



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 3, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, August 20, 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

Senior Railroad Engineer
Region 5/District 8/Program Development
Office of Highways Project Implementation
Collinsville

Attachments
42865

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 **Monday, August 20, 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	Salary:	\$5,800 - \$7,515*
Position Title:	Senior Railroad Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-58-304-00-01	IPR#:	42865

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 8/Bureau of Program Development/1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is responsible for coordinating and directing the District's in-house and consultant planning and design negotiations pertaining to railroad relocation, grade separation, and grade crossing improvements associated with district highway-related programs.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- 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 the specific area of highway engineering
- Thorough knowledge of the principles and practices of civil engineering
- Thorough knowledge of highway construction plans and specifications, departmental policies and federal policy guidelines
- Thorough knowledge of railroad procedures, standards, and policies
- Thorough knowledge of Illinois state law as it pertains to roads and bridges
- Ability to supervise other engineers and technicians
- Ability to develop and maintain cooperative relationships with departmental staff, railroads, and other agencies
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*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:	March 2018	POSITION:	Senior Railroad Engineer
APPROVED BY:	Kirk H. Brown	OFFICE:	OHPI/D8 / Program Development
CODE:	PW114-23-58-304-00-01	REPORTS TO:	Project Support Engineer

Position Purpose

This position is responsible for coordinating and directing the district's in-house and consultant planning and design negotiations pertaining to railroad relocation, grade separation, and grade crossing improvements associated with district highway-related programs.

Dimensions

Subordinate Personnel:	1 - 3
Number of Railroad Companies:	12 Within Area
Number of Railroad Crossings:	100 At-Grade, 300 Grade-Separated
Number of Railroad Agreements:	4 – 20
Value of Railroad Agreements:	\$400,000 to \$2,000,000 Annually

Nature and Scope

This position reports to the Project Support Engineer. Reporting to this position are the Railroad Technician and one to three technicians, as required on a project-by-project basis.

This position is the district railroad engineering representative as well as a district witness at Illinois Commerce Commission (ICC) hearings pertaining to railroad construction or relocation in connection with highway improvements. The incumbent's area of responsibility includes 11 counties - two of which are within a highly urbanized area, involving 12 railroad companies which have substantial numbers of railroad crossings within the area. A high-level of knowledge and competence in dealing with railroad operations and highway crossing issues involving at-grade and grade-separated crossings is required.

Typical problems encountered are ensuring the proper evaluation and recommendation of the type of crossing protection needed for grade crossing improvements, railroad alignment, profile, and clearance which efficiently and safely maintain both railroad and highway traffic movements. The greatest challenges include dealing with outside agencies over which the incumbent has no direct control and ensuring that the requirements of railroad-highway projects are equitably and efficiently accomplished.

The incumbent, as district representative to the railroads, obtains engineering and operating data from the railroad companies for all location and design studies; reviews preliminary contract plans to ensure conformance with railroad standards and ICC regulations; prepares and expedites the approval and execution of all railroad agreements and attends ICC hearings pertaining to railroad-highway related improvements; provides the proper liaison with the ICC to obtain orders pertaining to railroad construction work necessitated by proposed highway improvements; provides other district bureaus with technical advice on railroad engineering construction, maintenance, and operating practices to ensure proper planning and plan preparation of highway-railroad improvements; field reviews and approves Railroad Force Account work and billings; coordinates with railroads for

structure maintenance projects; and attends and arranges meetings with railroads. The incumbent personally provides district expertise in all railroad matters and makes decisions on normal railroad adjustments. The incumbent provides expertise in railroad problems on request to the district Local Roads and Streets Section.

The incumbent is required to exercise considerable independent judgment in coordinating district railroad related engineering activities in such matters as scheduling construction and negotiated railroad agreements. In accomplishing the objectives of this position, the incumbent should have experience with highway construction plans and specifications and must operate within prescribed design standards and specifications, departmental policies, and federal policy guidelines.

Internal contacts are with the central Bureau of Design and the Office of Chief Counsel regarding railroad agreements; and the district, Bureaus of Project Implementation, Operations, and Program Development in order to assist in properly coordinating railroad related items with current projects. External contacts include all railroad companies within the district, the ICC, and other agencies. Travel is required of this position.

The effectiveness of this position is measured by the extent to which coordination, negotiations, and agreements with railroads are completed so highway improvements can meet established letting dates and minimize delays in the implementation of district highway improvement projects, as well as the quantity and quality of railroad-highway safety and surface programs accomplished.

Principal Accountabilities

1. Analyzes and directs the adjustment of railroad facilities necessitated by proposed highway construction.
2. Ensures the proper and expeditious coordination of all railroad-highway related activities.
3. Ensures the execution of railroad agreements in full compliance with *Railroad Standards and Policies*, ICC regulations, and state and federal policies and in accordance with the district construction schedule.
4. Ensures the accuracy, completeness, and overall design engineering of railroad plans.
5. Ensures that ICC orders are issued in proper form and in accordance with the district construction schedule and provides expert testimony to the Commission on highway-railroad work.
6. Ensures that Railroad Force Account work bills and audits are processed for orderly and timely payments.
7. Attends and facilitates meetings with railroad companies.
8. Analyzes and provides expertise on selected rail corridor projects.
9. Administers railroad safety program to ensure timely accomplishment in accordance with the plans and specifications.
10. Directs annual inspection of railroad signals and grade crossings to ensure compliance with prescribed guidelines.
11. Compiles and maintains data necessary for the preparation of utility and railroad agreements, railroad reports, and ICC hearings.

12. Furnishes highway plans and other related data to railroad companies to be used in preparation of adjustments or approval.
13. Directs the verification of railroads to ensure proper performance and qualification for state or federal reimbursement.
14. Performs other duties as assigned.
15. Evaluates, trains, motivates, and directs subordinate personnel to ensure a well-developed, competent staff. Ensures staff compliance with departmental Safety Code.
16. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees