



# 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: June 6, 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 June 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, June 21, 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

Systems, Planning and Services Engineer  
Region 2/District 2/Program Development  
Office of Highways Project Implementation  
Dixon

Attachments  
42884

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, June 21, 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

<b>Classification:</b>	<b>Civil Engineer IV</b>	<b>Salary:</b>	<b>\$5,800 - \$7,515 *</b>
<b>Position Title:</b>	<b>Systems, Planning &amp; Services Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW114-23-52-302-10-01</b>	<b>IPR#:</b>	<b>42884</b>

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

Office of Highways Project Implementation/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 providing all scoping and planning requirements for transportation related activities in the district, including developing and providing planning documentation and data necessary for the ultimate implementation of transportation projects on state and local levels.

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#### Special Qualifications:

##### **Required:**

- Current Illinois Professional Engineer license

##### **Desired:**

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Thorough knowledge of the principles and practices of civil engineering
- Ability to supervise the work of other engineers and technicians
- Ability to perform difficult technical research and make comprehensive recommendations on engineering problems
- Strong oral and/or written communication skills

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#### 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**

<b>DATE:</b>	4/11/2018	<b>POSITION:</b>	Systems, Planning & Services Engineer
<b>APPROVED BY:</b>	Kevin Marchek	<b>OFFICE/DIVISION:</b>	OHPI / Region 2 / District 2 / Bureau of Program Development
<b>CODE:</b>	PW114-23-52-302-10-01	<b>REPORTS TO:</b>	Programming Engineer

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***Position Purpose***

This position is accountable for providing all scoping and planning requirements for transportation related activities in the district, including developing and providing planning documentation and data necessary for the ultimate implementation of transportation projects on state and local levels.

***Dimensions***

Subordinate Personnel:	3 Directly; 2 - 11 Indirectly
Urbanized Area Transportation Studies:	4 Urbanized Areas
Design Traffic Forecasts:	100+ Annually
Zoning Reviews:	40+ Annually
Maintains Highway Record Data Banks:	17,050 road miles
Reviews Functional Classifications and Federal Aid Systems Designation; Maintains Traffic Flow Information for Streets and Roads:	10 Counties

***Nature and Scope***

This position reports to the Programming Engineer. Reporting directly to this position are a Planning Services Supervisor and Systems Inventory Supervisor.

This position functions in an environment where the tabulation of traffic data (traffic counts, urban limits, lane miles, existing conditions, etc.) requires a high level of accuracy due to the various numbers of studies and reports which rely on this information district-wide, state-wide and federally. Additionally, this position will scope proposed projects and provide feedback on projects currently in the program. This position provides district participation in and acts as a liaison to the Urbanized Area Transportation Study processes used in developing the district's Multi-Year Construction Program, design of roadway projects, and allocation of Motor Fuel Tax funds to cities and counties.

Typical problems include keeping abreast of changes in federal regulations, remaining aware of changes in the motoring public's travel characteristics, maintaining current data maintenance procedures, making revisions to the roadway system, and scoping projects in a timely fashion. The greatest challenges to this position are to develop and submit technical data by established deadlines, ensure the four urbanized areas' transportation study certifications are maintained, and ensure district participation in these studies within the time constraints established by district and central office management.

The incumbent guides and coordinates the work of consultant engineers and local agencies in the operation of the continuing transportation planning process. He/She ensures plans and programs developed by transportation studies are consistent with state and federal guidelines. The incumbent (when designated by the Regional Engineer) represents the Illinois Department of Transportation (IDOT) at the technical and policy committee meetings of the Davenport-Rock Island-Moline, Rockford, Dubuque-East Dubuque, and the Beloit-South Beloit area transportation studies. He/She scopes projects within the Metropolitan Planning Organizations (MPOs) and other areas. This includes recommendations for improvements, cost estimates, and compatibility with the MPOs long-range plan. He/She reviews and comments on the compatibility of zoning changes and plat petitions with transportation plans. The incumbent is responsible for compiling data and making recommendations, in cooperation with local officials, to the central office for review and approval of revisions to the functional classification and federal aid systems designation of all streets and highways within the district. He/She determines the descriptions (urban limits) of urban and urbanized areas. He/She, in cooperation with local officials, maintains Illinois Roadway Information System (IRIS) and Illinois Structure Information System (ISIS), including Highway Performance Monitoring System (HPMS) locations. The incumbent reviews traffic estimates, traffic counts, traffic maps, and inventory data; reviews schedules of subordinates to ascertain manpower requirements; provides statistical traffic data to various bureau, management, and public sectors; performs periodical field inspections; and is liaison to various outside agencies in conjunction with traffic estimates and traffic counting activities. He/She provides traffic forecasts for development of intersection and roadway design, noise analysis, air quality analysis, and energy analysis for local and state highway projects. The incumbent serves as the district's bikeway coordinator providing pertinent information relating to the design and available funding to local and state agencies. The incumbent serves as the district's scenic byway coordinator.

The incumbent accomplishes the accountabilities of this position through the following:

Systems Inventory Supervisor, who with two to five subordinates gather, record, verify, code, and enter the physical characteristics of all highways, intersections, structures, and railroad crossings for the IRIS and ISIS systems, and the updating of all special purpose maps.

Planning Services Supervisor, who with two to six subordinates implements the annual traffic data collection program; formulates schedules for manual and machine traffic counts; evaluates traffic data and prepares traffic volume maps; maintains traffic counting equipment; monitors operation of continuous count stations; and forecasts traffic.

The incumbent operates within the following guidelines: the 1962 Federal Highway Act, Title 23 of the U.S. Code, Part 450, Continuing, Comprehensive and Cooperative Planning concerning the Urban Transportation Study process amended by the Intermodal Surface Transportation Efficiency Act of 1991; Section 204 of the Demonstration Cities and Metropolitan Development Act of 1968 and Federal Highway Administration, and IDOT design traffic forecasts and tabulation of roadway mileage requirements.

The incumbent has internal contacts with supervisory personnel of the district bureaus to obtain and relay information. External contacts are with the Office of Planning and Programming to provide information for administrative decision-making; with four urbanized areas to obtain and relay information to aid the MPOs in maintaining their state and federal certification of the 3C planning process; and with public officials regarding land zoning, zoning regulations, land use, and proposed land use.

The effectiveness of this position is measured by the accuracy, completeness, and timely submission of data and projects for which the incumbent is responsible and the ability to work diplomatically with department, local officials, MPO staff, and the public.

***Principal Accountabilities***

1. Coordinates Urbanized Area Transportation Studies to maintain certification of the 3-C planning process, including scoping of IDOT projects within these areas.
2. Maintains a data bank ensuring accurate information relating to local streets, township roads, county highways, state highways, and interstate routes.
3. Develops design traffic forecasts for highway geometrics, pavement design, and environmental analysis.
4. Assures the accurate collection of traffic count data throughout the district to support traffic forecasts for all highway improvements in the district and publication of state traffic maps.
5. Serves as district bikeway coordinator to assist local agencies in determining design standards and acquiring right-of-way approval.
6. Serves as district scenic byways coordinator.
7. Scopes non-MPO projects as assigned.
8. Trains, evaluates, and motivates staff.
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.