



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 27, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 30, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, August 10, 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 VI

Studies & Plans Engineer
Region 5/District 9/Program Development
Office of Highways Project Implementation
Carbondale

Attachments
42964

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 **Friday, August 10, 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 VI	Salary:	\$6,945 - \$8,983*
Position Title:	Studies & Plans Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-59-303-00-01	IPR#:	42964

Office/Central Bureau/District/Work Address:

OHPI / Region 5 / District 9 / Bureau of Program Development / 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for the completion of the studies and plans necessary for the district highway improvement programs. The incumbent directs the preparation of engineering design, geometric, hydraulic, and environmental studies as well as contract documents for highway improvements in accordance with departmental design policies, specifications, standards and sound engineering practice.

Special Qualifications:

Required:

- Current IL Professional Engineer License
- Occasional districtwide travel and some statewide, which could include overnight stays
- Possible overtime during evenings and weekends

Desired:

- Ten years of experience in civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis in the areas of engineering design, geometric, hydraulic, and environmental studies
- Ability to develop and maintain cooperative relationships with departmental staff and the public
- Ability to interpret and enforce departmental policies
- Strong management skills
- Strong problem-solving and decision-making 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:	April 18, 2018	POSITION:	Studies & Plans Engineer
APPROVED BY:	<u>Carrie Nelsen</u>	OFFICE/DIVISION:	OHPI, District 9, Program Development
CODE:	PW116-23-59-303-00-01	REPORTS TO:	Program Development Engineer

Position Purpose

This position is accountable for the completion of the studies and plans necessary for the district highway improvement programs. The incumbent directs the preparation of engineering design, geometric, hydraulic, and environmental studies as well as contract documents for highway improvements in accordance with departmental design policies, specifications, standards and sound engineering practice.

Dimensions

Subordinate Staff:	4 – 7 Direct; 15-50 Indirect
Annual Program:	\$25 – \$200 Million
Number of Design Reports:	15 – 60 Annually

Nature and Scope

This position reports to the Program Development Engineer. Reporting directly to this position are Project Engineers, a Geometrics Engineer, a Bridge and Hydraulics Engineer, an Environmental Studies Unit Head, Studies & Plans Engineers/Technicians, and a secretary.

This position functions within the framework of both short- and long-range transportation facility improvement programs which are based on sufficiency and needs studies. The incumbent must be able to coordinate engineering, sociology, environmental and economic factors which influence the design of transportation systems. The incumbent must have the ability to recognize the necessity to deviate from current procedures to resolve issues relative to a particular project without compromising the cost effectiveness of the project. The incumbent must effectively apply a wide range of federal and state procedures, policies and legislation to secure project approvals, and prepare plans and contracts within the time scheduled for program implementation.

Typical problems include advancing viable alternatives to transportation deficiencies and presenting them in a coherent format for review by diverse groups of public and private agencies, organizations, and individuals. The incumbent must also plan and coordinate the activities necessary to complete plans and specifications accurately and completely, assuring uniformity and consistency in policy compliance and to determine the proper design and standards created by the different construction methods to be used. The greatest challenge is to coordinate activities to accomplish plan completion in an accurate and timely manner to meet predetermined and accelerated timetables.

The incumbent is accountable for directing the preparation of appropriate engineering and environmental studies of highway improvements to accomplish the Annual and Multi-Year Program. This position is responsible for determining the scope, location, design, cost and environmental impact of transportation improvements. Public hearings, as well as formal and informal meetings with the public, are directed by the incumbent to secure involvement and support for project proposals and design. He/she directs reviews of proper design applications of policies and procedures for projects prepared by consultants. This position ensures the timely completion of plans and specifications so that projects can be placed under contract by predetermined time schedules. The incumbent

motivates, develops and evaluates subordinate staff and ensures compliance with departmental safety rules, practices, and procedures. The incumbent is also involved in making recommendations on promotions, salary adjustments, manpower and equipment and operating budget needs for the bureau.

The incumbent accomplishes accountabilities through the following technical staff:

Project Engineers – who supervise and coordinate activities in the development of all elements of location, environment, and design reports for highway improvements and the preparation of plans and specifications. These positions also review work prepared by consultants.

Bridge & Hydraulics Engineer - who prepares hydraulics reports, reviews consultants' reports for Type, Size and Location (TS&L) drawings and bridge plans, reviews hydraulics projects for permit requests, is involved with bridge condition reports and repair plans, and supervises and coordinates activities in the development of all elements of location, environment, and design reports for highway improvements and the preparation of plans and specifications. This position also reviews work prepared by consultants.

Geometrics Engineer - who prepares interchange and intersection design studies, conducts alignment and access studies, develops capacity analysis, determines if traffic signals are warranted and advises other bureaus on geometric design, and supervises and coordinates activities in the development of all elements of location, environment, and design reports for highway improvements and the preparation of plans and specifications. This position also reviews work prepared by consultants.

Environmental Studies Unit Head - who prepares and/or reviews Environmental Impact Statements, air and noise pollution studies, biological studies, special waste studies, cultural studies, and secures the necessary environmental reviews, revisions and approvals.

Studies & Plans Engineer/Technician Squad Leaders, who supervise engineers and technicians engaged in designing the more difficult projects in the district, and reviews consulting engineer's plans and specifications.

Studies & Plans Engineers/Technicians, who design and prepare plans for highway facility improvements.

Secretary - who prepares and files correspondence and reports for the area, schedules appointments and meetings for various activities, maintains timekeeping records for all employees in the section, and provides general secretarial support.

The incumbent has broad latitude to resolve problems arising within his/her area of responsibility. This position's day-to-day activities are governed by established federal, state, and departmental regulations, policies and procedures. Controversial matters requiring special consideration and/or deviation from standard policies are discussed with his/her supervisors. This position requires a current Illinois Professional Engineer license; occasional districtwide travel and some statewide, which could include overnight stays; and possible overtime during evenings and weekends.

Frequent contacts are made with all district bureaus, the Office of Highways Project Implementation, Office of Intermodal Project Implementation, Office of Planning and Programming, and Office of Communications. External contacts are with outside agencies such as state, federal and local groups and other public agencies. He/she discusses problems with the Federal Highway Administration pertaining to planning methodology, location investigations and environmental studies. He/she is responsible for answering questions received in written and verbal format from both private individuals and organizations.

The effectiveness of this position is measured by the incumbent's ability to effectively and efficiently manage the Studies and Plans Section by meeting production deadlines and by having plans accepted by the public, local agencies, central bureaus and the Federal Highway Administration without major corrections and revisions.

Principal Accountabilities

1. Coordinates studies to determine feasible corridors for new highway and/or determines most acceptable design for proposed and existing transportation facilities.
2. Synthesizes engineering, sociological and environmental factors which influence the design of transportation systems.
3. Directs reviews of proper design applications of policies and procedures for projects prepared by consultants.
4. Directs the timely completion of plans and specifications so that the project can be placed under contract by predetermined time schedules.
5. Directs, motivates and supervises personnel to accomplish the section's work program and goals within the scope of the district's financial resources and prescribed deadlines.
6. Provides administrative assistance in such matters as manpower assignments, equipment requests and budgetary matters to ensure efficient operations of the bureau.
7. Evaluates and trains personnel to ensure a well-developed, competent staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.