Engineering Technician IV (1 Position)
Roadside Management Specialist

IPR Number: 44237
Position Number: PW014-23-54-505-10-01
Opening Date: August 12, 2020
Closing Date: August 25, 2020
Union Position: ☒ Yes ☐ No
Shift: 8:00 am – 4:30 pm
Salary: $4,790 – $8,775*

Office/Central Bureau/District/Work Address:
Office of Highways Project Implementation / Bureau of Operations / Region Three / District Four / 401 Main Street, Peoria, IL

Position Purpose:
This position is accountable for the design, construction, and maintenance of roadway landscape features to ensure safety, compatibility, preservation, and aesthetics within the highway system; oversight of all rest areas and vegetation features including safety, aesthetic, and environmental considerations; and for serving as the District Erosion Control Coordinator.

Qualifications:

Position Requirements:
• Education/Experience
  o Completion of two years of college in civil engineering technology, pre-engineering or job related technical/science curriculum PLUS five years of engineering experience OR
  o Seven years of engineering experience
• Valid driver's license
• Statewide travel with occasional overnight stays and overtime
• 24 hours per day on call availability
• Illinois Department of Agriculture Application license

Position Desirables:
• Knowledge of the principles and practices of civil engineering and the application of engineering techniques to the design, construction, and maintenance of public works
• Knowledge of mathematics and its application to project design, field surveying and engineering computational activities
• Ability to supervise a staff engaged in either field or office engineering functions
• Strong oral and/or written communication skills.

How to Apply/Remarks:
Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594
To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility 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.

NOTE: A copy of each applicant’s ACTIVE Illinois Department of Agriculture Application License must accompany application for this position.

This position is subject to the Revolving Door Policy.

**Individual salary offers are computed based on an applicant’s qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.
ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION

DATE: April 10, 2019 WORKING TITLE: Roadside Management Specialist
POSITION CLASSIFICATION: Engineering Technician IV OFFICE/BUREAU: OHPI/Bureau of Operations
POSITION NUMBER: PW014-23-54-505-10-01 REGION/DISTRICT: Region 3/District 4

Position Purpose

This position is accountable for the design, construction, and maintenance of roadway landscape features to ensure safety, compatibility, preservation, and aesthetics within the highway system; oversight of all rest areas and vegetation features including safety, aesthetic, and environmental considerations; and for serving as the District Erosion Control Coordinator.

Dimensions

Subordinate Personnel: 1 Direct, 1-3 Seasonal
Annual Operating Budget: $200,000 - $300,000
Interstate Rest Areas: 4 Facilities, 2 Locations
Rest Area Budget: Over $800,000
Annual Program Contract Value: $100,000 - $500,000

Nature and Scope

This position reports to the Services and Development Technician. Reporting to this position are a Landscape Technician and up to three seasonal technical employees.

This position is responsible for roadway landscape planning and implementation, rest area operations, furnishing detailed information on erosion control to other district groups, serving as the district Erosion Control Coordinator, administering tree replacement and historical marker programs, developing and implementing a maintenance vegetation control program, coordinating the districts pesticide program including operator/applicator training and testing, responding to complaints and inquiries, emergency call-outs, and right-of-way restoration activities in District 4. This position is the District 4 Coordinator for the Adopt-A-Highway Program. The incumbent will be responsible for ensuring the location is safe, for issuing permits, for working with the maintenance yards to provide supplies, and for coordinating with the volunteer groups for a successful program. He/she will also work with the Statewide Coordinator for any new adaptations or changes to the program.

