



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 9, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 11, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, April 24, 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 VI

Foundations and Geotechnical Unit Chief
Bureau of Bridges and Structures
Office of Highways Project Implementation
Springfield

Attachments
42715

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 **Tuesday, April 24, 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 VI	Salary Range:	\$6,945 - \$8,983*
Position Title:	Foundations and Geotechnical Unit Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-75-905-30-01	IPR#:	42715

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Bridges and Structures/ 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for managing, directing and controlling the activities of the Foundations and Geotechnical Unit to ensure the timely cost-effective preparation and approval of all bridge foundations and earth retaining structures and for the development and implementation of all structure foundations and retaining wall policies for the department.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide travel

Desired:

- A current Illinois Structural Engineering License
- Ten years' experience in the practice of civil engineering, of which at least six years should be in the specific area of bridges and structures and four years should include supervisory experience of significant engineering work
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

*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.

DUE TO A 2018 PROGRAM DEVELOPMENT REORGANIZATION EFFECTIVE 4/1/18, THE POSITION NUMBER AND OFFICE NAME LISTED ABOVE MAY BE DIFFERENT THAN WHAT IS REFLECTED ON THE SUBSEQUENT PAGES.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 23, 2018	POSITION:	Foundations and Geotechnical Unit Chief
APPROVED BY:	Patrik Claussen	OFFICE/DIVISION:	Office of Program Development/ Bureau of Bridges and Structures
CODE:	PW116-23-65-905-30-01	REPORTS TO:	Bridge Planning Section Chief

Position Purpose

This position is accountable for managing, directing and controlling the activities of the Foundations and Geotechnical Unit to ensure the timely cost-effective preparation and approval of all bridge foundations and earth retaining structures and for the development and implementation of all structure foundations and retaining wall policies for the department.

Dimensions

Subordinate Personnel	1
Annual Bridge Program	\$170,000,000

Nature and Scope

This position reports to the Bridge Planning Section Chief. Reporting to this position is the Geotechnical Group Engineer.

This position operates in an environment of management and structural/geotechnical engineering expertise to direct personnel in the unit in activities essential to the timely production of Structure Geotechnical Reports (SGRs), foundation designs for bridges and other traffic structures, and retaining wall designs; the review of SGRs, foundation designs for bridges and other traffic structures, and retaining wall designs prepared by others; and the development and implementation of structure foundation policies. The uniqueness of this position is the need to provide the department with expertise in foundations and soil-structure interaction which is essential to the safety, economy, and durability of all structures on the state transportation system.

Problems encountered by the incumbent include: reviewing and evaluating foundations and retaining wall designs each of which are unique; the ability to respond rapidly to changes in program priorities; the requirement to make foundations decisions properly and quickly when problems arise during foundation construction; and the resolution of disagreements concerning foundation designs. The resolution of these problems requires extensive technical knowledge of structures and foundations design and behavior. The greatest challenge faced by the incumbent is to manage the unit in a manner that ensures proper foundation and retaining wall design; to monitor and develop effective foundation policies and procedures; to provide prompt review of construction submittals related to foundations and retaining walls; and the approval of requests for deviations from departmental policies and procedures. The incumbent must be intimately familiar with all facets of foundation design and construction through course work, continuing education and work experience including the AASHTO design and construction specifications, soils testing, subsurface investigation techniques, soil mechanics, and other related areas.

The incumbent personally directs the unit in the analysis and design of frequently complex foundation designs, retaining wall designs, and river construction cofferdams. S/He is also responsible for directing the review and approval of all foundation designs prepared by consultants and local agencies and, when required, for obtaining approval from the Federal Highway Administration. S/He reviews and develops departmental foundation policies

and procedures and reviews and approves requests for exceptions. S/He is responsible for performing on-site investigations and the prompt resolution of problems in the field involving more complex structures. The incumbent reviews and recommends approval of new foundation and retaining wall design concepts for use by the department. S/He is also responsible for the development and maintenance of the foundations portions of the Geotechnical Manual and Bridge Manual. The incumbent is a participant in special departmental research committees and on committees established by the National Transportation Research Board. S/He represents the department as a member of the Deep Foundations Institute and International Association of Foundation Drilling.

The incumbent accomplishes his/her accountabilities through the following staff:

Geotechnical Group Engineer – who directs a staff of between 2 to 4 geotechnical engineers in providing structural engineers with geotechnical recommendations on simple to complex projects so that the most cost effective, safe and durable structure is constructed. This is accomplished by monitoring and approving the staff's analyses to assure accuracy and timeliness of their work on in-house foundation designs, and for review of consultant foundation designs, supporting bridges, retaining walls, culverts and other traffic structures. Requests for review of final plan foundation design, plan details and notes and specification by the incumbent and staff assures that the contract documents do not create construction delays or contractor claims. In addition, this position assists districts, contractors, consultants, and in-house structural engineers in resolving and responding to soils related design and construction submittals.

The incumbent has wide latitude in the initiation, development and implementation of all departmental structure foundation and related policies and in developing the unit's schedules and operating procedures. S/He makes recommendations for promotions, and monitors the performance and training needs of subordinate personnel.

The incumbent has direct contact with the district bureaus of Program Development, Project Implementation, Operations, and Local Roads and Streets. S/He also has frequent contact with the central bureaus of Materials, Research, Construction, Design and Environment, Operations, and Local Roads and Streets. S/He maintains constant contact with other sections within the bureau. The incumbent also is in frequent contact with the Federal Highway Administration concerning matters of policy and project approval and with consultants and outside agencies. S/He is in communication with other professionals in the private sector and universities in the exchange of foundations information and expertise. Occasional statewide travel is required.

The effectiveness of this position can be measured by the incumbent's ability to manage the unit to accomplish the timely development of cost-effective foundation and retaining wall plans, to implement effective foundation policies and procedures for design and construction, and to resolve with decisive action unusual and difficult technical problem – all to the best benefit of the department.

Principal Accountabilities

1. Oversees staff engineers and group leader in providing geotechnical and foundation related recommendations on in-house and consultant prepared TSL's, SGR's, final plans and specifications.
2. Monitors and directs staff engineers and group leader in the review of MSE walls, cofferdams, seal coat, sheeting, ground improvement, anchors, micro-piles, shaft installation procedures, shaft integrity testing, VE proposals and other construction submittals as needed.
3. Monitors, develops and implements foundation and retaining wall policies and procedures as well as revise the foundations portions of the Geotechnical Manual and Bridge Manual.
4. Reviews new foundation and retaining wall design concepts for use by the department.

Foundation and Geotechnical Unit Chief
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5. Performs field investigations and resolves problems on very complex foundations problems.
6. Develops special provisions and specifications related to ground improvement, walls, foundations and other geotechnical matters.
7. Provides training to assure dissemination of new technologies, develop and oversee geotechnical research.
8. Trains, motivates, and evaluates subordinates to ensure a well-developed and competent staff and performs all duties in a manner conducive to the fair and equitable treatment of all employees.
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 assigned.