



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 8, 2018

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

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

NOTE: Official college transcripts or an Engineer Intern License in the State of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered. 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 III (2 pos)

Design Squad Leader
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
42784

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, May 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: Official college transcripts or an Engineer Intern License in the State of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered. 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 III (2 Positions)	Salary:	\$5,320 - \$7,160*
Position Title:	Design Squad Leader	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW113-23-53-303-10-01	IPR#:	42784

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 design and preparation of plans for highway projects and for reviewing consulting engineer's plans and specifications.

Special Qualifications:

Required:

- Four- year engineering degree from an ABET accredited college or Engineer Intern license in the state of Illinois

Desired:

- Four years of experience in the practice of civil engineering of which at least one year should be in highway engineering with emphasis in studies and plans
- Knowledge of the policies and procedures that govern the design of highway projects; and ability to analyze and solve highway engineering problems
- Strong oral and/or 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:	May 2017	POSITION:	Design Squad Leader
APPROVED BY:	William Cruz	OFFICE/DIVISION:	OHPI/Region 2/District 3
CODE:	PW113-23-53-303-10-01	REPORTS TO:	Project Engineer

Position Purpose

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

Dimensions

Subordinates:	3-6 with additional 1-2 during winter months
Number of Projects:	5-15 per year
Contract Value:	\$3 to \$15 million

Nature and Scope

This position reports to the Project Engineer as do the other squad leaders. Reporting to this position are two to five engineers and technicians.

This position functions in a changing situation brought about by seasonal manpower, available funds and changes in priorities. The incumbent must maintain flexibility in assigning work to subordinates based on changing priorities and the ability of the assigned subordinates. The projects assigned to this position are generally more simplified in scope and do not include the most complex projects within the district program. This position must be capable of handling projects of both a rural and urban nature.

Typical problems faced by the incumbent include working with subordinates to resolve design problems while developing the ability of the subordinates; communicating with consulting engineers for the purpose of resolving technical problems related to plan preparation; and to develop schedules with input from consulting engineers to facilitate timely completion of projects. The incumbent must coordinate the efforts of the squad to facilitate the work flow, including that of consulting engineers, to ensure that letting deadlines will be met and that the plans are of the most cost-efficient design complying with the required standards and specifications.

The incumbent is responsible for the preparation of a complete set of plans from receipt of the initial survey data to the submission of the final plans and special provisions. This includes establishing horizontal line and vertical grade, designing features of a unique character, quantities for pay items, preparing properly drafted plan, profile and cross section sheets, writing special provisions, and preparing the final forms to accompany the submittal of the plans. When a consulting engineer has prepared the plans, the incumbent is personally responsible for reviewing the scope of consultant contracts with the project engineer, monitoring the status of consultant prepared plans, and recommending equitable settlements for plans partially completed or deviations from the scope of the original consultant contract. S/he is also responsible for coordinating the activities of the squad in determining and reviewing grade lines, drainage requirements, pavement analyses, special details, special provisions, and final forms as they relate to plans prepared by the consulting engineer.

As a supervisor, the incumbent is responsible for training, motivating, coordinating, and assigning tasks to subordinate personnel.

In accomplishing the objectives of this position, the incumbent must operate within the general scope of prescribed design standards and specifications. Recommendations pertaining to major changes in consultant prepared plans

and payments to consultants are referred to the Project Engineer for further consideration. These, in conjunction with input from the project engineer, serve as the basic restrictions to the Squad Leader's ability to make decisions and produce a final product. With respect to subordinate personnel, the Squad Leader is responsible for evaluating and making recommendations to the Project Engineer of matters pertaining to disciplinary action.

Internal contacts include other sections within the Bureau of Program Development for coordination of surveying, cost estimates, utility adjustments and agreements, and right-of-way needs. The incumbent has regular contacts with the Bureau of Project Implementation for coordinating soil surveys and the Bureau of Operations to obtain signing data and information regarding maintenance problems and landscaping. The incumbent's external contacts occur on an occasional basis and may include the Federal Highway Administration (FHWA), county and local municipal officials, private parties to provide information regarding highway improvements, and the central Bureaus of Bridges and Structures, and Design and Environment for matters relating to hydraulics and structures. Concerning plans prepared by a consultant engineer, the incumbent experiences contact with the engineering consultant on matters pertaining to the detail and specifications of plans, project status, and completion dates to formulate recommendations to problems arising from consultant billings.

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

Principal Accountabilities

1. Responsible for ensuring that plans prepared with the squad, as well as those prepared 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. Responsible for motivating, training, and evaluating subordinate personnel and ensuring their safety.
3. Coordinates the activities of subordinate personnel with other sections within the bureau and consulting engineers to ensure that plans are completed in time to meet prescribed letting dates.
4. Responsible for the supervision and safety of staff.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as required.