



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 2, 2018

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

Studies and Plans Unit Chief
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
42761

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, 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

Classification:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Studies & Plans Unit Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-53-303-10-01	IPR#:	42761

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for supervising engineers and technicians in the preparation of studies and plans for highway projects, and reviewing consulting engineer's studies and plans.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

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
- Ability to perform job duties independently and with minimal guidance/supervision

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:	February 13, 2018	POSITION:	Studies & Plans Unit Chief
APPROVED BY:	William Cruz	OFFICE:	OHPI / Region 2 / District 3
CODE:	PW014-23-53-303-10-01	REPORTS TO:	Project Engineer

Position Purpose

This position is accountable for supervising engineers and technicians in the preparation of studies and plans for highway projects and for reviewing consulting engineer's studies and plans.

Dimensions

Subordinates:	1 to 4 with additional 1 to 2 during winter months
Number of Projects:	5 to 15 per year
Contract Value:	\$5 to \$20 million per year

Nature and Scope

This position reports to the Project Engineer on a project by project basis. Reporting to this position are one to four engineers and technicians by project basis.

This position functions in an environment affected by seasonal manpower, available funds, and changes in priorities. The incumbent must maintain flexibility in assigning work to staff based on changing priorities and the ability of the assigned staff. This position operates in a geographic area, which encompasses nine mostly rural counties, but does contain a highly urbanized area in Kankakee.

Typical problems of the position include the identification, evaluation and formulation of remediation plans for existing deficiencies and substandard conditions relating to horizontal and vertical alignments, other geometric considerations including intersections, pavement and shoulders, drainage features and drainage structures, geotechnical features, and various safety issues. Further challenges include coordination of design functions to degree necessary to accurately assess and determine right of way acquisition and/or easement needs and initiation and coordination of environmental surveys after acquisition needs and construction limits have been identified. Additionally, the incumbent will identify special and unique project considerations that may require early input from other bureaus within the department.

The incumbent in this position will initiate various surveys and compile data for other preliminary engineering functions including property surveys, geotechnical investigations, hydraulic and structure reports as required, and traffic studies. The incumbent will also provide necessary coordination with local governmental agencies and emergency services units. The incumbent will monitor the progress of consultants and assure that all work submitted is in compliance with current standards and policies and is developed to the degree necessary to adequately address the scope and purpose of the project. The incumbent is responsible for the preparation of studies and plans for highway facility improvements. This includes all work required to complete location study reports and public coordination required to secure design approval or the preparation of plans, specifications, and estimates for contract lettings. The incumbent is also responsible for coordinating unit activities in their review of consultant prepared studies and plans. The incumbent is responsible for training, motivating, coordinating, and assigning tasks to staff.

The incumbent supervises two to five Studies and Plans squads. These squads perform the detailed design and preparation of plans and specifications for the construction, reconstruction, rehabilitation or resurfacing of transportation facilities. This work includes the determination of lines and grades, the design of culverts and storm sewers, pavement designs, computation of quantities, transportation management plans, special provisions, and engineering drafting.

In accomplishing the objectives of this position, the incumbent must operate within the general scope of prescribed policies and procedures. Recommendations pertaining to major changes in consultant prepared studies and plans are referred to the Project Engineer for further consideration. These, in conjunction with input from the Project Engineer and consultation with Studies and Plans Engineer/Program Development Engineer, serve as the basic restrictions to the unit chief's ability to make decisions and produce a final product. The unit chief is responsible for evaluating and making recommendations to his/her supervisor on matters pertaining to personnel development.

Internal contacts include the district Bureaus of Program Development, Project Implementation and Operations; and the central Bureaus of Design and Environment, and Bridges and Structures. External contacts may include county and local municipal officials and private parties. Contacts are also made with engineering consultants on matters pertaining to the content of studies and plans. Travel is required within the district.

The effectiveness of this position is measured by the quantity, quality, and timeliness of studies and plans prepared by the incumbent's unit or studies and plans prepared by consulting engineers and reviewing by the unit.

Principal Accountabilities

1. Ensures studies and plans prepared within the unit and by consultant engineers are accurate, complete, and in compliance with design standards and specifications or acceptable variations and represent the most cost-efficient design.
2. Supervises, trains, and motivates permanent and seasonal personnel.
3. Coordinates the activities of bureau staff and consulting engineers to ensure that studies and plans are completed and meet prescribed time schedules.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.