



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 20, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 25, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, October 25, 2018**. Applications will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications is 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.

CET

Safety Programs Evaluation Engineer
Bureau of Safety Programs & Engineering
Office of Highways Project Implementation
Springfield

Attachments
43087

*Illinois Department of Transportation (IDOT) considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

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 **Thursday, October 25, 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: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications is 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 Trainee	Salary:	\$ 4,275 - \$4,655*
Position Title:	Safety Programs Evaluation Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-75-803-10-01	IPR#:	43087

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Safety Programs & Engineering / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for assisting in the evaluation of the state-of-the-practice published research on state-of-the-art roadside appurtenances, assisting with revisions to existing policies and development of new policies and assisting with roadway safety issues. This position, under immediate supervision, provides technical assistance on work zone and highway railroad grade crossing safety issues, reviews crash data to identify patterns with specific roadway designs and assists in developing mitigating measures.

Special Qualifications:

Required:

- Bachelor of Science in Civil Engineering from an Accreditation Board of Engineering and Technology, Inc. (ABET) accredited university prior to date of employment or must be a Licensed Engineer Intern in the state of Illinois (includes those expecting to graduate in winter 2018/spring 2019)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2018/spring 2019 graduates must be provided at time of hire.)
- Valid driver's license
- In-state and out-of-state travel.

Desired:

- Working knowledge of the routine practices of civil engineering.
- Working knowledge of mathematics as applied to engineering activities.
- Basic skill in the use of engineering field and office instruments.
- Ability to make relatively difficult technical computations and estimates.
- Strong oral and written communication skills.

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS IS AN ENTRY- LEVEL POSITION.

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*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:	May 24, 2018	POSITION:	Safety Programs Evaluation Engineer
APPROVED BY:	Juan Pava	OFFICE:	OHPI / Bureau of Safety Programs & Engineering
CODE:	PW110-23-75-803-10-01	REPORTS TO:	Highway Safety Programs Unit Chief

Position Purpose

This position is responsible for assisting in the evaluation of the state-of-the-practice published research on state-of-the-art roadside appurtenances, assisting with revisions to existing policies and development of new policies and assisting with roadway safety issues. This position, under immediate supervision, provides technical assistance on work zone and highway railroad grade crossing safety issues, reviews crash data to identify patterns with specific roadway designs and assists in developing mitigating measures.

Dimensions

Programs:	Crash analysis, work zone and highway railroad grade crossing safety, clear zones, safety audits
Construction Projects:	\$1-3 Billion Annually
Training:	1-2 Annually

Nature and Scope

This position reports to the Highway Safety Programs Unit Chief. There are no subordinates reporting to this position.

This position operates in an environment of developing and applying the skills to perform policy and procedure research concerning work zone and highway railroad grade crossing safety items in order to assist in making recommendations to revise or develop new policies. The incumbent is also responsible for being current on innovative safety engineering practices and assisting in crash data analysis. This position aids in the administration of simple railroad projects in accordance with state and federal regulations and guidelines, assists in coordinating railroad projects with the railroad companies, and provides basic engineering expertise necessary for the development of agreements, plans, and the inspection projects for railroad-highway projects.

Typical problems in this position involve the continual screening and review of research papers, federal notices, new equipment and product literature. In addition, in-house and industry recommendations for new and/or revised policies must be reviewed with the objective of determining applicability to departmental interest and goals. The greatest challenge of this position is to develop recommendations for meaningful, cost-effective, and timely policies for a wide range of highway safety engineering features; maximizing the safety of local system rail crossings of the state within limited funding constraints; and ensuring that highway and related railroad work are scheduled to accommodate each other.

The incumbent is personally responsible, under immediate supervision, for preparing technical correspondence and reports on safety engineering issues along with on-site reviews on an as-needed basis. The incumbent assists with recommendations to changes/revisions to the standards, procedures and policies relative to highway safety needs. S/He may consult with policy development units in the Bureau of Design and Environment, other central bureaus, other states and the Federal Highways Administration (FHWA) to ensure that proposed policies are uniform. The incumbent also assists in the development and administration of programs aimed at rail-highway crossing safety. S/He provides districts and local agencies with direction necessary to upgrade local agency rail-highway crossings.

The incumbent performs under immediate supervision and is given little latitude to act independently when performing the responsibilities assigned to this position. S/He must refer all problems to the superior for resolution. The incumbent is guided by state and federal 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. S/He is in moderate contact with district staff to interpret design policies relating to safety and design deviation requests. In addition, contacts are frequently made with the FHWA, railroad companies, and with other state highway agencies and research consultants. S/He may be required to travel within the state for district technical training, on-site reviews and occasionally outside the state for technical meetings.

The effectiveness of the position is measured by the ability of the incumbent to develop timely and effective standards, procedure and policy recommendations which result in safe, cost-effective traffic operations. The effectiveness can also be measured by the incumbent's ability to innovate and recommend new concepts in development of solutions for crash patterns in specific roadway designs.

Principal Accountabilities

1. Assists in evaluation of state-of-the-practice published research on state-of-the-art roadside appurtenances.
2. Assists with revisions and development of new standards, procedures and policy recommendations relative to highway safety needs.
3. Prepares technical correspondence and reports of safety issues, under immediate supervision.
4. Performs on-site reviews on an as-needed basis, under immediate supervision.
5. Assists with crash data analysis and roadway safety issues.
6. Consults with policy development units in the Bureau of Design and Environment, other central bureaus, other states and FHWA to ensure that proposed policies are uniform.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as required or assigned.