



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 18, 2015

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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 21, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 2, 2015**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE VI                      Local Roads & Streets Engineer  
Region 2/District 2/Project Implementation  
Highways  
Dixon

Attachments  
40520

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, October 2, 2015, 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: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer VI</b>	<b>Salary Range:</b>	<b>\$6,945 - \$11,020</b>
<b>Position Title:</b>	<b>Local Roads &amp; Streets Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW116-23-52-205-00-01</b>	<b>IPR#:</b>	<b>40520</b>

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

Highways / Region 2 / District 2 / Bureau of Project Implementation/ 819 Depot Avenue, Dixon, IL

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**Description Of Duties:**

This position is accountable for the administration of Motor Fuel Tax and Federal-Aid Transportation funds allocated to the local governmental agencies in District Two.

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**Special Qualifications:**

***The following criteria is required:***

- A current Illinois Professional Engineer license

***The following criteria is desired:***

- Ten years of experience in civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and written communication skills

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**Shift/Remarks:**

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	October 2014	<b>POSITION:</b>	Local Roads & Streets Engineer
<b>APPROVED BY:</b>	<u>Paul Loete</u>	<b>OFFICE/DIVISION:</b>	District 2 – Project Implementation
<b>CODE:</b>	PW116-23-52-205-00-01	<b>REPORTS TO:</b>	Project Implementation Engineer

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**Position Purpose**

This position is accountable for the administration of Motor Fuel Tax and Federal-Aid Transportation funds allocated to the local government agencies in District two.

**Dimensions**

Subordinates:	6 Direct; 4 Indirect
Local Agencies Served:	300
Project Value:	\$60 - \$80 Million Annually
Bureau Operating Budget:	\$550,000

**Nature and Scope**

This position reports to the Project Implementation Engineer, as do the Engineers of Construction and Materials, the Implementation Support Technician, and an Executive Secretary. Reporting directly to this position are four Field Engineers, a Technical Services Engineer, and a secretary.

This position operates in an environment that requires vast knowledge of policies, procedures, and laws pertaining to the use of Motor Fuel Tax and Federal-Aid Highway funds allocated to the local agencies and must possess the ability to interpret and explain them to local agency officials. He/She must be tactful and diplomatic because the personnel with whom he/she is dealing have varying technical knowledge and work backgrounds. The incumbent establishes a liaison between the District and the local government agencies within the District and provides technical guidance to their engineering staffs and/or consulting engineers employed by them.

A typical problem of this position is the coordination of efforts of the many officials of governmental agencies, consulting firms, and contractors with the Department of Transportation to avoid unnecessary delays that may cause projects to be deleted from a scheduled construction program. The greatest challenge to this position is to obtain optimum utilization of available resources for transportation improvements at the local level.

The incumbent is responsible for the review and recommended approval of all local agency plans, specifications, estimates, and related documents for projects which will be funded wholly or in part with MFT and/or Federal Highway funds. He/She provides administrative guidance and engineering expertise to local agencies in the development of programs to obtain optimum utilization of available resources to accomplish transportation improvement projects. The incumbent, directly or through his staff, advises and consults with local governmental agencies in planning and developing short and long range programs; provides technical advice in the development of construction plans; furnishes guidance during the construction phase and makes the final inspections; and recommends Department approval of MFT and Federally Funded Local Agency Transportation projects. The incumbent schedules and coordinates work assignments of the Section personnel to ensure that all deadlines are met. He/She coordinates the training of new personnel and motivates and counsels existing personnel.

The incumbent accomplishes the accountabilities of this position through the following subordinate personnel:

Four (4) Field Engineers - who maintain liaison with local agencies to disseminate policies and procedures for MFT and Federal Aid programs and to assist them in planning efforts.

Technical Services Engineer – who coordinates office activities and the local MFT and Federal Aid programs to ensure proper procedures and scheduling for target letting dates.

Secretary – who handles correspondence, filing, and maintenance of records, including hard copy and data bank records.

The incumbent operates within the parameters of the Illinois Revised Statutes, Road and Bridge Laws, Policies and Procedures, and Federal Laws and Regulations. He/She has complete latitude, within the confines of the above, to recommend to the Project Implementation Engineer approval of all plans, programs, and contracts involving the use of Motor Fuel Tax and Federal-Aid Highway funds allocated to the local agencies.

The incumbent has internal contact with the Regional Engineer and all of the District Bureaus regarding planning, design, land acquisition, construction, materials, and maintenance practices. External contacts are with the Central Bureau of Local Roads and Streets (for interpretation of policies and procedures and coordination of efforts), local agency officials, and the general public (furnishing advice and information).

The effectiveness of this position can best be measured by the ability to complete Motor Fuel and Federal Aid projects within policy and financial limitations and still maintain a positive relationship with local officials.

#### Principal Accountabilities

1. Planning, organizing, directing, and controlling the activities of the Local Roads and Streets Section.
2. Recommends Departmental approval of all local agency PS&E and related documents for MFT, Township Bridge, STR, STU, BRP, and other federally funded projects.
3. Provides administrative guidance and engineering expertise to local agencies to maximize their program accomplishments and utilization of resources.
4. Coordinates the work of the Local Roads and Streets Section with the other District Bureaus, the Central Bureau of Local Roads and Streets, the local governmental agencies, and the various consulting engineering firms.
5. Given parameters established by the Department, the incumbent prepares and administers the Section's budget.
6. Recommends salary adjustments, promotions, and terminations, as well as administers performance appraisals for the Section staff.
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.