Civil Engineer Trainee (1 Position)
Airport Planning Engineer and Environmental Specialist

IPR Number: 43443
Position Number: PW110-23-60-203-00-01
Opening Date: March 11, 2019
Closing Date: April 5, 2019

Union Position: ☑ Yes ☐ No
Shift: 8:00 am – 4:30 pm
Monday – Friday
Salary: $4,275 – $5,118*

Office/Central Bureau/District/Work Address:
Office of Intermodal Project Implementation / Division of Aeronautics / 1 Langhorne Bond Drive, Springfield, Illinois

Position Purpose:
Under immediate and routine supervision, this position assists with the initiation, scoping, coordination, development, review, and financial management of various airport planning projects and project specific environmental surveys, studies, and determinations for all airport project developments in Illinois.

Qualifications:
Position Requirements:
• Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the state of Illinois (includes those expecting to graduate in spring 2019)
• Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
• Occasional statewide travel

Position Desirables:
• Basic skill in the use of engineering field and office instruments including Microsoft Office and Auto CADD
• Working knowledge of the routine practices of civil engineering
• Strong oral-and/or written communication skills
• Ability to write technical reports

How to Apply/Remarks:
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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework listed within the application will be considered for determining eligibility for this position.

NOTE: Unofficial college transcripts must be included with the application. Official college transcripts must be submitted upon date of employment. Applicants possessing an Engineer Intern license must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.

NOTE: Please be advised that if a high volume of applications is 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.

*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.
ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION

DATE: January 30, 2019
WORKING TITLE: Airport Planning Engineer and Environmental Specialist

POSITION CLASSIFICATION: Civil Engineer Trainee
OFFICE/BUREAU: Division of Aeronautics / Bureau of Airport Engineering

POSITION NUMBER: PW110-23- 60-203-00-01
REGION/DISTRICT: n/a

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**Position Purpose**

Under immediate and routine supervision, this position assists with the initiation, scoping, coordination, development, review, and financial management of various airport planning projects and project specific environmental surveys, studies, and determinations for all airport project developments in Illinois.

**Dimensions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
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<tbody>
<tr>
<td>Number of airports:</td>
<td>75 public-use</td>
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<tr>
<td>Annual planning expenditures:</td>
<td>$1 - $2 million annually</td>
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<td>Airport master plans, layout plans, and updates:</td>
<td>5 - 10 annually</td>
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<tr>
<td>Environmental survey requests (ESR):</td>
<td>15 - 20 annually</td>
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<td>Farming plat reviews:</td>
<td>15 - 20 annually</td>
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<tr>
<td>Environmental categorical exclusions:</td>
<td>10 - 15 annually</td>
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<td>CADD drawing updates:</td>
<td>60 - 90 annually</td>
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**Nature and Scope**

This position reports to the Section Chief of Airport Programming, Planning, and Environment. There are no subordinates reporting to this position.

The Illinois Department of Transportation (IDOT), Division of Aeronautics, under intergovernmental agreement, acts as agent of the airport owner (sponsor) for all matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. This act requires and directs the Division of Aeronautics to regulate and supervise aeronautics within the state, with "aeronautics" defined as the design, establishment, construction, extension, operation, improvement, repair, or maintenance of airports. The act further states that the Division of Aeronautics shall not expend any funds appropriated or made available for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Division of Aeronautics. The Division of Aeronautics administers the federal Airport Improvement Program (AIP), in part, through a cooperative memorandum of agreement with the Federal Aviation Administration (FAA) known as the Block Grant Program Agreement. Approximately 75 public-use airports throughout the state are eligible to receive federal, state, and local program funds to plan, create, develop, and improve airport facilities. Typical plans, studies, and activities administered through this position include: airport master plans, land-use, layout plans, and updates; environmental categorical exclusions; and farming plats. This position assists with the development and maintenance of Computer Aided Drafting and Design (CADD) drawings and files, including pavement feature maps and pavement history map updates. In addition, this position assists in the development of guidance for use by consultants and airport sponsors.
Typical problems involve coordination with local, state, and federal regulatory agencies with multifaceted and conflicting developmental goals requiring the ability to strike an agreement for developmental strategies. Other problems include overall public opposition of any aviation improvement project which may create real or perceived noise or other unwanted environmental consequences. These problems may delay very much needed infrastructure improvements which affect the safety of the aviation system and could potentially jeopardize state and federal funds. The greatest challenge of this position is to provide developmental alternatives and environmental mitigation strategies that may be acceptable to all parties so as to keep projects on schedule.

The incumbent assists with establishing project scopes and budgets. The incumbent develops tools and databases to aid in the analysis of data and project information. The position assists in the review of airport planning and environmental documents which are required for project development and construction. S/He may be asked to assist airport sponsors in requesting and developing the department's annual planning transportation improvement program budget for all planning and environmental work, scheduling accomplishment of these actions, and assuring the accurate and timely completion.

S/He exercises professional judgment on technical matters within established engineering codes, standards, and the section policies and makes recommendations for consideration and approval. All matters dealing with the interpretation of policy, elements of precedence, regulatory changes, and other areas of controversy will be referred to the supervisor for final decision. This position is constrained by applicable departmental, state, and federal guidelines and policies.

Internal contacts include bureaus within the Division of Aeronautics as well as other departmental offices and bureaus. External contacts may include other state agencies; the Federal Aviation Administration; municipalities, counties, and airport sponsors; contractors; and consulting engineers.

The effectiveness of this position is measured by the timeliness of resolving problems and the maintaining of a high level of cooperation with all contractual parties.

**Principal Accountabilities**

1. Assists with the determination of the annual federal/state/local planning and environmental studies budget.

2. Assists with the development/collection of the aeronautical and environmental survey data and documentation used in the preparation of planning and environmental documents.

3. Assists with the development and review of planning and environmental projects.

4. Assists with the development and review of professional services agreement scopes and fees.

5. Reviews invoice documentation for completion, approval, and audit compliance.

6. Participates in site visits.

7. Reviews federal/state/local applications for planning grants for all public aviation facilities in Illinois.

8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

9. Performs other duties as assigned.
Subordinates of this position (if applicable, list subordinate information in the chart below)

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<tr>
<th>Position Classification</th>
<th>Position Number</th>
<th>Working Title</th>
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Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer V
Working Title: Section Chief of Airport Programming, Planning, and Environment
Position Number: PW115-23-60-203-00-01

Position Requirements

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the state of Illinois
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
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Agency Approvals

[Signatures]

Bureau Chief of Personnel Management

[Signature]

Secretary, Department of Transportation

[Signature]