



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 28, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 2, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, March 15, 2018**. 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 IV (2 positions) Senior Studies & Plans Team Engineer
Region 4/District 6/Bureau of Program Development
Office of Highways Project Implementation
Springfield

Attachments
42631

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 15, 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: 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 IV (2 Positions)	Salary:	\$5,800 - \$7,515*
Position Title:	Senior Studies & Plans Team Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-56-303-40-01	IPR#:	42631

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/ Bureau of Program Development/126 E Ash St, Springfield, IL

Description Of Duties:

This position is responsible for supervising and coordinating the activities of engineers and technicians engaged in designing and preparing studies and plans for highly complex highway facility improvements and reviewing consulting engineers' plans and specifications on major projects.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Districtwide travel with occasional overnight stays and possible overtime
- Valid driver's license

Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Thorough knowledge of the principles and practices of civil engineering
- Ability to supervise a staff engaged in design functions
- Ability to maintain cooperative relationships with departmental and industry staff
- 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**

DATE:	November 2017	POSITION:	Senior Studies & Plans Team Engineer
APPROVED BY:	Jeffrey South	OFFICE/DIVISION:	OHPI / District 6 Bureau of Program Development
CODE:	PW114-23-56-303-40-01	REPORTS TO:	Project Engineer

Position Purpose

This position is accountable for supervising and coordinating the activities of the engineers and technicians engaged in designing and preparing studies and plans for highly complex highway facility improvements and reviewing consulting engineers' plans and specifications on major projects.

Dimensions

Subordinate Staff:	1-3 Direct, 1-3 Indirect and an additional 1-2 during winter months
Number of Contracts:	5-15 Annually
Contract Value:	\$2 million to \$60 million per year

Nature and Scope

This position reports to a Project Engineer as do 3-4 other direct subordinates (1 - Senior Studies & Plans Team Engineer; 0-1 Senior Studies & Plans Team Manager; 0-2 Studies & Plans Team Engineers and 1 - Studies & Plans Manager). Reporting to this position are 1-5 engineers and/or technicians.

The projects assigned to this position are the most complex and difficult ones in the district program and require a great deal of expertise and experience to accomplish. These projects entail highly complex structures; multi-jobs involving a project that would be composed of several interchanges, bridges, ramps or numerous miles of mainline highways; or major projects in urban areas. This position must maintain flexibility in assigning projects to subordinates due to the fact that changes in programs often occur to accommodate emergencies or a realignment of priorities. The position is also responsible for monitoring the projects assigned to consultants and serves as liaison between Studies & Plans and the consultants.

Typical problems faced by the incumbent include working with subordinates and consultants to resolve complex technical problems related to the preparation of studies and plans, and developing timetables which facilitate timely completion of projects assigned and which also consider workload fluctuations due to program changes. The incumbent's greatest challenge is to coordinate the efforts of the team members sufficiently to meet letting deadlines while ensuring that the studies and plans prepared for transportation facility improvements are completed in the most cost-efficient manner.

The incumbent personally determines grade lines and drainage requirements, and analyzes pavement requirements and special details required for complete designs prepared by either the team or consultants. The incumbent is responsible for the preparation of general notes and/or special provisions to clearly explain special design details or construction procedures. In addition, this position is responsible for resolving difficult engineering problems, participating in public hearings, preparing and/or checking earthwork computations to obtain the most economical and adaptable designs, and conducting field reviews of affected sections. The incumbent also coordinates the efforts of the team to facilitate the workflow from consulting engineers to ensure that letting deadlines will be met, to ensure plans prepared by the consultants will be completed in the most cost-efficient manner, and to evaluate the consultants.

The incumbent accomplishes these responsibilities through a subordinate staff of engineers and technicians.

In accomplishing the objectives of this position, the incumbent operates within the limits of prescribed design standards, policies and specifications. This, in conjunction with input from the Project Engineer, serves as the basis for decision making to produce the final products. Recommendations pertaining to major changes in consultant prepared plans, departures from original contract specifications, and payments to consultants are referred to the Project Engineer for further consideration. This position is responsible for evaluating subordinates.

Internal contacts within the district include other sections within Program Development (Programming, Project Support and Land Acquisition) and the district Bureaus of Project Implementation (Construction, Materials, Local Roads) and Operations (Traffic, Bridges). The incumbent has contact with the Central Bureaus of Bridges and Structures, Design and Environment, and Safety Programs and Engineering. External contacts include FHWA, consultants, property owners, and county and municipal officials. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quantity, quality, and timeliness of plans prepared by the incumbent's Study Team and consulting engineers who facilitate the letting contracts on schedule.

Principal Accountabilities

1. Ensures that studies and plans prepared within the team and by consultants are accurate, complete, and in compliance with design standards and specifications, and depict the most cost-effective design for major projects.
2. Provides liaison between the various district bureaus and consulting engineers on matters pertaining to highly complex transportation facilities and ensures studies and plans are completed in time to meet prescribed letting dates.
3. Motivates, trains, and evaluates subordinate employees.
4. Performs duties in compliance with departmental safety rules and in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.