



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: November 9, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 14, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, November 29, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VII Traffic Operations Engineer
Bureau of Operations
Highways Project Implementation
Springfield

Attachments
42338

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 **Wednesday, November 29, 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

Classification:	Civil Engineer VII	Salary Range:	\$7,640 - \$11,660
Position Title:	Traffic Operations Engineer	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW117-23-75-605-00-01	IPR#:	42338

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Operations/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for administering the Traffic Operations Section of the Bureau of Operations in developing policies, procedures, and programs relating to the installation and maintenance of traffic control devices; ensuring the fabrication and rehabilitation of highway signs; advising the Department on safety operational concepts, programs and practices; and instituting and reviewing traffic regulations to ensure the safe, economical, and efficient operations of the highway transportation system in the state.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional overnight travel, both in- and out-of-state

Desired:

- Ten years of experience in civil engineering, seven years of which should be responsible supervisory control in the planning and in the direction of highway engineering projects
- Comprehensive knowledge of the principles of civil engineering with specialized knowledge of public works engineering and traffic engineering
- 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**

DATE:	September 12, 2017	POSITION:	Traffic Operations Engineer
APPROVED BY:	Amy Eller	OFFICE:	Office of Highways Project Implementation/Bureau of Operations
CODE:	PW117-23-75-605-00-01	REPORTS TO:	Engineer of Operations

Position Purpose

This position is accountable for administering the Traffic Operations Section of the Bureau of Operations in developing policies, procedures, and programs relating to the installation and maintenance of traffic control devices; ensuring the fabrication and rehabilitation of highway signs; advising the Department on safety operational concepts, programs and practices; and instituting and reviewing traffic regulations to ensure the safe, economical, and efficient operations of the highway transportation system in the state.

Dimensions

Subordinate Personnel:	6 Direct, ± 30 Indirect
Annual Section Operating Budget:	\$600,000
Annual Statewide Traffic Operating Budget:	\$30 Million
Annual Traffic Control Contract Costs:	\$50 Million
Number of Traffic Control Devices:	6000 signals, 400,000 signs, 100 dynamic message signs and cameras value \$900 Million

Nature and Scope

This position reports to the Engineer of Operations. In the absence of the Engineer of Operations, the incumbent may serve in that capacity. Reporting to this position are the Chiefs of Engineering and Standards Unit, Project Implementation Unit, Highway Sign Shop, the Intelligent Transportation Systems Operations Engineer, the Intelligent Transportation Systems Technician, and an Office Coordinator.

The incumbent must be thoroughly familiar with all aspects of traffic engineering, including flow theory, control devices, regulations and research. The incumbent must also interpret statutes, regulations and rules relevant to traffic control and safety and represent the Department at the local, state and federal levels regarding these matters. Major challenges of this position are to maintain Illinois' leading position in both the early obligation of all available funds and use of the funds for high cost-effective projects and to keep abreast of ever-changing and new technologies and determine their applicability to implementation in Illinois.

Typical problems faced by the incumbent relate to the development and testing of new devices and techniques for the safer and more efficient use of the highway system. The devices involved range from traditional signs, signals and pavement markings to new unique and sometimes untested traffic control devices as well as the maintenance and operations of various Intelligent Transportation Systems throughout the state. The techniques involve such matters as complex signal systems, new materials or equipment, access control and the implementation of the latest traffic research and technology. A major challenge lies in maintaining a progressive and receptive point of view while at the same time recognizing the problem associated with varying from established traffic engineering practices. Budget factors, both the restraints and the benefits of more cost-effective devices and techniques, must be considered. The implementation of new techniques may require development of training programs and presentation of various groups both in and outside the Department.

The incumbent receives frequent inquiries from district, local and other State agencies, Federal and legislative staff representatives, as well as private citizens, including attorneys, regarding traffic laws. The incumbent must be completely familiar with the Illinois Vehicle Code and the national Uniform Vehicle Code, including the annotated version; must be reasonably familiar with Attorney General opinions and appropriate case law. This background is necessary to respond promptly and confidently to those inquires and to develop and comprehensively review legislation concerning traffic laws.

The incumbent accomplishes its accountabilities through the following staff:

Intelligent Transportation Systems Operations Engineer who is accountable for the coordination of the design and operations of all Intelligent Transportation System (ITS) components throughout the state and serving as liaison for district ITS coordinators. Participation in the Federal Highway Administration (FHWA) ITS training program and other training programs provides the advanced level of expertise necessary to ensure that existing and proposed ITS components are coordinated and utilized to the maximum benefit of the traveling public.

