



# Illinois Department of Transportation

## Memorandum

---

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: December 1, 2017

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement December 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, December 18, 2017**. Applications 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.**

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

CE V

Design & Planning Engineer  
Region 2/District 3/Operations  
Highways Project Implementation  
Ottawa

Attachments  
42360

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 **Monday, December 18, 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 Range:</b>   | <b>\$6,315 - \$8,263*</b>   |
| <b>Position Title:</b>  | <b>Design &amp; Planning Engineer</b> | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW115-23-53-509-00-01</b>          | <b>IPR#:</b>           | <b>42360</b>  |

---

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

Office of Highways Project Implementation / District 3 / Region 2 / Bureau of Operations / 700 East Norris Drive, Ottawa, IL

---

#### Description Of Duties:

This position is responsible for determining the nature and scope of highway safety, day labor, contract maintenance, crack sealing, bridge painting, storm sewer maintenance, bridge repair, emergency repair, electrical and traffic control related projects, and providing technical advice and assistance on those matters to other bureaus in the district, various local officials and the general public.

---

#### Special Qualifications:

##### **Required:**

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

##### **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
- Ability to direct the work of other engineers, mechanics, equipment operators and laborers
- Strong oral and written communication 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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

|                     |                       |                         |                            |
|---------------------|-----------------------|-------------------------|----------------------------|
| <b>DATE:</b>        | March 2017            | <b>POSITION:</b>        | Design & Planning Engineer |
| <b>APPROVED BY:</b> | <i>Tom Hufnagel</i>   | <b>OFFICE/DIVISION:</b> | OHPI/Region 2/District 3   |
| <b>CODE:</b>        | PW115-23-53-509-00-01 | <b>REPORTS TO:</b>      | Operations Engineer        |

---

***Position Purpose***

This position is responsible for determining the nature and scope of highway safety, day labor, contract maintenance, crack sealing, bridge painting, storm sewer maintenance, bridge repair, emergency repair, electrical and traffic control related projects, and providing technical advice and assistance on those matters to other bureaus in the district, various local officials, and the general public.

***Dimensions***

|  |  |
|--|--|
| Rest Area/Weigh Scales/Contracts:              | 2-5 projects, \$100,000 to \$1 million annually    |
| Annual Safety & Traffic Improvement Contracts: | 5-10 projects, \$2-\$4 million annually            |
| Contract Maintenance:                          | 10-25 projects, \$2-\$5 million annually           |
| Day Labor:                                     | 5-15 projects, \$600,000 annually                  |
| Crack Sealing:                                 | 1-4 projects, \$500,000 annually                   |
| Bridge Painting:                               | 2-6 projects, \$500,000 annually                   |
| Storm Sewer Maintenance:                       | 1-5 projects, \$200,000 annually                   |
| Subordinate Personnel:                         | 2 direct, 5-10 indirect                            |
| Electrical Units Maintained:                   | Lighting Units 2,000-3,000, \$5-\$10 million value |
| Plans Reviewed Annually:                       | 100  |
| Permits Approved/Reviewed:                     | 150-200 annually                                   |

***Nature and Scope***

This position reports to the District Engineer of Operations as do the Traffic Operations Engineer, Maintenance Field Engineers, Service and Development Engineer, and Bridge Maintenance Engineer. Reporting to this position are the Traffic Signal Engineer, Traffic Signal Systems Engineer, and the Design and Planning Technician. The incumbent in this position is responsible for development of Contract Maintenance, Day Labor, crack sealing, bridge painting, rest area/weigh scale repair plans/contracts, reviews and approves overweight, over height, over width, parade permits, storm sewer maintenance programs and plans, various safety programs, traffic signalization and lighting units program; makes priority recommendations for the various projects to be included within the annual programs. Conducts field reviews to determine Contract Maintenance priorities. Reviews and resolves complaints concerning the operation of intersections, signal and lighting systems and accident locations.

Typical problems faced by the incumbent are technical and managerial in nature, requiring the use of tact and diplomacy, determining the proper scope of work for proposed highway maintenance contracts, managing a district traffic signal and lighting program, and a Day Labor and Contract Maintenance program. The greatest challenge to this position is obtaining the maximum improvement in safety and operations with limited funding and reduction of field maintenance effort and expenditures through a managed Contract Maintenance program.

Functions performed by the incumbent include investigation analysis concerning high accident locations, operational characteristics of signal systems, the District's Contract Maintenance Program, and a formulation of various annual programs based upon these analyses. Other programs include development of Day Labor plans, Contract Maintenance plans, emergency repair plans, bridge repair plans, crack sealing plans, storm sewer maintenance plans, bridge

painting plans, and signal and lighting maintenance. The incumbent will review design plans and recommend corrective action to the Program Development and Implementation Groups. The incumbent meets with civic groups, local officials and the general public to resolve problems concerning safety and operational characteristics. The incumbent is contacted regularly for advice and assistance by the district groups of Program Development and Implementation involving technical matters concerning signal and lighting plans. He/She reviews state and local contract plans and provides expertise on signalization utilization. This position is unique in that the incumbent also fills in as an acting Maintenance Field Engineer, in any of the three field areas, until the position is filled.

The incumbent performs these accountabilities through the following staff:

Traffic Signal Engineer who, with a staff of 1 to 2, investigates and analyzes the operation of all signals and lighting devices. Determines signal and stop sign warrants for new installations, and recommends modifications to existing systems and schedules maintenance as required.

Traffic Signal Systems Engineer who is responsible for the operation maintenance and timing coordination with traffic signals and railroad grade crossing signals throughout the district.

Design and Planning Technician who with a staff of 1 to 3, is responsible for the development and review of Contract Maintenance, emergency repair, bridge repair, crack sealing, storm sewer maintenance, Day Labor plans and the Spot Safety Improvement Program.

The incumbent operates within the guidelines of the Manual on Uniform Traffic Control Devices, the Standard Specifications for Traffic Control Items, the Design Manual, the Highway Standards Manual, and the Standard Specifications. This position has considerable latitude for independent action on all matters dealing with recommending safety and traffic signal and pavement maintenance contracts. The incumbent trains, motivates and evaluates the performance of subordinates.

Contacts within the Department are with the District Program Development Group and Project Implementation Group, Operations field personnel, Central Bureau of Operations, and the Bureau of Safety Programs & Engineering. Contacts outside the Department are local officials, civic groups, electrical contractors, and the general public.

The effectiveness of this position can be measured by the number of safety and operational related projects completed, decrease in accidents after improvements and the number of complaints from local officials, civic groups, and the general public.

### ***Principal Accountabilities***

1. Develops and monitors annual Contract Maintenance, crack sealing, bridge repair, bridge painting, storm sewer maintenance, emergency repair, Day Labor contracts, rest area/weight scale, and signal and safety improvement programs in a timely and cost effective manner.
2. Provides technical advice to various departmental personnel, local agency personnel, contractors and consultants in the design, construction and maintenance of electrical devices and safety related highway features using state of the art and engineering practices.
3. Reviews and approves over weight/height/width and parade permits. Answers complaints and inquiries from local officials, civic groups, and the general public.
4. Insures the accuracy and timely completion of plans, studies, and reports.
5. Fills in as acting Maintenance Field Engineer until the vacancy is filled. Provides effective training, motivation and evaluation of subordinate personnel in order to operate an efficient section.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.