



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 13, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 16, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, March 16, 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

Rail Safety Engineering Trainee
Bureau of Safety Programs & Engineering
Office of Program Development
Springfield

Attachments
42568

*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 by **Friday, March 16, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer Trainee	Salary:	\$4,275 - \$4,655*
Position Title:	Rail Safety Engineering Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-65-803-11-01	IPR#:	42568

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Safety Programs & Engineering / 2300 S. Dirksen Parkway,
Springfield, IL

Description Of Duties:

This position is accountable for assisting in the administration of the Illinois Grade Crossing Protection Fund (GCPF) and assisting in the development of rail-highway crossing projects under GCPF and Federal-aid Highway Program.

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 Spring 2018)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 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 spring 2018 graduates must be provided at time of hire.)
- Valid driver's license
- In-state and out-of-state travel

Desired:

- Working knowledge of the routine practices of civil engineering
- Working knowledge of mathematics as applied to engineering activities
- Basic skill in the use of engineering field and office instruments
- Ability to make relatively difficult technical computations and estimates
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm Monday – Friday

THIS IS AN ENTRY-LEVEL POSITION.

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*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:	December 22, 2017	POSITION:	Rail Safety Engineering Trainee
APPROVED BY:	Paul Lorton	OFFICE:	Program Development, Bureau of Safety Programs and Engineering
CODE:	PW110-23-65-803-11-01	REPORTS TO:	Highway Railway Safety Engineer

Position Purpose

This position is accountable for assisting in the administration of the Illinois Grade Crossing Protection Fund (GCPF) and assisting in the development of rail-highway crossing projects under GCPF and Federal-aid Highway Program.

Dimensions

GCPF, Federal-aid Highway, and OGL Projects	+160
Total Annual Costs	\$33 million
Active Railroad Companies	30

Nature and Scope

This position reports to the Highway Railway Safety Engineer. There are no subordinates to this position.

This position operates within an environment of assisting the Highway Railway Safety Engineer in the development and administration of programs for the improvement of safety at rail-highway crossings encompassing GCPF, Federal-Aid, MFT, and locally funded projects. This position is responsible for the administration of simple railroad projects in accordance with state and federal regulations and guidelines, assists in coordinating railroad projects with the railroad companies, and provides basic engineering expertise necessary for the development of agreements, plans, and the inspection projects for railroad-highway projects. The incumbent assists the Highway Railway Safety Engineer in prioritizing local projects applications for the annual federal Rail Safety Program. This environment requires a working knowledge of both highway and railway design, specifically highway and railway geometrics, traffic and rail signal design, and drainage principles. This position is responsible for keeping current the department's publication regarding the availability and use of GCPF.

The greatest challenge of this position lies in maximizing the safety of local system rail crossings of the state within limited funding constraints. A typical problem for this position is to ensure that highway and related railroad work are scheduled to accommodate each other.

The incumbent personally assists the Highway Railway Safety Engineer in the development and administration of programs aimed at rail-highway crossing safety. These include GCPF, Federal-aid, MFT, and locally-funded projects; provides basic engineering expertise necessary for the development of agreements and plans; and provides districts and local agencies with direction necessary to upgrade local agency rail-highway crossings. The incumbent assists in conducting on-site reviews of rail-highway crossings to prioritize projects for the federal Rail Safety Program, responding to traffic signal/railroad signal interconnect inquiries on the local highway system, providing assistance to project development engineers to ensure coordination between railroad and contractor for the proposed railroad force account work in Federal-aid roadway and bike-trail projects. This position is also responsible for additional rail related duties as assigned by the Highway Railway Safety Engineer.

Regulations and controls within which the incumbent operates are federal and state laws and regulations and Illinois Commerce Commission Orders.

Internal contacts include the department's Offices of Chief Counsel, Highway Project Implementation, Planning and Programming, and Intermodal Project Implementation. Additional contacts may include personnel from the districts and central Bureaus of Design and Environment, Operations, Materials, and Research. External contacts include representatives of local agencies railroad companies, ICC, Federal Highway Administration, and other state Departments of Transportation. Generally, these contacts deal with interpretation of law, engineering policies and procedures, ICC Orders, and the status of ongoing rail projects. The incumbent may travel to ICC hearings, meetings, seminars, and railroad crossings throughout the state for on-site reviews.

The effectiveness of this position is measured by the efficiency and relative success of administration of rail crossing programs for which the unit is responsible.

Principal Accountabilities

1. Assists in the administration of GCPF and Federal-aid Rail-Highway Safety Programs from development to close-out for the purpose of upgrading rail crossings protection on local agency routes.
2. Provides basic engineering assistance as part of project development and agreement preparation to ensure rail crossing protection is commensurate with the scope of proposed highway improvements.
3. Provides districts and local agencies with the technical assistance and direction necessary to lead to the upgrading of local agency rail/highway crossings.
4. Assists in on-site reviews of local project applications to develop the annual Federal-aid Rail-Highway Safety Program.
5. Assists in responding to traffic signal/railroad signal interconnect inquiries.
6. Assists in providing responses to attorney and public inquiries on rail crossing issues.
7. Reviews general layout plans and cost estimates for rail crossing projects.
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.
9. Performs other duties as assigned.