



# 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 26, 2016

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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 28, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 12, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Applicants must submit an ACTIVE Illinois Engineer Intern License or \*official college transcripts with application. 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 III (2 pos)      Railroad Engineer  
Region 1/District 1/Design  
Highways Project Implementation  
Schaumburg

Attachments  
41250

\*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 (PM 1080 rev 9/19/16) **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 **Wednesday, October 12, 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: Applicants must submit an ACTIVE Illinois Engineer Intern License or \*official college transcripts with application. 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

<b>Classification:</b>	<b>Civil Engineer III (2 Positions)</b>	<b>Salary Range:</b>	<b>\$5,320 - \$9,000</b>
<b>Position Title:</b>	<b>Railroad Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW113-23-51-301-10-01</b>	<b>IPR#:</b>	<b>41250</b>

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

Office of Highways Project Implementation/Region One/District One/Bureau of Design/201 W. Center Ct, Schaumburg, IL

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#### Description Of Duties:

This position is accountable for performing design survey, program development, exhibit preparation and construction supervision activities concerning railroad relocations, grade separation and grade crossing rehabilitations associated with district highway and the Office of Intermodal Project Implementation related programs.

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#### Special Qualifications:

##### **Required:**

- A valid driver's license
- A four-year engineering degree from an ABET accredited college or Engineer Intern License in the State of Illinois
- Frequent districtwide travel

##### **Desired:**

- Four years of experience in the practice of civil engineering, with at least one year of railroad experience.
- Working knowledge of modern methods, practices and techniques of highway design and construction.
- Ability to make complex engineering computations in designing difficult engineering projects and prepare complete engineering plans
- Strong oral and written communication skills

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#### Shift/Remarks:

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

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	June, 2016	<b>POSITION:</b>	Railroad Engineer
<b>APPROVED BY:</b>	Ken Eng	<b>OFFICE/DIVISION:</b>	OHPI/District One/Schaumburg/Bureau of Design
<b>CODE:</b>	PW113-23-51-301-10-01	<b>REPORTS TO:</b>	Senior Railroad Engineer

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***Position Purpose***

This position is accountable for performing design survey, program development, exhibit preparation and construction supervision activities concerning railroad relocations, grade separation and grade crossing rehabilitations associated with District Highway and the Office of Intermodal Project Implementation related programs.

***Dimensions***

Railroad Companies	30
Number of Projects	40-50 Annually
Value of Projects	\$100 to \$200 Million Annually

***Nature and Scope***

This position reports to the Senior Railroad Engineer.

This position is the administrator of the District's annual signal and grade crossing improvement programs, including the Section 130 State Highway Crossing Improvement Program. The incumbent's area of responsibility includes the Chicago Metropolitan Area which is the railroad center of the nation, is a transfer point for most major railroads and is characterized by belt line railroads which are very unique to this area. The incumbent requires a high level of knowledge and competence in dealing with railroad/highway intersection problems in the highly congested Northeastern Illinois (District 1) area.

Typical problems encountered in this position include: effectively evaluating crossing locations and recommending the type of crossing locations and recommending the type of crossing protection needed for grade crossing improvements and the railroad alignment, profile and clearances which provide for safe and efficient movement for both highway and railroad traffic; resolving with contractor or Railroad personnel items not covered in the plan and specifications; recommending proper scope of work for highway railroad related projects and recommending priorities for project implementation. The greatest challenge of this position is ensuring timely coordination of railroad work with State Highway projects in accordance with plans, specifications and accepted engineering practices.

The incumbent, as a District representative to the railroads, is responsible for obtaining engineering and operating data from the railroad companies for location and design studies; reviewing preliminary contract plans to insure conformance with railroad standards and Illinois Commerce Commission regulations; preparing exhibits for expediting the approval and execution of railroad agreements; providing the proper liaison with the Illinois Commerce Commission to obtain orders pertaining to railroad construction work necessitated by proposed highway improvements; providing other District Bureaus and Units with technical advice on railroad engineering construction, maintenance and operating practices to insure proper planning and plan preparation of highway-railroad improvements; for field reviewing and approving Railroad Force Account work and billings.

The incumbent is required to exercise considerable independent judgment in coordinating District's railroad related engineering activities in such matters as scheduling construction and negotiating railroad agreements. S/he is constrained by departmental regulations.

The incumbent works closely with the District's Project and Environmental Studies Unit engineers, designers and field engineers in the Bureaus of Programming, Design, Construction and Land Acquisition. S/he also works closely with the Central Bureau of Design and Environment and maintains contacts and effective relationships with all railroad companies within the District. Frequent district-wide travel may be required to complete job functions and duties. A valid driver's license is required.

The effectiveness of this position is measured by the extent to which negotiations and agreements with railroads are completed so as to minimize delays in the implementation of District highway improvement projects.

***Principal Accountabilities***

1. Ensures the proper and expeditious coordination of all railroad-highway related activities.
2. Ensures the execution of Railroad Agreements in full compliance with Railroad Standards and Policies, Illinois Commerce Commission regulations and State and Federal policies and in accordance with the District's construction schedule.
3. Ensures the accuracy, completeness and overall design engineering of railroad plans.
4. Ensures that the Illinois Commerce Commission orders are issued in proper form and in accordance with the District's construction schedule, and provides expert testimony to the Commission of highway-railroad work.
5. Ensures the timely processing of Railroad Force Account bills.
6. Performs other duties as assigned.
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.