Typical problems facing the incumbent are the preparation of landscape plans and specifications, management of roadside vegetation, oversight of rest area operations and repairs, assuring proper erosion control procedures are followed, resolving contract disputes regarding erosion features and landscaping materials, training and supervising subordinate staff, and following proper procurement guidelines. The major challenge facing this position is to maintain a cooperative working relationship with bureau staff throughout the district, the other District 4 bureaus, and contract vendors including the sheltered workshops that will allow the Roadside Management Specialist to accomplish his/her responsibilities. Additional challenges include the development of landscape plans and procedure that improve aesthetics and the environment of the highway, but do not affect the safe operation of vehicles nor conflict with the contiguous land use or development.
Functions personally performed by the incumbent include maintaining contact with the district Bureaus of Program Development and Project Implementation regarding erosion control procedures, plant specification/material inspection issues, supervising all rest area functions which include development and administration of sheltered work shop and service contracts, coordinating water and sanitation treatment processes with the Illinois Environmental Protection Agency (IEPA) and local health departments, 24-hour per day response to unusual or emergency rest area problems, serving as district Erosion Control Coordinator, and working with the district Safety and Claims staff to develop and teach any landscape related training including proper chainsaw and chipper use, and oversight of annual Illinois Department of Agriculture applicator/operator license training and testing.

The incumbent accomplishes his/her accountabilities through the following staff:

**Landscape Technician:** who assists the Roadside Management Specialist in the design, construction, and maintenance of the roadway landscape features to ensure safety, compatibility, preservation, and aesthetics within the system.

**Seasonal Technical Staff:** who, while on summer or winter assignment, assist the Roadside Management Specialist with special projects or daily responsibilities.

The position is governed by department and district policies, fiscal restrictions of the bureau and district, rules of the Central Management Services, and contracts negotiated with the Teamster's technical and negotiated rate staff. He/she has principal accountability for the roadside staff and makes recommendations for retention or release of employees and salary adjustment recommendations on assigned technical employees. The incumbent has considerable responsibility for the purchase of contractual services, commodities, and equipment.

This position has frequent day and night contacts outside the department with public officials, public, city and county officials, railroad officials, state police, sheriff's offices, and city police, with items ranging from routine issues along the roadsides or at rest areas to various emergency situations. Outside contacts are also made with contractors and material and equipment suppliers. Activities require this position to have regular contact with every bureau in the district, frequent contacts with the central bureaus, including the central Bureau of Operations, and regular contact with other districts. This position requires statewide travel with occasional overnight stays and overtime.

The effectiveness of this position can be measured by the overall appearance and aesthetics of the district roadside, the district's compliance with erosion and sediment control policies/permits, the safe and efficient maintenance or repair of the district rest areas, timely resolution to issues, the prompt and efficient handling of complaints from the public, timely completion of work programs, and the fostering of a cooperative relationship between roadside and district staff to ensure responsibilities are accomplished.

**Principal Accountabilities**

1. Directs manpower and other resources for the efficient maintenance and operation of rest areas.

2. Prepares landscape plans, specifications, and contracts.

3. Ensures the effectiveness of the district erosion control process.

4. Retains and improves highway aesthetics/environment through effective roadside management practices.

5. Trains, motivates, and evaluates staff.

6. Accountable for the timely resolution of requests and inquiries from the public, public officials, and other agencies regarding roadside and rest area problems by written, personal, and telephone contact.
Roadside Management Specialist  
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7. Prepares and monitors the roadside and rest area maintenance budget including maintaining records to affirm expenditures are within allocations and provides proper justification for future budgets.

8. Coordinates the District 4 Adopt-A-Highway Program which includes investigating locations, issuing permits, providing supplies, and coordinating with the volunteer groups.

9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

10. Performs other duties as assigned.

**Subordinates of this position**

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Position Number</th>
<th>Working Title</th>
<th>Authorized Identical</th>
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<tbody>
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<td>Engineering Technician III</td>
<td>PW013-23-54-505-10-01</td>
<td>Landscape Technician</td>
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**Supervisor of this position**

Immediate Supervisor Position Classification: Engineering Technician V  
Working Title: Services & Development Technician  
Position Number: PW015-23-54-505-00-01

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  - Completion of two years of college in civil engineering technology, pre-engineering or job related technical/science curriculum PLUS five years of engineering experience OR
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**Agency Approvals**

[Names and signatures]

Bureau Chief of Personnel Management  
Secretary, Department of Transportation