



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 8, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, May 19, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET IV (2 pos) Permit and Agreements Technician
Region 5/District 8/Program Development
Office of Highways Project Implementation
Collinsville

Attachments
40915

Technical Applications (PM 1080 rev 9/19/16) **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 **Friday, May 19, 2017**, 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: Applications will be accepted from qualified permanent DOT employees only. 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:	Engineering Technician IV (2 Positions)	Salary Range:	\$4,695 - \$8,775
Position Title:	Permit & Agreements Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-304-00-01	IPR#:	40915

Office/Central Bureau/District/Work Address:

OHPI / Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive - Collinsville, IL

Description Of Duties:

This position is accountable for conducting adequate research and preparation of all agreements with local agencies; and reviewing applicants' requests for utility permits.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

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
- Strong oral and/or written communication skills

Shift/Remarks:

Typically, 8:00 am - 4:30 pm / Monday – Friday, subject to variance according to district operational needs.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2015	POSITION:	Permit & Agreements Technician
APPROVED BY:	<u>Kirk Brown</u>	OFFICE/DIVISION:	Highways / D8 / Program Development / Project Support
CODE:	PW014-23-58-304-00-01	REPORTS TO:	Project Support Engineer

Position Purpose

This position is accountable for providing assistance to applicants and the review of all applicants' requests for utility permits, conducting adequate research and preparation of all agreements with local agencies.

Dimensions

Subordinates:	0 Direct
Number of Permit Requests:	600 Annually
Number of Local Agency Agreements:	100 Annually

Nature and Scope

This position reports to the Project Support Engineer.

This position is accountable for the preparation and review of utility permits and local agency agreements within a district that is highly urbanized and experiencing rapid industrial, commercial and residential growth, which has prompted the rehabilitation of a number of existing highway systems within the Metro-East area requiring numerous utility permits and local agency agreements. He/she is required to negotiate joint agreements to gain outside agency approval of departmental methodology used in constructing projects within their jurisdiction. Due to the extended growth and environmental impacts, the utility companies are being required to update or provide additional services which necessitates the relocation of various utility facilities, the majority of which are on state right-of-way, which precipitates utility permits. In performing the functions of this position, the incumbent is required to review all utility permit applications in order to assure compliance with state policies and procedures.

Typical problems involve the explanation of policies and engineering standards to a variety of individuals. The incumbent's greatest challenge is to provide adequate assistance in connection with the use of state right-of-way and local agency agreements in the reviewing of utility permits and agreements.

The incumbent receives all utility permit requests, coordinates and conducts field and office investigations, suggests the most suitable method and placement of the utility, prepares proper documentation and establishes adequate working files. This position submits documents for proper approval, investigates for possible conflicts with proposed highway improvements, coordinates field investigations and final inspections of utility work permits, and receives and resolves routine complaints stemming from utility permits. S/He ensures that all work is completed according to state policies and procedures, and reviews all bonding and financial obligations for completeness. The incumbent prepares local agency agreements, which involves reviewing preliminary plans, developing cost participation estimates, conducting research to ensure that all future activities are taken into consideration, reviewing all affected ordinances, and preparing resolutions concerning said ordinances, preparing all necessary documents, maintaining current status of all agreements, coordinating all necessary review of proposed agreements. This position distributes all approved agreements to affected bureaus and agencies, and provides explanation to a variety of individuals concerned with the status of said agreements and provides expertise to property owners and concerned citizens of the requirement of the various laws and policies regarding utility permits and local agency agreements. The incumbent prepares utility permits which are required on all new state construction as well as those required for use of existing state right-of-way.

PERMIT & AGREEMENTS TECHNICIAN

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In performing the functions of this position, the incumbent ensures that all state laws are adhered to within permit and agreement proposals, coordinates and ensures that all parties are properly informed, reviews proposals, and provides some interpretation and explanation of policies and law pertaining to permits and agreements. All decisions are based on departmental policies and procedures, federal guidelines and state required standards and specifications.

Internal contacts include Operations, Design, Construction, Planning, Land Acquisition, Local Roads and, Materials personnel. External contacts include utility companies, consulting engineers, municipality officials, Illinois Environmental Protection Agency, Water Resources, Federal Highway Administration, county and township agencies, and the general public. Districtwide travel is required.

In performing the functions of the position, the incumbent is evaluated according to the ability to prepare and review all utility permit request and agreements.

Principal Accountabilities

1. Reviews utility permit applications submitted by utility companies, other governmental agencies, and individuals in areas of proposed highway improvements and existing state right-of-way, ensuring that these permits and resulting work are accomplished in accordance with departmental and district policies and procedures.
2. Ensures that all local agency agreements are properly researched, prepared and coordinated within the policies and laws pertaining to said agreements, and in accordance with established letting schedules.
3. Provides adequate direction and explanation to concerned individuals and agencies in regard to all utility permits and local agency agreements.
4. Maintains current and accurate files and documentation on all utility permits and local agency agreements.
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.