



# 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: July 30, 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 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 VI

Engineering Policy Unit Chief  
Bureau of Design & Environment  
Office of Highways Project Implementation  
Springfield

Attachments  
42968

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 **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

<b>Classification:</b>	<b>Civil Engineer VI</b>	<b>Salary:</b>	<b>\$6,945 - \$8,983*</b>
<b>Position Title:</b>	<b>Engineering Policy Unit Chief</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW116-23-75-307-20-01</b>	<b>IPR#:</b>	<b>42968</b>

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

Office of Highways Project Implementation / Bureau of Design and Environment / 2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for the development, implementation, and interpretation of the geometric design and other engineering policies which govern the construction, reconstruction, and rehabilitation of highways, intersections, and interchanges on the state highway system. This position is also accountable for managing the content and publishing revisions for the Bureau of Design and Environment Manual which contains these engineering policies.

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#### Special Qualifications:

##### **Required:**

- Illinois Professional Engineer License
- Valid driver's license
- Frequent statewide travel and field work within construction sites, and occasional out-of-state travel to attend training and conferences

##### **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 design policy and the planning and supervision of significant engineering functions
- Extensive knowledge of modern methods applicable to the design, construction, and maintenance of highways
- Strong oral and written communication skills
- Good organization, leadership, and self-motivational skills
- Ability to develop and maintain cooperative working relationships

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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>	May 18, 2018	<b>POSITION:</b>	Engineering Policy Unit Chief
<b>APPROVED BY:</b>	Michael Brand	<b>OFFICE/DIVISION:</b>	Highways Project Implementation / Bureau of Design & Environment
<b>CODE:</b>	PW116-23-75-307-20-01	<b>REPORTS TO:</b>	Engineer of Policy & Procedures

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***Position Purpose***

This position is accountable for the development, implementation, and interpretation of the geometric design and other engineering policies which govern the construction, reconstruction, and rehabilitation of highways, intersections, and interchanges on the state highway system. This position is also accountable for managing the content and publishing revisions for the Bureau of Design and Environment Manual which contains these engineering policies.

***Dimensions***

Policies Developed:	10-25 Annually
Policies Interpretations Provided:	100-200 Annually
Research Reports / New Guidance Reviewed:	12-24 Annually
Presentations Given:	6-12 Annually

***Nature and Scope***

This position reports to the Engineer of Policy and Procedures. Reporting to this position are the Highway Policy Engineer, the Bicycle and Pedestrian / Americans with Disabilities Act (ADA) Policy Engineer, and a Policy Specialist.

The engineering policies and procedures developed under this position, in the categories of highway location, rehabilitation, construction/reconstruction, access control, pavement design, ADA, and safety, express the official position of the department. These policies and procedures are used by the district offices and consulting engineers to prepare Phase I studies and to develop construction plans for highway projects on the state highway system. The policies and procedures directly affect the cost-effectiveness, safety, and functional life-span of construction projects.

Typical problems include: developing innovative engineering policies and procedures which are fiscally sound, operationally safe, and take into account the latest available research; resolving implementation problems with districts; and interpreting policies and procedures. The greatest challenge to the position is the timely development of innovative policies and procedures through research and evaluation, field observations, attending seminars, and interoffice coordination. Effectively written policies and procedures promote statewide uniformity in the preparation of Phase I studies and in the design of highways. With sound policies and procedures, cost-effective highway improvements can be developed to maximize safety and minimize adverse social and environmental impacts.

This position is personally responsible for: the development of policies which govern the location aspects of new and reconstructed highways; policies which help to guide the districts/consultants in the preparation of Phase I studies; policies for the rehabilitation of existing highways which can encompass all aspects of geometric design, cross-sections, alignment, slopes, etc., with the specific objectives of cost-effectiveness, safety, and fiscal restraints; policies governing the control of access on freeways and expressways; and policies promoting access management on other types of highways. In addition, this position is responsible for directing the implementation of policies related to pavement design, roadside safety, and accessibility as governed by the ADA. The incumbent must monitor and evaluate state and federal legislation and regulations, recommend actions for compliance, and evaluate pertinent research findings with a view toward improving current design practices. This position also serves on various American Association of State Highway and Transportation Officials (AASHTO), Transportation Research Board (TRB), and Illinois Department of Transportation (IDOT) task forces and working groups.

The incumbent accomplishes his/her accountabilities directly and through his/her subordinates who monitor and evaluate changes in federal guidance, published research, and proposed legislation, and then make policy recommendations.

This position is given great latitude in accomplishing its duties. Unusual circumstances are directed to the Engineer of Policy & Procedures. The incumbent is constrained by departmental, state, federal and national policies and by the rules and regulations of the department.

The incumbent's regular contacts within the department involve the other central bureaus in the Office of Highways Project Implementation (OHPI) and the district offices. In addition, contacts are frequently made with the Office of Planning and Programming (OPP), Federal Highway Administration (FHWA), and other state highway agencies and research consultants. S/He is occasionally required to travel outside the state to attend technical meetings of regional or national significance.

The effectiveness of the position can be measured by the ability to develop timely engineering policies and procedures which are understood and used by technical staff. Such policies and procedures will promote the uniform and efficient preparation of Phase I studies and the design of highways which are cost-safety-effective.

### ***Principal Accountabilities***

1. Develops and interprets geometric and other engineering policies for the construction/reconstruction of highways, intersections, and interchanges while maintaining the proper balance of engineering, operational safety, social, and environmental considerations.
2. Develops rehabilitation (3R) policies and procedures for upgrading existing state highways and monitors their use to provide safe, efficient, and cost-effective highway improvements.
3. Develops and disseminates policy and procedure memoranda in a timely manner, manages the content, and publishes any revisions to IDOT's Bureau of Design and Environment Manual.
4. Maintains an effective liaison with district, central, and federal offices for the purpose of obtaining engineering policy input, providing policy interpretations, and resolving problems.
5. Develops policies and procedures for conducting Phase I studies and the documentation of these studies in reports.
6. Monitors, evaluates, and recommends actions on changes in pertinent state and federal guides, regulations, and AASHTO and TRB publications concerning the design of highways. Recommends actions on completed technical research for proper compliance on new issues and/or improvement of current engineering practices.
7. Conducts appropriate and timely research and/or evaluation of research papers and publications to support policies in terms of cost-effectiveness and safety. This includes serving on various AASHTO, TRB, and IDOT task forces and working groups.
8. Develops, recommends, and disseminates changes to the access control policy for freeways and expressways and develops policy for access management on state highways.
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.