



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 30, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, August 14, 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

Technical Services Engineer
Region 2/District 3/Project Implementation
Office of Highways Project Implementation
Ottawa

Attachments
42965

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, August 14, 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:	Technical Services Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-53-205-20-01	IPR#:	42965

Office/Central Bureau/District/Work Address:

OHPI / Region 2 / District 3 / Bureau of Project Implementation / 700 E. Norris Drive, Ottawa, IL

Description Of Duties:

Under direction, this position is responsible for the coordination and supervision of the supportive personnel in the Local Roads and Streets Section. The position is also accountable for providing supportive services to the Field Engineers in all phases of engineering, planning and administration of Motor Fuel Tax and Federal-Aid Funds.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide travel

Desired:

- Six years' experience in civil engineering including four years of supervisory responsibility of which at least three years should be in highway engineering
- Thorough knowledge of the principles and practices of civil engineering.
- 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 written communication skills

Shift/Remarks:

7:30 am – 4:00 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:	December 26, 2017	POSITION:	Technical Services Engineer
APPROVED BY:	Kevin Marchek	OFFICE:	OHPI / Region 2 / District 3
CODE:	PW114-23-53-205-20-01	REPORTS TO:	Local Roads & Streets Engineer

Position Purpose

Under direction, this position is responsible for the coordination and supervision of the supportive personnel in the Local Roads and Streets Section. The position is also accountable for providing supportive services to the Field Engineers in all phases of engineering, planning and administration of Motor Fuel Tax (MFT) and federal-aid funds.

Dimensions

Staff:	Three
Motor Fuel Tax Funds:	35-40 Million
Federal & Matching Funds:	40-45 Million
Number of Projects:	600
Number of Local Agencies:	374 (9 Counties, 192 Townships, and 139 Municipalities)

Nature and Scope

This position reports to the Local Roads and Streets Engineer. Reporting to this position is the Local Roads Technician.

This position is accountable for assuring the timely, efficient and economical planning and implementation of all improvements contemplated by local agencies involving MFT and/or federal-aid funds. S/He is responsible for recordkeeping, documentation of records and review for approval of all improvement plans proposed by local agencies. This position requires competence in all phases of program development and a thorough knowledge of the departmental and Federal Highway Administration policies and procedures.

The greatest challenges in the job are programming for maximum project development with available funds, timely implementation of the projects within the program to avoid loss of allocated funds, and assuring strong lines of communication between competing areas of interest.

The position compiles and evaluates information and programs received from local agencies and assists the section engineer in the development of the district's Local Roads and Streets program by setting priorities for the implementation of the improvements proposed by these agencies. Through the Field Engineers, this position informs and provides guidance to local agencies in (1) the proper utilization of MFT and federal-aid funds, (2) the effective use of new legislation, (3) the establishment and maintenance of annual short- and long-range planning programs, (4) the interpretation and application of existing and new information, policies, and procedures, (5) identifying problem areas that might affect new funding, and (6) providing assistance in resolving problem areas associated with audit reports. This position may represent the department at hearings on related issues and respond directly to questions on departmental policy and procedures concerning Local Roads and Streets.

Responsibilities are accomplished through the *Local Roads Technician* who monitors MFT improvements to ensure orderly and timely culmination of projects, maintaining MFT records, reviewing of MFT plans and enters data into the Web-Based Motor Fuel Tax (WMFT) System.

The program developed by this position must be approved by the bureau chief. Any deviation from departmental/state/federal policy and procedures must be brought to the attention of the section engineer.

Internal contacts include the central Bureau of Local Roads and Streets concerning the programming of all federal-aid and special programs as well as district bureaus concerning Joint City/County-State Project Agreements, the Federal-Aid Annual Construction Program, Functional Classification of Highways, Bridge Inventory, and special assignments as designated by the section engineer. External contacts include the Federal Highway Administration, local agencies and the general public. Occasional districtwide and statewide travel is required.

The performance of this position can be evaluated by the quality of the program prepared and its timely implementation, the organization of the staff in carrying out section responsibilities, the attainment of a high- level of cooperation between the district and local agencies, and the degree of familiarity and understanding of the state and federal policies and procedures relating to Local Roads and Streets.

Principal Accountabilities

1. Implements policies and procedures in a manner that will assure all responsibilities are carried out in an effective, efficient, and economic manner.
2. Reviews environmental documents, project development reports, plans, and specifications for conformance with established policies, standards, and procedures, and recommend for approval.
3. Coordinates projects from programming to closeout to assure complete, accurate plans and documents are prepared in a timely manner to meet letting schedules.
4. Supervises staff to ensure the efficient and timely completion of assignments.
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 assigned.