



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 11, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 12, 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: 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 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.

CE IV

In-House Studies Project Manager
Region 1/District 1/Programming
Office of Highways Project Implementation
Schaumburg

Attachments
43098

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: 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 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 IV	Salary:	\$5,800 - \$7,515*
Position Title:	In-House Studies Project Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-51-803-13-01	IPR#:	43098

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region One / District One / Bureau of Programming / 201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for: directing a staff of engineers, technicians and consultants in the preparation and review of in-house location study plans, reports, and environmental documents; reviewing plans and reports submitted by local agencies as they pertain to the state system; and reviewing access requests to major traffic generators so that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- A valid driver's license
- Ability to attend night meetings and field reviews district-wide

Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Strong oral and written communication skills
- Good organizational skills, leadership and self-motivational skills, and the ability to maintain cooperative relationships

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45-minute lunch)

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:	August 1, 2018	POSITION:	In-House Studies Project Manager
APPROVED BY:	Issam Rayyan	OFFICE/DIVISION:	OHPI/Region One/District One/Bureau of Programming
CODE:	PW114-23-51-803-13-01	REPORTS TO:	In-House Project Studies Unit Head

Position Purpose

This position is accountable for: directing a staff of engineers, technicians and consultants in the preparation and review of in-house location study plans, reports, and environmental documents; reviewing plans and reports submitted by local agencies as they pertain to the state system; and reviewing access requests to major traffic generators so that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

Dimensions

Subordinate Personnel:	3 - 6
Annual # of Projects Completed:	10 - 15 projects
Annual Contract Value of Projects Completed:	\$25M - \$85M

Nature and Scope

This position reports to the In-House Project Studies Unit Head. Reporting to this position are three Project Studies Specialists and three Associate Project Specialists.

This position functions district-wide in a transitional area which is characterized by intense urban development within and abutting the city of Chicago and rapidly changing land uses in the suburban and rural areas. District One encompasses six counties in northeastern Illinois and includes the city of Chicago, suburban Cook county, and the five collar counties of DuPage, Kane, Lake, McHenry and Will. The state highway system in District One consists of 2,762 miles of highways and 1,465 bridges, supporting more than 57 million miles of travel daily. There are also many adjacent facilities and decreasing amounts of available right-of-way, all of which impose unusual problems in the preparation of combined location and design studies for highway improvements. All of these improvements are highly visible and require widespread public acceptance. The incumbent must find the best solution to these problems as he/she is confronted with large construction programs that impose very demanding deadlines. This position directs and participates in the preparation and review of in-house location and design studies that ensures engineering feasibility and cost effectiveness. The incumbent must also balance highway safety and capacity against potential adverse environmental impacts, and apply the principles of the department's Context Sensitive Solutions (CSS) policy.

Typical problems encountered in this position include: balancing input from various district bureaus and determining what constitutes the proper scope of work for proposed highway improvements; ensuring that completed location and design studies embody the design standards and environmental analysis necessary; applying proper design principles to route and site studies to develop effective solutions to problems; defining the environmental impact of locations selected; processing access requests and proposed highway-related mass transit facilities; and developing alternative technical solutions to problems encountered to facilitate public evaluation and acceptance of proposed projects. The greatest challenge to this position is properly balancing engineering requirements, costs, and community acceptance while minimizing adverse environmental impacts.

The incumbent personally: investigates the engineering feasibility and cost effectiveness of the scope of work and environmental criteria for proposed projects; recommends from alternates prepared by the district Bureau of Programming's Hydraulic Section, the drainage design to be included in projects; adjusts personnel assignments to meet established schedules; and meets with central office, Federal Highway Association (FHWA) and local agencies to discuss district location and design studies. He/She resolves difficult engineering problems and participates in public hearings and meetings to explain the project impacts to government officials and other stakeholders in order to receive public approval.

In-House Studies Project Manager

PW114-23-51-803-13-01

Page 2

The incumbent accomplishes his/her responsibilities through three to six Project Specialists, who are responsible for preparing in-house location and design studies. This position requires the incumbent to manage and oversee staff, ensuring compliance with the Illinois Department of Transportation's Personnel Policies Manual, performing staff evaluations and addressing staff related performance issues encountered during the day-to-day activities. He/She will also be responsible for negotiating, managing, and monitoring consultants who also perform these studies. As such, the incumbent is personally required to: meet with assigned consultants; prepare agreements, supplements, and extra work authorizations; review sub-consultant agreements prepared by the prime consultants; make scope of work determinations; and negotiate work hours and direct costs to finalize agreements. He/She is required to: review consultant work in progress; ensure that schedules are maintained; resolve any engineering problems relating to assigned projects; review all final reports/documents to ensure that schedules are maintained; resolve any engineering problems relating to assigned projects; review all final reports/documents to ensure federal and state requirements have been met; determine acceptability of consultants' work; and prepare consultant evaluations.

Significant coordination with various units within the district Bureau of Programming is required of the incumbent to ensure that all aspects of the Phase 1 process, preliminary engineering and environmental, have been analyzed. This coordination involves: the Environmental Studies Unit, the Geometrics Unit, the Consultant Studies Unit, the Survey Unit, the Hydraulics Section and the Data Bank Unit. The incumbent also maintains contact with the district Bureaus of Design and Land Acquisition personnel regarding design proposals and right-of-way requirements; and coordinates with the district Bureaus of Traffic, Maintenance, Construction, Materials, and Local Roads regarding operational and safety problems associated with proposed improvements, access requests, boring requests, and highway-related mass transit proposals and plans submitted by local agencies. District-wide travel and some evening hours and overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the completeness, accuracy, and timeliness of finished projects.

Principal Accountabilities

1. Develops design alternates for assigned projects and ensures that location design studies reflect appropriate consideration of engineering standards, concern for the environment, and CSS.
2. Determines feasibility and acceptability of contemplated location and design studies.
3. Schedules location and design studies to ensure completion and prompt approval; updates and maintains the squad's management and monitoring system.
4. Provides for the direction, counseling, training, and motivation of subordinate staff to ensure a high level of productivity, effective performance, and continuous professional development.
5. Attends and presents project scope to outside coordinating agencies in an effective and professional manner. Ensures effective presentation of plans during public meetings and hearings for those projects requiring a formal public involvement program, some of which occur during evening hours.
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.