he/she supervises. This position is responsible for the scheduling and maintenance of the Planning Services Unit vehicle plus 1-2 vehicles seasonally assigned.

The planning services technician who reports to this position handles the field operations relating to the traffic counting program, prepares preliminary traffic maps and reports, makes vehicle classification counts, set traffic

counting machines and analyze and post traffic count data. Other subordinates are 1-2 summer help who may set traffic counters, enter data into the computer or conduct manual traffic counts. There are also 1-2 winter help from other bureaus who do manual counts and assist with routine office functions.

The incumbent receives supervisory assistance in scheduling traffic counts when several agencies are requesting information and priorities must be established. The incumbent also gets advice on traffic estimates when uncertain or questionable circumstances are encountered.

The incumbent's contacts within the Department include the Bureaus of Local Roads and Streets to coordinate with county and city agencies, Operations for traffic counts for signal warrants, the Studies and Plans Unit of Program Development for traffic projections, and the Central Office for coordinating consultant traffic counts, equipment repair and advice on unusual traffic counts. Contacts outside the Department are with County and City Engineers when they request traffic counts and with consulting engineers that are performing traffic counts. Travel consists of field checks involved in the process of taking traffic counts.

The performance of the incumbent is measured by the accuracy of data collected, the ability to meet scheduled deadlines, the ability to provide accurate traffic estimates for new roadway improvements, and the ability to enter and retrieve data from the IRIS.

### ***Principal Accountabilities***

1. Responsible for supervising, training, and motivating subordinate personnel.
2. Responsible for providing traffic data as required for all bureaus in the Illinois Department of Transportation, and also for other state and federal departments, cities, counties and the private sector.
3. Maintains documentation of all traffic estimates.
4. Keeps up to date with the latest traffic estimating methods and computer programs related to traffic work; this includes meetings, seminars and classes.
5. Responsible for the operation and maintenance of traffic counting equipment to assure accurate collection of data.
6. Develops computer programs for the more efficient time use of the unit and to provide a quicker response to traffic count requests.
7. Schedules and supervises the entire district traffic counting program.
8. Responsible for performing duties in accordance with departmental safety policies and is responsible for the safety of subordinate personnel.
9. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Responsible for managing traffic counting consultants and performing quality control for related data as well as coordinating payment administration with the Office of Planning and Programming.
11. Performs other duties as assigned.