



# 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: May 2, 2018

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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 May 4, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, May 17, 2018**. Applications will not be accepted after that time and date.

**NOTE: 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

Senior Squad Technician  
Region 2/District 2/Program Development  
Office of Highways Project Implementation  
Dixon

Attachments  
42743

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 **Thursday, May 17, 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: 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

<b>Classification:</b>	<b>Engineering Technician IV</b>	<b>Salary:</b>	\$4,695 - \$6,735*
<b>Position Title:</b>	<b>Senior Squad Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-52-303-10-02</b>	<b>IPR#:</b>	<b>42743</b>

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

OHPI / Region 2 / District 2 / Bureau of Program Development / 819 Depot Avenue, Dixon, IL

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#### Description Of Duties:

This position is accountable for the preparation of design reports, plans and specifications for various highway improvement projects, and Computer Aided Drafting and Design (CADD).

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#### Special Qualifications:

##### Required:

- Valid driver's license

##### 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 in the preparation of CADD drawings and assisting in the preparation of design reports, contract plans and specifications for highway improvement projects
- Ability to mentor less experienced engineers and technicians in CADD techniques and guidelines, and in the development of design reports and contract plans
- Ability to maintain cooperative relationships with departmental and industry staff
- Strong oral and/or written communication skills

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#### 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**

<b>DATE:</b>	February 14, 2018	<b>POSITION:</b>	Senior Squad Technician
<b>APPROVED BY:</b>	Kevin Marchek	<b>OFFICE/DIVISION:</b>	OHPI/Region 2/District 2/ Program Development
<b>CODE:</b>	PW014-23-52-303-10-02	<b>REPORTS TO:</b>	Studies and Plans Team Leader

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***Position Purpose***

This position is accountable for the preparation of design reports, plans and specifications for various highway improvement projects. This position must also be accountable for Computer Aided Drafting and Design (CADD).

***Dimensions***

Subordinates	No direct reports but incumbent is involved in the mentoring and coaching of less experienced engineers and technicians in CADD principles and practices as well as the development of project reports and contract plans
Number of Projects	Up to 12 in-house or consultant-prepared projects
Contract value	From \$300,000 up to major projects exceeding \$1 Billion

***Nature and Scope***

This position reports to the Studies and Plans Team Leader. This position is involved in the training and mentoring of less experienced engineers or technicians including the assignment and review of work and assisting in performance evaluations. Matters of performance and/or discipline will be deferred to the Studies and Plans Team Leader.

The incumbent of this position performs in an environment of fluctuating and accelerated deadlines where priorities can change daily. This person also performs in an area that is sensitive to errors which could result in inaccuracies in plan preparation and/or cost estimating. Such errors could adversely impact the Department's ability to meet scheduled letting dates or other deadlines. The information compiled by this position must be sufficiently documented in the individual project reports to obtain design approval. To accomplish the accountabilities of this position, the incumbent must possess a thorough knowledge of CADD guidelines, highway design principles, State and District design standards and plan preparation guidelines as well as an understanding of programming functions, land acquisition processes, materials, construction, and traffic operations.

Typical problems that this position may need to resolve include the interpretation and implementation of design policies and procedures to develop a highway design that will provide a safe, efficient and cost-effective facility with minimum adverse social and environmental impacts. The greatest challenges of the position include preparing CADD drawings, preparing designs and reports that are complete and accurate, and prioritizing his/her workload so that established deadlines for design approval and letting dates are met.

He/She provides technical input and support to squad technicians and engineers in the form of CADD in accordance with established drafting guidelines and design principles. Functions performed by this position include researching, collecting and verification of data; layout and design of various roadway elements such as lines and grades, horizontal and vertical alignments, typical sections, drainage features, entrances, sidewalks, pavement analysis, and auxiliary lanes; estimating quantities and costs; generating detailed roadway cross sections, preparing plan sheets, and developing special provisions and general notes.

The incumbent is responsible for coordinating public involvement activities including organizing and carrying out public meetings including the necessary ancillary activities as well as coordinating meetings with property owners, outside agencies, and local officials as may be appropriate. Overnight travel to conferences and training seminars may be required.

This position serves as a project manager in the preparation of medium to large sized in-house projects as well as consultant designed projects and is responsible for negotiating agreements, management of project schedules, invoicing, evaluation and other contract related activities.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed department standards and specifications, including the *Bureau of Design and Environment Manual*, the *Computer Aided Design, Drafting, Modeling and Deliverables Manual*, the *Standard Specifications for Road and Bridge Construction*, the district *Engineering Manual*, state highway standards, department and district policies, and state and federal regulations. Problems relating to alternative approaches to highway design and or deviation from the established scope of work or design policy are referred to the Team Leader for further consideration.

Internal contacts include staff in the district Bureaus of Program Development, Project Implementation and Operations for the purpose of obtaining information relative to specific design projects. Internal contacts also include the central Bureaus of Design and Environment and Bridges and Structures. Principal contacts outside the department are local, county and state agencies, the Federal Highway Administration (FHWA), and the general public affected by the proposed designs.

The effectiveness of the position can best be measured by the timeliness, quality, and quantity of work accomplished, clarity and completeness of reports and plans, and the accuracy of quantities.

***Principal Accountabilities***

1. Responsible for the technical aspects of project report and plan preparation to ensure the proper design of various roadway improvement projects.
2. Accountable for the accurate preparation of CADD drawings, project reports and contract plans that meet required standards and specifications within the prescribed timeframe.
3. Assembles plans in the specified manner in regard to the completeness of plan sets to ensure the proper quantity scheduling and application of standards.
4. Responsible for instructing other staff members on drafting techniques, project report and plan preparation, and department procedures.
5. Responsible for the preparation of various exhibits to be used for project coordination with outside agencies, public meetings, etc.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.