To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 14, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 15, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is 4:30 p.m. on Tuesday, March 28, 2017. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 the Bureau of Personnel Management at 217/782-5594.

TM IV
Environmental Studies Unit Chief
Region 4/District 7/Program Development
Highways Project Implementation
Effingham

Attachments
41583
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 by Tuesday, March 28, 2017, 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. 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.

Ilinois Department of Transportation
An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV
Salary Range: $5,015 - $9,155
Position Title: Environmental Studies Unit Chief
Union Position: ☒ Yes ☐ No
Position Number: PW414-23-57-303-30-01
IPR#: 41583

Office/Central Bureau/District/Work Address:
Office of Highways Project Implementation/Region Four/District Seven/Bureau of Program Development/400 West Wabash Ave., Effingham, IL

Description Of Duties:
This position is responsible for the inter-disciplinary identification, evaluation and documentation of the environmental impact of highway projects and resolution within District 7, and resolves any conflicts with the public and other agencies which may arise as the result of departmental activities. This position is also accountable for the direction and supervision of studies required to ensure compliance with National Environmental Policy Act (NEPA) and other environmental statutes.

Special Qualifications:

Required:
- Valid driver's license

Desired:
- Four years of college preferably with major courses in Natural Sciences (i.e., Biological, Environmental Studies)
- Working knowledge of environmental research (methods and techniques)
- Knowledge of the National Environmental Policy Act (NEPA) process
- Experience in developing, operating and maintaining computerized databases
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday
Position Purpose

This position is accountable for the direction and supervision of studies required to ensure compliance with National Environmental Policy Act (NEPA) and other environmental statues.

Dimensions:

Subordinate Personnel: Direct - 0; Indirect - 1
Projects Annually: 15 to 100
Value of Projects Annually: $30 to $200 Million
Environmental Surveys Annually: 40 to 60
Major Environmental Reports Annually: 2 to 6
Formal Meetings Annually: 5 to 20
Clearinghouse Reviews Annually: 15 to 100

Nature and Scope:

This position reports to the Studies and Plans Engineer as do the Geometric Engineer, Bridge and Hydraulic Engineer, three Plan Project Engineers and the CADD Supervisor. Reporting to this position is an Engineering Technician on a seasonal basis.

This position is responsible for the identification, evaluation, documentation, and resolution of the environmental, social, and economic issues related to highway design, construction, and maintenance in the district. This position develops and negotiates mitigation methods with the various state and federal regulatory agencies, and prepares the necessary environmental reports for federal, state and local review agency approvals in order to achieve project letting. This position is responsible for scheduling and organizing formal and informal public meetings, and prepares news releases, transcripts, and written responses to the public.

Typical problems facing the incumbent are: ensuring that studies, analyses and documentation are complete, accurate and timely; that federal and state regulations and departmental policies are met; negotiating commitments on behalf of the district with government agencies, businesses, and private land owners; developing and implementing impact mitigation designs and techniques; assuring coordination with all required State and Federal agencies; and designing and implementing an effective public involvement program. The major challenge of this position is the appropriate coordination of projects with appropriate parties.

The incumbent is responsible for maintaining a harmonious relationship of transportation facilities with the natural, cultural, social, and economic environment. This position initiates aesthetic, ecological, and land-use considerations into planning transportation facilities. Disciplinary expertise in architecture, engineering, horticulture, biology, sociology, and economics are utilized. The incumbent must be able to have these unquantified values accepted into a more traditional transportation engineering process which primarily emphasizes engineering and economic considerations. This position evaluates projects in the district to determine the extent of environmental documentation. The incumbent prepares and submits the necessary requests for environmental surveys and monitors survey status to achieve an expeditious conclusion.
S/He serves as a member of an interdisciplinary study team which reviews alternate corridors and alignments or reconstruction of existing systems. Social, economic, and environmental relationships of the proposed alternatives are evaluated for preparing various reports and presentation at public hearings. The results of these reports and meetings are used as a basis for determining specific project actions. Undertakes required coordination for consultant projects; and reviews and submits all consultant documents to the central Bureau of Design and Environment. This position reviews, initiates, and coordinates all hazardous waste surveys. S/He determines the extent of additional surveys, avoidance and mitigation methods. This function is crucial in ensuring public/employee safety, avoidance of litigation, and timely contract completion. This position participates in public hearings to discuss and gather information regarding the environmental considerations of highway improvement projects. During these meetings, the incumbent fields’ questions and complaints to provide clear, concise and logical explanations of proposed project details. S/He prepares the news releases and advertisements, hearing transcripts, and written responses to the public. The incumbent coordinates the borrow/use area requests of contractors during construction. S/He reviews and clears the request or orders further studies. This function is crucial in avoiding contract delays and ensuring statutory compliance by the department. The incumbent serves as the district bikeway coordinator and produces and coordinates the bi-monthly coordination meetings and issues meeting minutes. Complete and accurate minutes are crucial in documenting specific project decisions necessary to project development. The incumbent secures Section 404 Permits from the U.S. Army Corps of Engineers and 401 Water Quality Certification Permits from the Illinois Environmental Protection Agency. The incumbent oversees and manages the Districts Wetland Banks including their wetland bank ledgers and coordinates operation and maintenance activities at the bank sites.

The incumbent has the responsibility for resolving problems of a complex nature resulting from conflicts with the state and federal environmental regulations or from an objection or request by a coordinating agency. These resolutions must be conducted within the frame work of federal, state and local laws, agency regulations, interagency working agreements, and departmental policies and procedures. The incumbent frequently advises the district bureau chiefs and the district engineer relative to environmental concerns.

Internal contacts are with other Program Development Sections, bureau chiefs and their staff in all other district bureaus; the district engineer, and the central Bureau of Design and Environment. External, contacts are made routinely with state and federal regulatory agencies, private businesses, and the general public. The ability of the incumbent to coordinate all levels of these interests in a mutually beneficial manner is paramount.

The effectiveness of this position can be measured by the timeliness, accuracy, and acceptability of the resolution of environmental concerns and coordination efforts.

Principal Accountabilities:

1. Direct the activities of the environmental unit to achieve environmental compliance/approval of the district programs.
2. Serve as environmental liaison between the district, Federal Highway Administration, federal and state agencies, consultants, outside organizations, and the general public.
3. Provide and carry out coordination necessary to obtain approval of consultant environmental reports.
4. Serve as environmental consultant to other bureaus and the district engineer to ensure compliance with statutes and policies.
5. Perform all necessary coordination relative to public involvement, bi-monthly coordination meetings.
6. Serve as district bikeway coordinator.
7. Develop and negotiate solutions to environmental impacts under the supervision of the Studies and Plans Engineer.
8. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs all other duties as assigned.