



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 7, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 9, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, March 22, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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.

ET IV

Traffic Operations Technician
Region 4/District 7/Operations
Office of Highways Project Implementation
Effingham

Attachments
42630

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 **Thursday, March 22, 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: Applications will be accepted from qualified permanent DOT employees only. 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:	Engineering Technician IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Traffic Operations Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-57-501-10-01	IPR#:	42630

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 4 / District Seven / Bureau of Operations / 400 West Wabash, Effingham, IL

Description Of Duties:

This position is responsible for the effective and orderly provisions of adequate traffic control devices on all state-maintained highways within the District.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel and overtime

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Strong oral and/or written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / 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 1, 2015	POSITION:	Traffic Operations Technician
APPROVED BY:	Roger Driskell	OFFICE/DIVISION:	Highways – Transportation - Operations
CODE:	PW014-23-57-501-10-01	REPORTS TO:	Traffic Operations Unit Chief

This position is responsible for the effective and orderly provisions of adequate traffic control devices on all State maintained highways within the District.

Dimensions

Programs:	40,000 Signs Inspected and Maintained Annually 4,000 Miles of Pavement Markings Maintained Annually 250 Signalized Intersections
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Nature and Scope

This position reports directly to the Traffic Operations Supervisor as does the Sign Shop Technician. There are no subordinates reporting to this position.

The performance of the position impacts directly upon the safety of the traveling public who rely upon traffic control devices for information about road conditions to be encountered and for advice in dealing with these conditions. The incumbent also provides information with respect to highway laws, route direction and route guidance. These factors in the environment and the expectations of the traveling public with regard to these factors directly affects the incumbent. Within this environment, the position provides services necessary for the installation, replacement and maintenance of traffic control devices (6,500 signs and 15,000 delineators and raised pavement markers per year), the maintenance of records of highway striping activities (4,000 centerline miles), the maintenance of inventory records of highway signing at interchanges (32) and primary intersections (79), the maintenance of records of location and lengths of No Passing Zones (270 miles), and the investigation of complaints and requests concerning signing and pavement marking (75 per year), and the maintenance and records of highway lighting and flashing beacons. This position conducts speed limit investigations which include field radar studies to determine prevailing speeds, together with office computation and analysis to determine proper limit posting. The position also, as required, conducts field investigations for No Passing Zone surveys, critical speed determinations and highway signing. This position provides technical assistance to the Signal Engineer and to the cities by isolating and identifying problems with the operation of traffic signals and related systems.

Most typical problems involve the provision of traffic control devices in conformance with current policies and statutes while maintaining the integrity of the traffic control system by rejecting unwarranted or unnecessary proposals. The greatest challenge to the incumbent is to provide the safest possible environment for the traveling public by the effective and orderly provision of traffic control devices and traffic signal systems.

In the course of his/her duties, the incumbent personally prepares sign maintenance work orders; investigates traffic control complaints and requests and drafts written replies when appropriate; prepares material quantity requirements for high type pavement markings, raised pavement markers and curb top and guardrail reflectors included in pavement marking contracts; monitors field installation of these items; establishes the beginning and ending points of No Passing Zones on new and re-constructed pavement sections; prepares and reviews work drawings for pavement striping changes including pavement channelizations; and conducts field work layouts necessary for accomplishing these changes. The incumbent provides technical assistance at the request of the Traffic Signal Engineer on conducting field investigations of traffic signal problems.

The incumbent functions within the broad general framework of the limits and requirements of the Manual on Uniform Traffic Control Devices, the Illinois Vehicle Code and adopted Departmental policies. Proposed deviations from these limits and problems involving special or unusual circumstances will be referred with recommendations to the Traffic Operations Supervisor. In certain traffic control matters, traffic volumes and accident information are required for effective decision making. These items must frequently be obtained from sources outside the incumbent's area of responsibility.

The incumbent functions closely with the Bureau of Project Development in the preparation of signing plans and traffic signal plans. Other contacts within the Department include the Bureau of Project Implementation in an advisory capacity with regard to contract signing, traffic signal work and within the Bureau of Operations to provide traffic control for emergency detours, road closures and emergency temporary sign repairs. The position frequently communicates with local city agencies within the district in response to requests and complaints. Frequently, this will involve technical assistance and advice to these local agencies on traffic signals and traffic control matters. The incumbent has frequent contact with the general public in response to questions about traffic control. This position requires frequent and extensive travel within the District.

The performance of the incumbent may be evaluated by the quality and completeness of the services provided. Competent performance will be evidenced by effective, well-maintained traffic control devices and pavement markings that best contribute to the safety and efficiency of the highway system.

Principal Accountabilities

1. Responsible for the planning and development of work orders required for the replacement and maintenance of traffic control devices.
2. Maintains records relating to the quality, quantity and type of existing and proposed traffic control devices and highway lighting.
3. Perform field surveys, investigations and job layouts required to meet traffic operation objectives.
4. Provides technical assistant to local agencies.
5. Provides technical support to the Traffic Signal Engineer with maintenance of traffic signal systems.
6. Communicates with the Traffic Control Supervisor as well as contractors in providing technical assistance in analyzing and trouble-shooting temporary traffic signal installations on construction projects.
7. Provides a high degree of technical skills in the repairing and programming of highly sophisticated traffic signal equipment.
8. Performs all 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.