

Job Title: TECHNICAL MANAGER III - NATURAL RESOURCES COORDINATOR - IPR#45575

Agency : Department of Transportation

Closing Date/Time: 01/27/2023

Salary: \$4,765 - \$8,295 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Natural Resources Coordinator.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for reviewing proposed transportation improvements for potential impacts to protected natural resources. This position ensures departmental compliance with the laws, rules, and regulations protecting natural resources including wetlands and endangered and threatened species.

Number of programs: 1

Amount of program: \$600,000 annually

Number of projects: 75 -150 annually

This position reports to the Natural Resources Unit Manager. There are no subordinates reporting to this position.

This position functions within a statewide program where a large number of environmental survey requests (ESRs) for proposed improvements are received from the Illinois Department of Transportation (IDOT) district offices, county governments, and other department offices. This position works in a complex environment due to the necessary integration of the many requirements of the National Environmental Policy Act (NEPA), related federal (Clean Water Act, Executive Order on Wetland Protection, Wild and Scenic Rivers Act, among others) and state (Illinois Interagency Wetland Policy Act of 1989, Nature Preserves Act, among others) environmental laws, and interagency agreements. This position adheres to the various regulations, policies, and procedures promulgated by those agencies with which we coordinate (Illinois Department of Natural Resources, U.S. Fish and Wildlife Service) or which have regulatory jurisdiction over certain aspects of project implementation (U.S. Army Corps of Engineers, U.S. Environmental Protection Agency [EPA], Illinois EPA, and the Federal Highway Administration [FHWA]).

The challenge facing the incumbent is applying or integrating the requirements of the NEPA, Clean Water Act, and Endangered Species Act, among others, to the highway development process to ensure compliance. Typical problems for the incumbent are determining which laws and regulations apply to a given project, establishing priorities within the diverse projects, and completing reviews within defined timeframes.

The incumbent provides natural resources expertise to all highway districts and offices of the department. S/He operates the biological component of the Environmental Survey Program. The incumbent reviews environmental reports. S/He disseminates technical environmental information to the appropriate office in the department. S/He prepares and updates sections of the Natural Resources Manual and the Bureau of Design and Environment (BDE) Manual. The incumbent stays abreast of environmental laws, regulations, policies, and procedures.

(Job Responsibilities continued)

The incumbent is given general latitude in accomplishing his/her tasks. Non-routine or complicated problems are referred to the Natural Resources Unit Manager for resolution. S/He is constrained by applicable departmental/state/federal regulations.

Internally, the incumbent is in frequent contact with district environmental coordinators, design squad leaders, project coordinators, and natural resource personnel within the Location and Environment Section. S/He is in contact with location field engineers for the purpose of obtaining and distributing wetland resource information. Externally, the incumbent is in contact with contractual survey personnel, coordinators within natural resource and regulatory agencies, and the FHWA. Occasional statewide travel with overnight stays is required.

The effectiveness of this position can be measured by the timeliness and quality of expertise in operating the biological component of the Environmental Survey Program. This includes the review of ESRs, research, report writing, and effective coordination of department projects with outside resource agencies

Principal Accountabilities

1. Provides natural resources expertise to all highway districts and offices of the department, and others as directed.
2. Operates the biological component of the Environmental Survey Program.
3. Prepares and reviews environmental reports.
4. Disseminates technical environmental information to appropriate offices within the department.
5. Prepares and updates sections of the Natural Resources Manual and the BDE Manual.
6. Stays abreast of environmental laws, regulations, policies, and procedures.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in the life sciences, natural resource sciences, or environmental sciences; OR

- Completion of two years of college PLUS two years of experience analyzing natural resource surveys, completing environmental assessments and reports, or a combination thereof; OR
- Six years of experience analyzing natural resource surveys, completing environmental assessments and reports, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Ability to plan, organize, execute, and evaluate administrative program requirements
- Strong oral and written communication skills
- Basic knowledge, skills, and abilities in the use of geographic information systems (GIS)

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation/Bureau of Design & Environment

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Sciences and Natural Resources

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the **career portal** for State employees and review the **Internal Candidate Application Job Aid**

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com