



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 1, 2017

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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 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, September 18, 2017**. Applications 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.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE IV

Senior Design Squad Leader  
Region 2/District 3/Program Development  
Highways Project Implementation  
Ottawa

Attachments  
42191

Technical Applications [PM1080 rev 6/1/17](#)\*\***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 **Monday, September 18, 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.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer IV</b>	<b>Salary:</b>	<b>\$5,800 - \$7,515*</b>
<b>Position Title:</b>	<b>Senior Design Squad Leader</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW114-23-53-303-10-01</b>	<b>IPR#:</b>	<b>42191</b>

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

Office of Highways Project Implementation/District 3/ Region 2/ Bureau of Program Development/700 E. Norris Drive, Ottawa, IL

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#### Description Of Duties:

This position is responsible for supervising engineers and technicians in the preparation of studies and plans for highway projects. This position is also negotiates and reviews consultant prepared studies and plans.

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#### Special Qualifications:

##### Required:

- Current Illinois Professional Engineers license
- Valid driver's license
- Travel

##### Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering with an emphasis in design and construction of highways
- Strong communication skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

#### **THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (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.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 2017	<b>POSITION:</b>	Senior Design Squad Leader
<b>APPROVED BY:</b>	<i>Wayne Phillips</i>	<b>OFFICE/DIVISION:</b>	OHPI/Region 2/District 3
<b>CODE:</b>	PW114-23-53-303-10-01	<b>REPORTS TO:</b>	Project Engineer

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**POSITION PURPOSE**

This position is responsible for supervising engineers and technicians in the preparation of studies and plans for highway projects. This position is also responsible for the management of consultant prepared studies and plans.

**DIMENSIONS**

Subordinates:	1 to 3 with additional 1 to 2 temporarily assigned seasonal personnel
Number of Projects:	5 to 15 per year
Contract Value:	\$5 to \$60 million per year

**NATURE AND SCOPE**

This position reports to the Project Engineer as do other Senior Unit Chiefs and Unit Chiefs. Reporting to this position are the Plan Designers.

This position functions in an environment affected by seasonal manpower, available funds, and changes in priorities. The incumbent must maintain flexibility in assigning work to subordinates based on changing priorities and the ability of the assigned subordinates. This position operates in a geographic area which encompasses a nine county area which is for the most part rural but does contain several highly urbanized areas including Kankakee, DeKalb-Sycamore, and Oswego-Yorkville.

Typical challenges faced by the incumbent include working with subordinates to resolve problems while developing the ability of the subordinates, communicating with consultant engineers to resolve technical problems, and assisting with the formulation of project schedules. The incumbent must coordinate the efforts of the unit to facilitate the work flow, including that of consulting engineers, to ensure that project schedules are met and that studies and plans comply with Department policies and procedures. The incumbent's greatest challenge is developing studies and plans for projects which are cost effective, safety oriented, publicly acceptable, environmentally suitable, and aesthetically pleasing and in conformance with Department policies, standards and specifications. The incumbent must conceive viable alternative solutions to transportation deficiencies and recognize when to deviate from policies to satisfy area conditions or balance the cost effectiveness of the improvement.

The incumbent is responsible for the management of consulting engineers and the preparation of studies and plans for highway facility improvements. This includes all work required to complete phase one engineering reports and public coordination required to secure design approval or to prepare plans, specifications, and estimates for contract lettings. The incumbent is also responsible for coordinating unit activities in their review of consultant prepared studies or plans.

As a supervisor, the incumbent is responsible for training, motivating, coordinating, and assigning tasks to subordinate personnel. Responsibilities are accomplished through the Plan Designers who prepare plans for contract lettings.

In accomplishing the objectives of this position, the incumbent must operate within the general scope of prescribed policies and procedures. Recommendations pertaining to major changes in consultant prepared studies and plans are referred to the Project Engineer for further consideration. All these must be considered by the incumbent when making decisions. With respect to subordinate personnel, the Senior Unit Chief is responsible for evaluating and making recommendations to his/her supervisor on matters pertaining to personnel development.

Internal contacts include other sections within the Bureau of Program Development, the Bureau of Project Implementation, and the Bureau of Operations. External contacts may include county and local municipal officials, private parties, the Central Bureau of Design and Environment, the Central Bureau of Safety Engineering, and the Central Bureau of Bridges and Structures. Contacts are also made with engineering consultants on matters pertaining to the content of studies and plans. Travel may be required.

The effectiveness of this position is measured by the quantity, quality, and timeliness of studies and plans prepared by the incumbent's unit or studies and plans prepared by consulting engineers and reviewed by the unit.

### PRINCIPAL ACCOUNTABILITIES

1. Responsible for ensuring that studies and plans prepared within the unit as well as those prepared by consulting engineers are accurate, complete, and in compliance with policies and procedures or acceptable variations and represent the most cost efficient designs.
2. Responsible for motivating, training, and evaluating subordinate personnel.
3. Coordinate the activities of subordinate personnel with other sections within the bureau and consulting engineers to ensure that studies and plans are completed in time to meet prescribed schedules.
4. Responsible for the safety of the subordinates.
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.