



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

Senior Project Studies Engineer
Region 5/District 8/Program Development
Office of Highways Project Implementation
Collinsville

Attachments
43002

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:	Senior Project Studies Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-58-303-20-01	IPR#:	43002

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 8/Bureau of Program Development/1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is accountable for supervising the preparation of in-house design studies for highly complex highway projects in the district and/or supervising, reviewing, and evaluating consultant activities involved in the preparation of design studies on major projects. This position determines the engineering feasibility and cost effectiveness of in-house location and design studies which include supplemental freeways and extremely complex or sensitive projects.

Special Qualifications:

Required

- Current Illinois Professional Engineer license
- Valid driver's 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
- Thorough knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works
- Skill in the design of highways, streets and structures and in making complete engineering plans and specifications
- 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

Shift/Remarks:

Typically, 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 2018	POSITION:	Senior Project Studies Engineer
APPROVED BY:	Kirk Brown	OFFICE/DIVISION:	OHPI/Region 5/District 8/Program Development
CODE:	PW114-23-58-303-20-01	REPORTS TO:	Project & Environmental Studies Engineer

Position Purpose

This position is accountable for supervising the preparation of in-house design studies for highly complex highway projects in the district and/or supervising, reviewing, and evaluating consultant activities involved in the preparation of design studies on major projects.

Dimensions

Subordinate Personnel:	3 permanent and 1 - 5 seasonal
Number of Consultant Agreements:	10 - 15
Construction Dollar Volume of Agreements:	200 to 400 Million
Number of In-House Projects Assigned:	40 - 50 Annually
Contract Value of In-House Projects Assigned:	30 - 40 Million

Nature and Scope

This position reports directly to the Project & Environmental Studies Engineer. Reporting to this position are 3 Project Studies Engineers, plus 1-5 technical/engineer employees assigned seasonally.

This position determines the engineering feasibility and cost effectiveness of in-house location and design studies which include supplemental freeways and extremely complex or sensitive projects. The needs of highway safety and capacity must be balanced against potential adverse environmental impacts: areas that are characterized by a high degree of urbanization, intense land development, sensitive environmental conditions or highly productive agricultural solutions to design and location study problems encountered that are technically feasible, environmentally acceptable, and cost-effective.

Typical problems confronting this position are determining the proper scope of work, applying appropriate design and safety standards to location and design studies to minimize property acquisitions, land severances, and impact on adjoining properties in order to gain acceptance of the public for the project proposed while still satisfying the transportation needs of the state. This position must also develop the scope of work required when a consultant is utilized that will best protect the department's interests and determine the most efficient division of work responsibilities between in-house and consultant forces. The greatest challenge for this position is to properly balance engineering requirements, costs, and public acceptability while ensuring timely project completion.

The incumbent's time will be divided between in-house projects and consultant projects, depending on the workload. On in-house projects, the incumbent is responsible for supervising the preparation of highly complex design and location studies and reports, monitoring work in progress, and ensuring that schedules are maintained, resolving difficult engineering problems encountered, documenting recommendations for certification acceptance,

and participating in public hearings and meetings with governmental officials and community groups to explain project impact and to obtain their participation. When working with consultant projects, the incumbent personally meets with selected consultants, prepares agreements, supplements, and extra work authorizations, reviews sub-contracts prepared by consultants, makes final scope determination, negotiates man-hours and direct costs, ensures that schedules are maintained, reviews final reports and documents to ensure federal and state requirements have been met, determines acceptability of work, and prepares consultant evaluations.

The incumbent accomplishes accountabilities through subordinate staff:

Project Studies Engineers: who are accountable for the preparation of technical studies for reports for highway improvement projects and directing consultants in the preparation of design reports for these projects.

The incumbent works in accordance with federal, state, and departmental guidelines, however, he/she must exercise considerable independent judgment in recommending solutions to location and design study problems, as well as determining the scope of consultant agreements. The occupant of this position works with the Environmental Studies Manager in the development of environmental studies.

The incumbent must maintain internal contact with the sections of Studies and Plans, Local Roads, Construction, Programming, and the Bureau of Operations. Externally, contacts include local governmental units, regional planning groups, federal agencies, and private parties to negotiate design features and obtain project approval. The incumbent also maintains contact with consultant firms in order to effectively supervise, review, and evaluate consultant activities.

The effectiveness of this position is measured by the incumbent's ability to meet project deadlines and obtaining design acceptance without major corrections and revisions.

Principal Accountabilities

1. Ensures that completed studies embody solutions that are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.
2. Provides proper scheduling to ensure completion and prompt approval of location and design and feasibility studies.
3. Ensures application of appropriate engineering standards to the design of the project.
4. Prepares consultant agreements and ensures that these consultant prepared design studies are completed within framework of executed agreements, including fees.
5. Trains and manages subordinates to maintain a highly motivated staff with versatile skills who are kept current in state-of-the-art policy and procedures.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.