



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 12, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, June 25, 2018**. 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 Project Squad Leader
Region 4/District 7/Program Development
Office of Highways Project Implementation
Effingham

Attachments
42932

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 by **Monday, June 25, 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: 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

Classification:	Civil Engineer IV	Salary:	\$5,800 - \$7,515*
Position Title:	Senior Project Squad Leader	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-57-303-10-02	IPR#:	42932

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 accountable for supervising and coordinating the activities of the engineers and technicians engaged in designing and preparing studies and plans for highly complex highway facility improvements as well as reviewing consulting engineers' plans and specifications on major projects.

Special Qualifications:

Required:

- Valid driver's license
- Current Illinois Professional Engineer license

Desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in the specific area of highway engineering
- Extensive knowledge of the principles and practices of civil engineering
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and written communication and organizational skills

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**

DATE:	May 1, 2018	POSITION:	Senior Project Squad Leader
APPROVED BY:	Jeffrey South	OFFICE/DIVISION:	OHPI /District 7/Program Development
CODE:	PW114-23-57-303-10-02	REPORTS TO:	Plan Project Engineer

Position Purpose

This position is accountable for supervising and coordinating the activities of the engineers and technicians engaged in designing and preparing studies and plans for highly complex highway facility improvements and reviewing consulting engineers' plans and specifications on major projects.

Dimensions

Subordinate Personnel	Direct 1 to 5, Indirect 1 to 5
Number of Contracts	5 – 15 annually
Contract Value	\$2 – \$5 million

Nature and Scope

This position reports to the Plan Project Engineer. Reporting to this position are numerous engineers and/or technicians.

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 involving a project that would be 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 changes in programs often occur to accommodate emergencies or a realignment of priorities. The position also monitors 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 plans preparation, 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 squad sufficiently to meet letting deadlines while ensuring that the studies and plans prepared for transportation facility improvements are completed in the most cost-efficient manner.

The incumbent personally determines grade lines and drainage requirements, and analyzes pavement requirements 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. In addition, this position is responsible for resolving difficult engineering problems; participating in public hearings; preparing and/or checking earthwork computations to obtain the most economical and adaptable designs; and conducting field reviews of affected sections before, during and after construction. The incumbent also coordinates the efforts of the squad to facilitate the workflow from consulting engineers to ensure letting deadlines are met; ensures plans prepared by the consultants are completed in the most cost-efficient manner, and evaluates the consultants.

The incumbent accomplishes these responsibilities through subordinate staff consisting of two to five Studies and Plans engineers and technicians.

In accomplishing the objectives of this position, the incumbent must cooperate within the limits of prescribed design standards, policies and specifications. This, in conjunction with input from the Plan Project Engineer, serves as the basic restrictions in the ability to make decisions and produce a final product. Recommendations pertaining to major changes in consultant prepared plans, departures from original contract specifications and payments to consultants are referred to the Plan Project Engineer for further consideration. This position is responsible for evaluating and making recommendations to the Plan Project Engineer on matters pertaining to hiring, firing, and disciplinary action of subordinates.

Internal contacts include other sections within the district Bureau of Program Development for the coordination of cost estimates, utility adjustments and agreements. The incumbent has regular contacts with the Land Acquisition Section, for coordinating surveying and right-of-way needs; Materials Section for coordinating soil surveys; Bureau of Operations to obtain signing data, traffic control and information regarding highway improvements; and the central Bureau of Bridges and Structures for matters pertaining to hydraulics and highway structures.

The effectiveness of this position is measured by the quantity, quality, and timeliness of plans prepared by the squad and consulting engineers who facilitate the letting contracts on schedule.

Principal Accountabilities

1. Responsible for ensuring 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 design 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. Motivates, trains, and evaluates subordinate employees.
4. Coordinates the activities of subordinate personnel with other sections within the bureau and consultants to ensure studies and plans are completed to meet prescribed letting dates.
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 all other duties as assigned.