



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 1, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, August 2, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, August 15, 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 VI

Studies and Plans Engineer
Region 3/District 4/Program Development
Office of Highways Project Implementation
Peoria

Attachments
42167

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 **Tuesday, August 15, 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

Classification:	Civil Engineer VI	Salary:	\$6,945 - \$8,983*
Position Title:	Studies and Plans Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-54-303-00-01	IPR#:	42167

Office/Central Bureau/District/Work Address:

OHPI/ Region 3 / District 4 / Bureau of Program Development / 401 Main Street, Peoria, IL

Description Of Duties:

This position is accountable for the completion of the studies and plans necessary for the district highway improvement programs; directs the preparation of engineering design, geometric, hydraulic, and environmental studies as well as contract documents for highway improvements in accordance with departmental design policies, specifications, standards and sound engineering practice.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Frequent statewide travel
- Valid driver's license

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Knowledge and understanding of design standards and specifications
- Ability to interpret and implement departmental policies
- Strong oral and written communication skills and experience communicating with the public

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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 16, 2017	POSITION:	Studies and Plans Engineer
APPROVED BY:	<u>Kensil A. Garnett, Region Engineer</u>	OFFICE/DIVISION:	OHPI/Region 3/District 4 Program Development/Studies & Plans
CODE:	PW116-23-54-303-00-01	REPORTS TO:	Program Development Engineer

Position Purpose

This position is accountable for the completion of the studies and plans necessary for the District highway improvement programs. The incumbent directs the preparation of engineering design, geometric, hydraulic, and environmental studies as well as contract documents for highway improvements in accordance with Departmental design policies, specifications, standards and sound engineering practice.

Dimensions

Subordinate Personnel:	Direct: 8, Indirect: 14-20 Full-Time Permanent; 25-45 Seasonal/Temps
Annual Construction Program:	\$80-\$230 Million
Number of Construction Plans:	40-100 Annually
Number of Design Reports:	20-40 Annually

Nature and Scope

This position reports to the Program Development Engineer as do the Land Acquisition Engineer, Project Support Engineer, Programming Engineer, a Program Support Technician and an Executive Secretary. Reporting directly to this position are four Project Engineers, an Environmental Studies Coordinator, Geometric Engineer, a Bridge and Hydraulics Engineer, and an Executive Secretary.

This position functions within the framework of both short and long range transportation facility improvement programs which are based on sufficiency and needs studies. The incumbent must be able to coordinate engineering, sociology, environmental and economic factors which influence the design of transportation systems. The incumbent must have the ability to recognize the necessity to deviate from current procedures to resolve issues relative to a particular project without compromising the cost effectiveness of the project. The incumbent must effectively apply a wide range of Federal and State procedures, policies and legislation to secure project approvals and prepare plans and contracts within the time scheduled for program implementation.

Typical problems include advancing viable alternatives to transportation deficiencies and presenting them in a coherent format for review by diverse groups of public and private agencies, organizations, and individuals. The incumbent must also plan and coordinate the activities necessary for completing plans and specifications accurately and completely, assuring uniformity and consistency in policy compliance and to determine the proper design and standards created by the different construction methods to be used. The greatest challenge is to coordinate activities to accomplish plan completion in an accurate and timely manner to meet predetermined and accelerated time tables. This is particularly challenging since the incumbent's permanent staff is relatively small and a large portion of the activities must be completed during winter months utilizing a work force varying in numbers and design experience.

The incumbent is accountable for directing the preparation of appropriate engineering studies of highway improvements to accomplish the Annual and Multi-Year Program. This position is responsible for determining the scope, location, design, cost and environmental impact of transportation improvements. Public hearings, as well as formal and informal meetings with the public, are directed by the incumbent to secure involvement and support for project proposals and design. He/she directs reviews of proper design applications of policies and procedures for projects prepared by consultants. This position ensures the timely completion of plans and specifications so that projects can be placed under contract by predetermined time schedules. The incumbent motivates, develops and evaluates subordinate staff and ensures compliance with the Department's safety rules, practices, and procedures. The incumbent is also involved in making recommendations on promotions, salary adjustments, manpower and equipment needs and operating budget needs for the bureau.

The incumbent accomplishes accountabilities through the following technical staff:

Project Engineer – supervises and coordinates activities in the development of all elements of location and design reports for highway improvements and the preparation of plans and specifications. These positions are also responsible for the review of work prepared by consultants.

Environmental Studies Coordinator – prepares and/or reviews Environmental Impact Statements, Air and Noise Pollution Studies, and secures the necessary reviews, revisions and approvals. This position also identifies and schedules those sites requiring PESA and PSI coordination and studies.

Geometric Engineer – prepares interchange and intersection design studies, conducts alignment and access studies, develops capacity analysis, determines if traffic signals are warranted, and advises other bureaus on geometric designs.

Bridge and Hydraulics Engineer – prepares hydraulics reports, reviews consultants' reports for TS&L drawings and bridge plans, reviews hydraulic projects for permit requests, and is involved with Bridge Condition Reports and repair plans.

Executive Secretary - prepares and files correspondence and reports for the section, schedules meetings and appointments for various section activities, and provides secretarial support in general.

The incumbent has broad latitude to resolve problems arising within his/her area of responsibility. This position's day-to-day activities are governed by established federal, state, and departmental regulations, policies and procedures. Controversial matters requiring special considerations and/or deviation from standard policies are discussed with his/her superiors.

Frequent contacts are made with all district bureaus, the Divisions of Highways' Central bureaus, and the Office of Planning and Programming. External contacts are with outside agencies such as state, federal and local groups and other public agencies. He/She discusses problems on occasion with the Federal Highway Administration pertaining to planning methodology, location investigations and environmental studies. He/She is responsible for answering questions, written and oral from both private individuals and organizations. Frequent travel is required within the state.

The effectiveness of this position is measured by the incumbent's ability to effectively and efficiently manage the Studies and Plans Section by meeting production deadlines and by having plans accepted by the public, local agencies, the Central Bureaus of Highways and the Federal Highway Administration without major corrections and revisions.

Principal Accountabilities

1. Coordinate studies to determine feasible corridors for new highway and/or determine most acceptable design for proposed and existing transportation facilities.
2. Synthesize engineering, sociological, and environmental factors which influence the Design of Transportation systems.
3. Direct reviews of proper design applications of policies and procedures for projects prepared by consultants.
4. Directs the timely completion of plans and specifications so that the project can be placed under contract by predetermined time schedules.
5. Direct, motivate, and supervise personnel to accomplish the section's work programs and goals within the scope of the District's financial resources and prescribed deadlines.
6. Provides administrative assistance in such matters as promotions, salary adjustments, manpower assignments, equipment requests and budgetary matters to ensure efficient operations of the bureau.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.