



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: June 6, 2018

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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 June 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, June 21, 2018**. Applications will not be accepted after that time and date.

**NOTE: 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.

ET IV (2 pos)

Studies and Plans Team Manager  
Region 4/District 6/Program Development  
Office of Highways Project Implementation  
Springfield

Attachments  
42809

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 **Thursday, June 21, 2018**, 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: 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>Engineering Technician IV (2 Positions)</b>	<b>Salary:</b>	<b>\$4,695 - \$6,735*</b>
<b>Position Title:</b>	<b>Studies and Plans Team Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-56-303-40-01</b>	<b>IPR#:</b>	<b>42809</b>

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

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development/126 E Ash St, Springfield, IL

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#### Description Of Duties:

This position is responsible for preparing studies and plans for highway facility improvements.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Occasional travel and overtime

##### **Desired:**

- An associate degree from an accredited two-year civil engineering technology program or completion of two years' of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Ability to perform job duties independently and with minimal guidance/supervision
- 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>	February 5, 2018	<b>POSITION:</b>	Studies & Plans Team Manager
<b>APPROVED BY:</b>	Jeffrey South	<b>OFFICE/DIVISION:</b>	OHPI/Region 4/ District 6/ Program Development
<b>CODE:</b>	PW014-23-56-303-40-01	<b>REPORTS TO:</b>	Project Engineer

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***Position Purpose***

This position is accountable for preparing studies and plans for highway facility improvements.

***Dimensions***

Subordinates:	1-3 direct; 1-3 indirect
Number of Contracts:	2-10 annually
Contract Value:	\$250,000 to \$50 million

***Nature and Scope***

This position reports to a Project Engineer. Reporting to this position are one to five engineers and/or technicians. Additional engineers and/or technicians may report to the incumbent in the winter months.

This position functions in an environment which is characterized by fluctuations in the number of studies and plans received, consultant work reviewed, seasonal manpower requirements, and prescribed time frames for completion of assigned projects. 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.

Typical problems faced by the incumbent include working with subordinates and consultants to resolve technical problems related to the preparation of studies and contract plans, and developing timetables which facilitate timely completion of projects assigned and which also consider workload fluctuations due to program changes. The incumbent's greatest challenge is to coordinate the efforts of the design team to meet project deadlines while ensuring that the studies and plans prepared for transportation facility improvements are completed in the most cost efficient manner.

The incumbent personally reviews location studies, detailed designs, plans and specifications prepared by consulting engineers. The incumbent is also accountable for the determination of grade lines and drainage requirements, analysis of pavement requirements and special details required for complete designs prepared by either the design team 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. In addition, this position is responsible for determining accurate quantities, earthwork computations, and conducting plan and field reviews. The incumbent also coordinates the efforts of the design team to facilitate the workflow from consulting engineers to ensure that letting deadlines will be met and that studies and plans prepared by the consultants will be completed in the most cost efficient manner.

The incumbent accomplishes these responsibilities through the following subordinate staff:

One to five team engineers / technicians – who make computations and calculations, perform Computer Aided Design and Drafting (CADD) drafting assignments, design special features, make field investigations, and 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. It is often necessary to make judgments to determine which guidelines are applicable. This position takes independent action in the development of engineering alternatives in the location studies and makes recommendations in the coordinated phasing with other projects. The incumbent informs his/her supervisor of unique engineering problems and/or sensitive areas of study. The location studies inherently have unique problems and are at times sensitive in nature so appropriate discretion is required.

Internal contacts include other sections within the Bureau of Program Development for the coordination of surveying, cost estimates and utility adjustments and agreements and right-of-way needs. The incumbent also has regular contact within the district with the Bureau of Operations and the Bureau of Project Implementation (Construction, Materials, Local Roads), central Bureau of Bridges and Structures, and central Bureau of Design and Environment. External contacts include the Federal Highway Administration, consulting engineers, municipalities, counties, and property owners. This position may require overtime and travel.

The effectiveness of this position is measured by the quantity, quality and timeliness of studies and plans prepared by the incumbent's design team which facilitate the letting of contracts on schedule.

***Principal Accountabilities***

1. Ensures that studies and plans prepared within the study team and by consultants are accurate, complete and in compliance with design standards and specifications and depict the most cost-effective designs for all projects.
2. Provides liaison between the district and consulting engineers on matters pertaining to transportation facility planning and design.
3. Motivates, trains and evaluates subordinate personnel.
4. Coordinates the activities of subordinate personnel with other sections within the bureau and consultant engineers to ensure plans are completed in time to meet prescribed letting dates.
5. Conducts public involvement activities that provide accurate information to the public.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs all other duties as assigned.