Highway Sign Shop Chief who, with a staff of 15-30 code and technical personnel, designs, manufactures, and distributes the standard highway signs installed by district forces throughout the state and fabricates and erects freeway sign overlay panels to maintain the statewide freeway sign network. A strong emphasis on reclamation, rehabilitation, and reuse of the salvageable materials is maintained throughout all section activities. New materials and techniques for sign rehabilitation and manufacture are continually being evaluated. The incumbent also maintains a continuous liaison with the districts to ensure statewide signing needs are being met.

Engineering and Standards Unit Chief who is accountable for the planning and overall direction of the Engineering and Standards Unit in developing, publishing, updating and distributing policies and procedures relating to the installation and maintenance of traffic control devices; in providing traffic engineering services; in evaluating new traffic control products and equipment; in performing traffic engineering studies; and in providing and coordinating administrative support activities.

Project Implementation Engineer who is accountable for the planning and overall direction of the Project Implementation Unit in developing and implementing design standards, specifications, and special provisions relating to traffic control contracts; traffic commodity and equipment purchase specifications; work zone safety training; traffic signal system optimization technology; and other programs affecting traffic operations.

Intelligent Transportation System Technician who is responsible for coordinating the technical aspects of the operation of Intelligent Transportation System (ITS) components throughout the state including the review of specifications, special provisions and contracts relating to ITS hardware and software, tracking and inventory of fiber optic assets and agreements, and providing ITS network, hardware, and software support to the district offices.

Office Coordinator - who performs general office functions and secretarial duties for the Traffic Section.

The incumbent exercises substantial independent judgment in making decisions concerning a wide variety of complex technical problems and is afforded broad latitude in the exercise of his/her duties, keeping the Bureau Chief informed of the major aspects of the work and consulting with him/her on those major decisions affecting broad bureau goals or policies. The incumbent is responsible for planning, directing, controlling, and coordinating the work done and services provided by the section. For the Traffic Operations Section, the incumbent makes recommendations for hiring, firing, salary increases, and promotions of personnel; motivates personnel; controls the budget; recommends policies and procedures having extensive economic impact and affecting traffic operations throughout the state; consults with representatives of firms manufacturing and supplying traffic materials and equipment and contractors; consults with members of legislative staffs and commissions regarding traffic related statutes and legislation; and meets with representatives of other state,

research organization, and universities regarding the development of improved and more cost-effective traffic control and safety techniques.

This position maintains frequent contact with other central bureaus, the Federal Highway Administration, and the district offices for the purpose of coordinating activities relating to traffic operations and safety work. Contact is also maintained with various local agency representatives regarding these matters. The incumbent meets with and makes presentations before a wide variety of state and national associations, committees, commissions and conferences. The incumbent is a member of various Department committees, represents the Department on external committees, and serves on national level committees, panels and task forces. Occasional overnight travel, both in- and out-of-state is required with this position.

The effectiveness of this position is measured by the degree to which timely and accurate information and solutions to a large variety of problems concerning traffic operations are provided. The goal is to constantly obtain the satisfactory and timely accomplishment of all projects undertaken and the development of efficient and effective services, policies, procedures and standards.

Principal Accountabilities

1. Administers the resources of the Traffic Operations Section to provide a high degree of services to the districts and to accomplish Department objectives relating to traffic operations and safety.
2. Ensures all available funds are obligated in the most cost-effective manner and makes evaluations of projects and programs to continually improve their quality.
3. Maintains familiarity with other sections and the administration of the bureau to serve in the Engineer of Operations' capacity in his/her absence.
4. Provides timely and accurate information on the latest technological developments to Department management in order to allow them to make decisions that will assure the traveling public a safe, efficient, and cost-effective highway system.
5. Consults with representatives of other state and local governmental agencies, the Federal Highways Administration, private manufacturing firms, contractors, consultants, the Legislature and others regarding traffic operations and safety.
6. Provides sign-making capabilities for statewide usage, ensuring that those manufactured signs are delivered to districts in a timely and efficient manner.
7. Maintains the statewide sign, pavement marking, traffic signal, and ITS networks through judicious use of Department forces, statewide maintenance contracts and intergovernmental agreements.
8. Recommends the hiring, firing and promotion of personnel in the section to assure the development and maintenance of a competent, well-motivated staff capable of handling all programs and projects for which the section is responsible.
9. Serves on national, state and departmental task forces and committees to develop new technologies and techniques relating to traffic operations.
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.
11. Performs other duties as required or assigned.