



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: 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.

ET III

Environmental Studies Technician
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
42966

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: 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:	Engineering Technician III	Salary:	\$3,840 - \$5,308*
Position Title:	Environmental Studies Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-53-303-22-01	IPR#:	42966

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 E. Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for assisting the Environmental Studies Sub-Unit Chief in the review of proposed highway improvements, to determine potential environmental impacts, develop appropriate mitigation when necessary and to keep records of the status of all mitigation actions to ensure the timely, accurate, and complete development of environmental reports and documents.

Special Qualifications:

Required:

- Valid driver's license
- Occasional districtwide travel

Desired:

- An associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Five years of experience in the performance of a variety of technical activities relating to civil engineering
- Strong oral and/or 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:	February 22, 2018	POSITION:	Environmental Studies Technician
APPROVED BY:	William Cruz	OFFICE:	OHPI / Region 2 / District 3
CODE:	PW013-23-53-303-22-01	REPORTS TO:	Environmental Studies Sub-Unit Chief

Position Purpose

This position is accountable for assisting the Environmental Studies Sub-Unit Chief in the review of proposed highway improvements, to determine potential environmental impacts, develop appropriate mitigation when necessary and to keep records of the status of all mitigation actions to ensure the timely, accurate, and complete development of environmental reports and documents.

Dimensions

Number of Studies Assisted:	Up to 10 complex studies per year
Number of Studies Prepared:	Numerous minor studies per year

Nature and Scope

This position reports to the Environmental Studies Sub-Unit Chief. There are no positions reporting to this position.

This position functions within the framework of both short- and long-range transportation facility improvement programs, which are based on sufficiency and need studies. These programs are necessarily flexible because of changing priorities and/or emergency or special legislative programs. The geographic area within which this position operates encompasses a nine-county area, which is largely rural but does contain several highly urbanized areas. Because of these variables, the incumbent must be able to shift priorities to complete the necessary reports and mitigation for future and current projects. In order to accomplish this, the incumbent must have an understanding of the interaction between report and plan preparation and environmental issues and requirements.

The greatest challenge of this position is keeping abreast of the regulatory policies that pertain to the environmental sciences and how they relate to the design and construction of highway projects and responding in a timely manner to changing priorities and unexpected field developments. Typical problems include: locating information by law for the various statements, keeping abreast of changes in policy, and the constant pressure of meeting deadlines. The incumbent is responsible for the organization of his/her own time within deadlines and priorities set by the Environmental Studies Sub-Unit Chief.

The incumbent assists the Environmental Studies Sub-Unit Chief in the preparation of Environmental Survey Request Forms, including Hazardous Waste Surveys, work orders, agricultural studies, and all exhibits required to complete the necessary environmental studies and coordination for highway projects, and monitoring project status. The incumbent makes use of several computer applications including Computer Aided Design and Drafting (CADD), Geographic Information System (GIS), and web based databases to complete their assignments.

Problems referred to the supervisor are: getting compliance or decisions from internal and external sources when preparing reports, and advice when responding to comments made from outside agencies regarding a report that has been submitted. The incumbent has no authority for hiring, firing or changing salaries. The position operates within the laws of the National Environmental Policy Act.

The incumbent's most significant internal contacts are with the district's Studies and Plans Section, Land Acquisition Section, Bureau of Operations, and Construction Section. The incumbent performs field work to become familiar with the environmental setting of each job, identifying sensitive areas, and collecting potential impact information. External contacts include the Department of Natural Resources, local governmental agencies, and various state and federal agencies on an infrequent basis in regard to reports on various highway projects. This position requires occasional travel within the district.

The performance of the incumbent is measured by the accuracy and timeliness of the reports and projects assigned to him/her.

Principal Accountabilities

1. Responsible for submitting environmental survey requests to the Bureau of Design and Environment.
2. Responsible for assessing hazardous waste surveys and submitting work orders.
3. Responsible for processing borrow waste area requests.
4. Responsible for assisting the Environmental Studies Sub-Unit Chief with reports related to environmental studies and coordination.
5. Performs duties in accordance with departmental safety policies. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.