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 Wednesday, 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: 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 the Bureau of Personnel Management at 217/782-5594.

CE IV  
Senior Squad Leader  
Region 3/District 4/Program Development  
Office of Highways Project Implementation  
Peoria

Attachments  
41599
Technical Applications (PM 1080 rev 9/19/16) must be received by the Bureau of Personnel Management, Room 11, 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: 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.

Position Summary Sheet

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Civil Engineer IV</th>
<th>Salary:</th>
<th>$5,800 - $7,515*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Senior Squad Leader</td>
<td>Union Position:</td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td>Position Number:</td>
<td>PW114-23-54-303-10-01</td>
<td>IPR#:</td>
<td>41599</td>
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</tbody>
</table>

Office/Central Bureau/District/Work Address:
OHPI/Region 3/District 4/Bureau of Program Development/401 Main Street, Peoria, IL

Description Of Duties:
This position is accountable for supervising and/or the preparation of the more complex in-house studies and plans for district highway projects and/or supervising, reviewing, and evaluating consultant activities involved in the preparation of studies and plans for these improvements.

Special Qualifications:

**Required:**
- Current Illinois Professional Engineer license
- Valid driver’s license
- Districtwide travel

**Desired:**
- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Knowledge and understanding of design standards and specifications
- Ability to plan, organize, and establish priorities
- Strong oral and written communication skills, and experience communicating with the public

Shift/Remarks:
8:00 am – 4:30 pm / Monday – Friday

*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITRION (RDP) POLICY.*

*Individual salary offers are computed based on an applicant’s current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.*
Position Purpose

This position is accountable for supervising and/or the preparation of the more complex in-house Studies and Plans for district highway projects and/or supervising, reviewing, and evaluating consultant activities involved in the preparation of Studies and Plans for these improvements.

Dimensions

Subordinate Technical Personnel: 2-5 direct
Number of Consultant Agreements: 5-10 per year
Construction Dollar Volume of Agreements: $20-50 Million
Number of Projects: 5-10 (Major); 10-15 (Minor)
Dollar Value: $10-50 Million

Nature and Scope

This position reports directly to the Project Engineer, as do the other Squad Leaders. Reporting to this position are three to seven Civil Engineers and Engineering Technicians.

This position functions in an environment that is characterized by fluctuations in the number of assignments received, consultant work reviewed, seasonal manpower requirements, and prescribed time-frames for completion of assigned projects. The projects assigned to this position are the most complex and difficult ones in the District program and require a great deal of expertise and experience to accomplish. These projects entail highly complex structures, multi-jobs projects that are composed of several interchanges, bridges, ramps, or numerous miles of mainline highways, or major projects in urban areas. This position must maintain flexibility in assigning projects to subordinates due to the fact that changes in programs often occur to accommodate emergencies or a realignment of priorities. The position is also responsible for monitoring the projects assigned to consultants and serves as liaison between the Bureau and consultants.

Typical problems faced by the incumbent include working with subordinates and consultants to resolve complex technical problems related to studies and plan preparation, and developing timetables that facilitate timely completion of projects assigned, and must also consider workload fluctuations due to program changes. The incumbent’s greatest challenge is to coordinate the efforts of subordinate personnel to meet project deadlines while ensuring documents prepared for transportation facility improvements are completed in the most cost efficient manner. The incumbent also coordinates the efforts of the squad to facilitate the work flow from consulting engineers to ensure that project schedules will be met and that studies and plans prepared by consultants will be completed in the most cost efficient manner.

The incumbent must balance engineering requirements, costs, and public acceptability while ensuring timely project completion. Public involvement including hearings and meetings are handled by this position. The incumbent must coordinate with the Environmental Studies Coordinator in the development of environmental studies. The incumbent is accountable for the determination of grade lines, drainage requirements, pavement analyses, and special details required for complete designs prepared by either the squad or consultants. The incumbent is responsible for the preparation of general notes and/or special provisions to clearly explain special design details or construction procedures.
The incumbent accomplishes accountabilities through the following staff:

**Two to five squad engineers and/or squad technicians** - who make computations and calculations, perform drafting assignments, design special features, make field investigations, prepare various studies and contract plans.

In accomplishing the objectives of this position, the incumbent operates within the limits of prescribed policies, standards, and specifications. This, in conjunction with input from the Project Engineer, serves as the basic restriction to the Squad Leader’s ability to make decisions and produce final products. Recommendations pertaining to major changes in consultant prepared studies and plans, departures from original contract specifications and payments to consultants are referred to the Project Engineer for further consideration. With respect to subordinate personnel, the Squad Leader is responsible for evaluating and making recommendations to the Project Engineer on matters pertaining to raises, firing, and disciplinary action.

Internal contacts include other sections within the Bureau of Program Development for coordination of surveying, cost estimates and utility conflict adjustments and agreements. The incumbent has regular contacts with the following District Sections: Materials, Construction, Traffic, and Maintenance. Regular external contacts include the Federal Highway Administration, county, municipal, and other local officials and private parties to provide information regarding highway improvements, and the Central Bureau of Bridges and Structures for matters pertaining to hydraulics and highway structures. The incumbent also maintains contact with consultant firms in order to effectively supervise, review, and evaluate consultant activities. This position requires frequent travel throughout the district to conduct field inspections.

The effectiveness of this position is measured by the incumbent’s ability to meet project deadlines without major corrections or revisions.

**Principal Accountabilities**

1. Responsible for ensuring that studies and plans prepared within the squad and by consultants are accurate, complete, and in compliance with design standards and specifications, and depict the most cost effective designs for major projects.

2. Provides liaison between the District Bureau of Program Development and consulting engineers on matters pertaining to highly complex transportation facility studies and plans.

3. Responsible for motivating, training, evaluating, and the safety and well-being of subordinate personnel.

4. Responsible for meeting all applicable environmental laws, rules & policies.

5. Conducts public involvement activities that provide accurate information to the public, insures that all public input is valued and results in a positive image of the district.

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.