



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 13, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, May 27, 2016**. Applicants 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 are 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.

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

CE IV (2 pos) Area Permit Engineer
Region 1/District 1/Traffic
Highways
Schaumburg

Attachments
40871

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) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Friday, May 27, 2016**, 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 are 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 (2 positions)	Salary Range:	\$5,800 - \$9,230
Position Title:	Area Permit Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-51-903-10-01	IPR#:	40871

Office/Central Bureau/District/Work Address:

Division of Highways/Region One/District One/Bureau of Traffic/201 W. Center Court, Schaumburg IL

Description Of Duties:

This position is accountable for protecting the district's right-of-way investment and improving the safety and efficiency of traffic movement in an assigned geographic area on the district's highway system (suburban, urban, or rural in environment) through the investigation, evaluation, and preparation of access, private utility and roadway closure permits.

Special Qualifications:

The following criteria required:

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

The following criteria is desired:

- Six years' experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Extensive knowledge of construction and design
- Knowledge of the *Manual on Uniform Traffic Control Devices* and the application of traffic control workzones
- Ability to make independent judgment decisions within departmental permit policy guidelines
- Strong oral and written communication skills

Shift/Remarks:

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 2015	POSITION:	Area Permit Engineer
APPROVED BY:	Lisa E. Heaven-Baum	OFFICE/DIVISION:	Highways/District 1/Traffic Operations
CODE:	PW114-23-51-903-10-01	REPORTS TO:	Traffic Permit Engineer

Position Purpose

This position is accountable for protecting the District's right-of-way investment and improving the safety and efficiency of traffic movement in an assigned geographic area on the District's highway system which may be suburban, urban, or rural in environment, through the investigation, evaluation and preparation of access, private utility, and roadway closure permits.

Dimensions

Subordinate Personnel:	1 Direct
District Right-of-Way Investment:	\$2-\$3 Billion
Annual Contract Plan Review:	\$10 Million
Annual Permit Construction on State ROW: Annual Access and Roadway Permits Issues:	\$10 Million
	150-200

Nature and Scope

This position reports to the Traffic Permit Engineer, as do four (4) other Area Permit Engineers, an Office Coordinator and an Office Associate. An Area Permit Technician may report to this position.

This position performs activities associated with the evaluation of permit applications and the preparation of permits in a complex area of rapid development and population growth, changing land use, high traffic volumes, progressively intensified commercial and industrial development, declining availability of right-of-way, complicated networks of utility facilities, a growing awareness of the environmental impact of land development and a large number of governmental units. The variety of topographic conditions, the existence of unstable subsoil conditions and the presence of wide areas of man-made fills complicates the task of properly evaluating permit applications and providing adequate inspection of permit construction.

Typical challenges of this position include: developing alternative access plans from the proposals of major commercial and industrial developers; reviewing and recommending changes to existing access in proposed construction improvements; ensuring compatibility of access to the District's highway system; and applying technical skill in the evaluation of permit applications. To address these challenges, and understanding of rural and urban design standards, highway capacity criteria, traffic signal operation, construction standards and specifications, drainage principles and practices, pavement marking, signing, temporary traffic controls. Candidate must also be able to anticipate the operational and maintenance consequences of permit issues. The greatest challenges to this position is the development of reasonable and safe access to land adjacent to state highways while maintaining the integrity of the districts right-of-way in highly developed urban areas where state highways are inadequate to address the needs of increasing traffic volumes. To accomplish this task, it is necessary to develop appropriate roadway widening designs to be constructed by the property developers at no cost to the State.

The incumbent's responsibility includes the final acceptance of work and the highway right-of-way restoration. The incumbent maintains accurate and detailed records of "as built" permit work. The position reviews and issues permits to railroad companies to allow for repairs to their crossings of State highways. The incumbent may assist in the review and preparation of highway permits in other areas, depending on section needs. The incumbent monitors all state highways in an assigned geographical area to ensure permits have been issued for any work within the right-of-way.

The incumbent accomplishes accountabilities through the following staff:

Area Permit Technician – who is accountable for the review and processing of permit applications in an assigned geographical area.

The incumbent independently conducts the evaluation and preparation of a permit by working with applications, local agencies and contractors to ensure that land use proposals are compatible with permit policies and departmental design guidelines. The incumbent reviews the permit applications, inspects the proposed locations and, if necessary, develops alternate schemes for means of access which are then discussed with the application and/or engineer or architect and recommend acceptance or rejection of the application. After issuance of the permit, the incumbent inspects the permit construction work and ensures that construction is being carried out in accordance with Department Policies and approved plans. The incumbent represents the Department and may be called upon to make complex, on the spot decisions regarding construction in progress. These decisions require good independent judgment.

The most significant contacts outside the Department occur as the incumbent meets with municipal officials and private parties to coordinate access decisions which will maintain the capacity and improve the safety and efficiency of the traffic flow on highways within the District. Communication with the public requires that the incumbent maintain a liaison with other district bureaus relative to geometric design and future highway improvements.

The incumbent is also responsible for verifying and driving all oversize superload moves assigned by the Traffic Permit Engineer from the Springfield Superload office within a designated time frame to ensure the moves can be accommodated or the incumbent must suggest additional requirements of the mover to accommodate with his/her assigned area.

The incumbent's effectiveness is measured by the accuracy of permit design, the quality of construction, and the safety and efficiency of the highway operation during and after construction of the permit work.

Principal Accountabilities

1. Provide for the safety, efficiency, and capacity of the State's highway system when recommending approval of permit applications and during permit construction.
2. Provide detailed technical evaluation of permit applications.
3. Inspects and supervises the construction of all issued permits to ensure compliance with the specifications and a quality product.
4. Provide timely completion of all required permit documents and correspondence.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.