



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: November 2, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, November 21, 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 V

Location & Environmental Studies Engineer
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
43184

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 **Wednesday, November 21, 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 V	Salary:	\$6,315 - \$8,263*
Position Title:	Location & Environmental Studies Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-53-303-20-01	IPR#:	43184

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for the implementation of the district improvement program through the preparation of engineering design and environment studies and reports to secure state and federal authorization to prepare contract plans and let construction contracts.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license

Desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions.
- Ability to supervise the preparation of complete engineering plans and specifications.
- Strong oral and/or written communication skills.

Shift/Remarks:

7:30 am – 4:00 pm / Monday - Friday

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:	May 2018	POSITION:	Location and Environmental Studies Engineer
APPROVED BY:	William Cruz	OFFICE/DIVISION:	OHPI / Region 2 / District 3
CODE:	PW115-23-53-303-20-01	REPORTS TO:	Studies and Plans Engineer

Position Purpose

This position is accountable for the implementation of the district improvement program through the preparation of engineering design and environment studies and reports to secure state and federal authorization to prepare contract plans and let construction contracts.

Dimensions

Subordinate Technical Personnel:	3 Direct; 9 to 21 Indirect
Program Value of Studies & Reports:	\$30 - \$150 Million
Number of Design Reports:	30 – 40 Annually
Public Informational Meetings Conducted:	2 – 10 Annually
Consultant Contracts Supervised:	10 – 20 Annually
Environmental Studies:	10 – 20 Annually

Nature and Scope

This position reports to the Studies and Plans Engineer. Reporting to this position are Studies and Plans Senior Sub-Unit Chiefs and the Environmental Studies Sub-Unit Chief. Indirectly reporting to this position are up to three engineers and/or six technicians, who, during the winter months, are joined by an additional six to fifteen technical people.

This position is accountable for directing the preparation of engineering studies and reports to analyze alternative designs of highway improvements in order to accomplish the annual and multiyear programs. This section and its units are responsible for determining the scope, location, design, and environmental impact of transportation improvements. Public hearings are conducted by this position, as well as formal and informal meetings with the public to secure their involvement during project development. This position must effectively apply a wide range of federal and state rules, regulations, laws, and policies to secure project approvals within the limited time scheduled for program development.

The incumbent's greatest challenge is the application of sound engineering judgment in the development of projects which are cost effective, safety oriented, publicly acceptable, environmentally suitable, aesthetically pleasing and in conformance with federal and state policies and requirements, and applicable standards and specifications. This position must conceive viable alternative solutions for transportation improvements and present them in a coherent format for dissemination and review. The incumbent is challenged to schedule assignments to achieve timely program development, utilize variable staff availability, necessitate continual subordinate training, motivation, and project supervision to maintain continuity and progress. This position must be continually prepared to discuss project details with federal, state, and local agencies and the public to resolve problems.

The incumbent, in coordination with the Studies and Plans Engineer, manages all section assignments and consultant contracts for corridor studies, design reports, environmental studies, and special studies and reports. This position chairs the Federal Highway Administration (FHWA) early coordination meetings. The incumbent is charged with the responsibility of monitoring all Phase I activities and status through district, central, and FHWA Offices to secure timely approvals. The incumbent is personally accountable, on behalf of the district, for certification acceptance of the project reports prepared by this position's staff. This position is responsible for negotiating or supervising the negotiation of all Phase I consultant contracts. It is also this position's responsibility to review and advise on entrance and access permit applications, comment on area zoning and subdivision regulation changes as well as airport permit applications to coordinate them with project development. This position engages in public relations when meeting with government officials, local agencies, and the general public for the purpose of supplying information relative to the design and status on current and proposed projects. This position develops procedures for training personnel and reviewing projects with the objective of implementing annual improvement programs in a timely, economical, and acceptable manner.

The incumbent accomplishes this position's accountabilities through the following technical staff:

Studies and Plans Senior Sub-Unit Chiefs who are responsible for the preparation or review of corridor and design study reports.

Environmental Studies Sub-Unit Chief who, with a staff, prepares or reviews Environmental Assessments, Environmental Impact Statements, Air Studies, Noise Studies, and other special environmental analyses, and secures the necessary reviews, revisions and approvals. The Environmental Studies Sub-Unit Chief also provides the required coordination with the central office to obtain biological and cultural resource reviews for the project studies prepared in the district. The Environmental Studies Sub-Unit Chief ensures district compliance with departmental policies concerning hazardous waste, leaking underground storage tanks, wetlands, and tree replacement, as well as with environmental commitments.

The incumbent is regulated by district and departmental fiscal and manpower constraints and policies, departmental, FHWA and Environmental Protection Agency (EPA) regulations, time limitations in program implementation and public opinion expressed through the public involvement process. Other constraints that must also be understood and addressed come from such agencies as the Corps of Engineers, the Department of Agriculture, the Coast Guard and several other federal and state agencies. The incumbent reviews all studies prepared by this position's staff and consultants prior to submitting for acceptance. This position develops procedures and techniques to improve public involvement and report preparation processes.

The incumbent meets regularly with their staff and the Studies and Plans Engineer. This position has frequent contacts with the Central Bureau of Design and Environment Section Chiefs in the process of acquiring and transmitting information. This position works closely with other district bureaus as well as the district's Program Development Engineer and other members of the Program Development staff in the scheduling and development of project studies. District-wide travel and occasional state-wide travel is required to fulfill the duties of this position.

The effectiveness of the incumbent is measured by the extent to which the combined and coordinated goals of the subordinate units are met. This may be ascertained through the quality/quantity of preparation of engineering studies and reports to analyze alternative designs of highway improvements in order to accomplish the annual and multi-year programs.

Principal Accountabilities

1. Ensures implementation of the district's annual program by securing state and/or federal approval of design and environmental reports through effective control of project scheduling and monitoring.
2. Organizes and monitors engineering studies to maximize service and economies while minimizing adverse environmental impact.
3. Determines project scope and alternative solutions to transportation problems.
4. Effectively implements all applicable federal and state requirements affecting transportation projects and is responsible for the certification acceptance of the project reports.
5. Provides public involvement in the study process.
6. Negotiates consultant contracts, monitors and reviews consultant preparation of reports and environmental studies.
7. Supervises, trains, and motivates subordinate personnel.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.