



# 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: September 20, 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 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 Design Evaluation Engineer  
Bureau of Safety Programs & Engineering  
Office of Highways Project Implementation  
Springfield

Attachments  
43108

\*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](mailto: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

|                         |  |                        |   |
|-------------------------|--|------------------------|---|
| <b>Classification:</b>  | <b>Civil Engineer Trainee</b>            | <b>Salary:</b>         | <b>\$ 4,275 - \$4,655 *</b>   |
| <b>Position Title:</b>  | <b>Safety Design Evaluation Engineer</b> | <b>Union Position:</b> | <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>Position Number:</b> | <b>PW110-23-75-801-10-01</b>             | <b>IPR#:</b>           | <b>43108</b>  |

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

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

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#### Description of Duties:

This position assists in the evaluation of state-of-the-practice published research on state-of-the-art roadside appurtenances, assists with revisions to existing policies and in development of new policies, and assists with roadway safety issues. This position, under immediate supervision, also provides technical assistance and training on proper highway clear zones and roadside treatments, reviews crash data to identify patterns with specific roadway designs, and assists in developing mitigating measures.

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#### 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, candidates 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

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS IS AN ENTRY - LEVEL POSITION.**

**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.**

\*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>        | April 25, 2018        | <b>POSITION:</b>   | Safety Design Evaluation Engineer  |
| <b>APPROVED BY:</b> | Jon McCormick         | <b>OFFICE:</b>     | Highways Project Implementation/<br>Bureau of Safety Programs &<br>Engineering |
| <b>CODE:</b>        | PW110-23-75-801-10-01 | <b>REPORTS TO:</b> | Safety Design Unit Chief   |

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***Position Purpose***

This position assists in the evaluation of state-of-the-practice published research on state-of-the-art roadside appurtenances, assists with revisions to existing policies and in development of new policies, and assists with roadway safety issues. This position, under immediate supervision, also provides technical assistance and training on proper highway clear zones and roadside treatments, reviews crash data to identify patterns with specific roadway designs, and assists in developing mitigating measures.

***Dimensions***

|                        |   |
|------------------------|---|
| Programs:              | Roadside safety, guardrail, end sections, median barriers, clear zones, safety audits |
| Construction Projects: | \$1-3 Billion Annually  |
| Training:              | 1-2 Annually  |

***Nature and Scope***

This position reports to the Safety Design 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 roadside 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 design practices and assisting in crash data analysis.

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.

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 (BDE), other central bureaus, other states and the Federal Highway Administration (FHWA) to ensure that proposed policies are uniform.

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 supervisor for resolution. The incumbent is guided by state and federal policies, and by the rules and regulations of the department.

**Safety Design Evaluation Engineer**

**PW110-23-75-801-10-01**

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The incumbent's internal contacts involve the other central bureaus in the Office of Highways Project Implementation (OHPI). S/He is in moderate contact with district staff to interpret design policies relating to safety and design deviation requests. In addition, external contacts are frequently made with the FHWA 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 BDE, 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.