



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: December 21, 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 Friday, December 22, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, January 23, 2018**. Applications will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. 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.

CET      Airport Planning Engineer & Environmental Specialist  
Aeronautics/Bureau of Airport Engineering  
Office of Intermodal Project Implementation  
Springfield

Attachments  
42428

**IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

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, January 23, 2018, 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: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee</b>	<b>Salary:</b>	<b>\$4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Airport Planning Engineer &amp; Environmental Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-60-203-00-01</b>	<b>IPR#:</b>	<b>42428</b>

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

Office of Intermodal Project Implementation, Aeronautics / Bureau of Airport Engineering / 1 Langhorne Bond Drive, Springfield, IL

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### Description Of Duties:

Under direct supervision, this position assists the Airport Environmental and Planning Manager with the initiation, scoping, coordination, development, review, and financial management of airport planning projects and project specific environmental studies for all airports and airport project developments in Illinois. Typical plans, studies and activities administered include: airport master plans, land-use and layout plans; airport site selection studies; environmental impact statements, assessments, hearings and categorical exclusions; archeological studies; noise studies; wildlife site visits; hazard assessments; and management plans and farming plats. This position assists in the development of guidance for use by consultants and airport sponsors.

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### Special Qualifications:

#### Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2017/spring 2018).
- Minimum 2.5 cumulative GPA in engineering related courses (if GPA is between 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2017/spring 2018 graduates must be provided at time of hire.)
- Occasional statewide travel
- Valid driver's license

#### Desired:

- Basic skill in the use of engineering field and office instruments, including Microsoft Office and Auto CADD
- Working knowledge of the routine practices of civil engineering
- Strong oral and/or written communication skills
- Ability to write technical reports

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS IS AN ENTRY-LEVEL POSITION.**

**IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

\*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>	September 8, 2017	<b>POSITION:</b>	Airport Planning Engineer & Environmental Specialist
<b>APPROVED BY:</b>	<i>Ken Martin</i>	<b>OFFICE:</b>	Intermodal Project Implementation, Aeronautics/Bureau of Airport Engineering
<b>CODE:</b>	PW110-23-60-203-00-01	<b>REPORTS TO:</b>	Section Chief Airport Programming, Planning and Environment

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***Position Purpose***

Under direct supervision, this position assists the Airport Environmental and Planning Manager with the initiation, scoping, coordination, development, review, and financial management of airport planning projects and project specific environmental studies for all airports and airport project developments in Illinois. Typical plans, studies and activities administered include: airport master plans, land-use and layout plans; airport site selection studies; environmental impact statements, assessments, hearings and categorical exclusions; archeological studies; noise studies; wildlife site visits; hazard assessments; and management plans and farming plans. In addition, this position assists in the development of guidance for use by consultants and airport sponsors.

***Dimensions***

Airport Master Plans, Layout Plans and Updates	10 annually (\$5.0 Million)
Environmental Impact Statements, Assessments, Noise Studies and Categorical Exclusions	40 annually (\$500,000)
Wildlife Site Visits, Hazard Assessments and Management Plans	5 annually (\$100,000)

***Nature and Scope***

This position reports to the Section Chief of Airport Programming, Planning and Environment. No staff report to this position.

The Department of Transportation, Aeronautics, serves as Agent of the Airport Owner (Sponsor) for all matters involving the development of any public air navigation facility by virtue of the *Illinois Aeronautics Act*. This act requires and directs Aeronautics to “regulate and supervise aeronautics within the state”, with “aeronautics” defined as “...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports...”. Aeronautics shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of Aeronautics. Aeronautics administers the federal Airport Improvement Program (AIP), in part, through a cooperative Memorandum of Agreement with the Federal Aviation Administration (FAA) known as the Block Grant Program Agreement. Approximately 74 public-use airports throughout the state are eligible to receive federal, state and local program funds to plan, create, develop and improve airport facilities. This position functions in uniquely sensitive areas of urban, rural and regional planning, compatible land use and associated environmental consequences resulting from the projects.

The major challenges include the ability to gain public acceptance of aviation improvement projects, to cause public airports not under direct control to accomplish required federal and state actions in a timely and effective manner, and to assure all actions are accomplished to state and federal standards. The greatest challenge is to achieve mutual agreement between public agencies and private citizens for implementation of aviation projects. The major problems associated with this position are resolving public agency conflicts, assuring completion of actions without delaying project implementation, causing public agencies to recognize their responsibilities to the public, and staying abreast of ever changing technical guidance and federal regulation.

The incumbent assists with establishing budgets and reviewing airport master and layout plans; evaluating new and existing airport site locations; coordinating and evaluating environmental assessments relating to plans; and preparing technical documents for submission to the FAA. The incumbent addresses environmental issues for all state airports and works with local citizens and other affected groups as an airport advocate, while remaining sensitive to public issues. The incumbent develops tools and databases to aid in the analysis of data and project information. S/He

**Airport Planning Engineer & Environmental Specialist**  
**Aeronautics/Bureau of Airport Engineering**  
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assists airport sponsors in requesting and developing the Department's annual planning transportation improvement program budget for all planning and environmental work, scheduling accomplishment of these actions and assuring the accurate and timely completion.

The incumbent maintains frequent contact with airport operators, consulting engineers, contractors, Federal Aviation Administration and other individuals involved in the airport construction process. Occasional statewide travel is required.

S/He exercises judgment on technical matters within established engineering codes, standards and the section policies. All matters dealing with the interpretation of policy, elements of precedence, regulatory changes and other areas of controversy will be referred to the supervisor for final decision. This position is constrained by applicable departmental, state, and federal guidelines and policies.

Internal contacts are with other Aeronautics' bureaus and departmental offices. External contacts include frequent contact with other state agencies; the FAA; city, county and airport municipalities; contractors; consultant engineers; and others in performing assigned duties.

The effectiveness of this position is measured by the timeliness of resolving problems and the maintaining of high level of cooperation with all contractual parties.

**Principal Accountabilities**

1. Assists with the determination of the annual federal/state/local planning and environmental studies budget.
2. Assists with the development/collection of the aeronautical data and documentation used in the preparation of planning and environmental documents.
3. Assists with the development of planning and environmental projects.
4. Coordinates the development of professional services agreements and fees.
5. Reviews invoice documentation for audit compliance.
6. Participates in site visits.
7. Reviews federal/state/local applications for planning grants for all public aviation facilities in Illinois.
8. Evaluates the justification, eligibility and viability of new airports and airport expansion sites.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as required or assigned.