



# 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 12, 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 14, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 27, 2018**. Applications will not be accepted after that time and date.

**NOTE: Official college transcripts or an Engineer Intern License in the State of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered. 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 III (2 positions) Studies and Plans Team Engineer  
Region 4/District 6/Program Development  
Office of Highways Project Implementation  
Springfield

Attachments  
42901

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 **Wednesday, June 27, 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: Official college transcripts or an Engineer Intern License in the State of Illinois must be included with the application. Applicants not submitting these documents by the posting deadline will not be considered. 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**

## Position Summary Sheet

An Equal Opportunity Employer

<b>Classification:</b>	<b>Civil Engineer III (2 Positions)</b>	<b>Salary:</b>	<b>\$5,320 - \$7,160*</b>
<b>Position Title:</b>	<b>Studies &amp; Plans Team Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW113-23-56-303-40-02</b>	<b>IPR#:</b>	<b>42901</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 complex highway improvements.

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### Special Qualifications:

#### **Required :**

- Four-year engineering degree from an ABET accredited college or Engineer Intern license in the state of Illinois
- Valid driver's license
- Statewide travel with occasional overnight stays and overtime

#### **Desired:**

- Four years of experience in the practice of civil engineering of which at least one year should be in the particular area of highway engineering
- Ability to conduct engineering research and write technical reports
- Ability to analyze and solve highway engineering problems
- Strong oral and/or written 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.

**LINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	June 2018	<b>POSITION:</b>	Studies & Plans Team Engineer
<b>APPROVED BY:</b>	Jeffrey South	<b>OFFICE/DIVISION:</b>	Office of Highways Project Implementation/District 6
<b>CODE:</b>	PW113-23-56-303-40-02	<b>REPORTS TO:</b>	Project Engineer

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***Position Purpose***

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

***Dimensions***

Public Hearings:	2 to 3
Informational Meetings:	8 to 15
Design and Corridor Studies:	15 to 25

***Nature and Scope***

This position reports to a Project Engineer. Positions that may temporarily report to this position are rotating engineers, engineers or technicians from construction during the winter season, temporary technicians during the summer and other Studies and Plans staff engineers and technicians.

The incumbent is a member of an interdisciplinary study team who reviews alternate corridors and alignments for both new highway systems and the reconstruction of existing highways. Social, economic, aesthetic and environmental relationships of the proposed alternatives are evaluated for preparing various reports and for presentation at informational meetings and public hearings. The results of the reports and meetings are used as a basis for determining the most feasible alternative alignment for constructing new highways or improving existing facilities. After the reports are completed, detailed plans and specifications are then prepared.

Some typical problems encountered by the incumbent include resolving the alternatives to be evaluated in project studies. The incumbent also resolves technical and procedural problems encountered by co-workers in their development of project study reports, plans and specifications. The greatest challenge of the position is developing location studies.

Many of these studies involve making value engineering determinations before a recommendation can be made as well as making engineering judgments for recommending deviation of design standards. The incumbent directs the preparation of location studies and recommends alternatives to the Team Engineer or Project Engineer. In addition, the incumbent makes presentations at public meetings, reviews studies made by consultants and local agencies and recommends approval or revision and prepares access control plans. This position also reviews environmental studies for compatibility with the engineering alternatives and makes field reviews of project sites to ensure completeness and accuracy of location studies. The incumbent is also responsible for the preparation of the maps charts, displays and documents used for informational meetings and public hearings and the preparation of the detailed plans and specifications.

The incumbent operates within the guidelines of the American Association of State Highway and Transportation Officials (AASHTO) Design Manual, the IDOT Personnel Policies Manual, the Traffic Engineering Handbook, and other manuals. 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.

The incumbent has internal contacts with the Bureaus of Design, Land Acquisition, Operations and Project Implementation. External contacts are with consulting engineers as they prepare similar studies for the district. This position may require statewide travel with occasional overnight stays and overtime.

The effectiveness of this position is measured by the accuracy, completeness and timely submission of the studies and plans.

***Principal Accountabilities***

1. Prepares alternate designs for location studies.
2. Reviews location studies prepared by consultants and other agencies for completeness according to policy and procedures.
3. Assists with informational meetings, public hearings, and presentations to describe projects.
4. Prepares detailed studies and plans and specifications.
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.