



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: February 3, 2017

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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 Monday, February 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, February 21, 2017**. Applicants will not be accepted after that time and date.

**NOTE: 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 Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Documentation Technician  
Region 4/District 6/Project Implementation  
Office of Highways Project Implementation  
Springfield

Attachments  
41189

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, February 21, 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: 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician IV</b>	<b>Salary:</b>	<b>\$4,695 - \$6,735*</b>
<b>Position Title:</b>	<b>Documentation Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-56-202-10-01</b>	<b>IPR#:</b>	<b>41189</b>

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### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/ District 6/Bureau of Project Implementation/2713 Stevenson Drive, Springfield, IL

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### Description Of Duties:

This position is accountable for monitoring district compliance with IDOT documentation policies, providing a detailed review of Construction documentation procedures, preparing contract change orders, processing contractors progressive pay estimates, and preparing the support documents which comprise the final payment request.

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### Special Qualifications:

#### **Required:**

- Valid driver's license
- Districtwide travel

#### **Desired:**

- Knowledge, skill and mental development equivalent to the 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
- Ability to assimilate engineering data into comprehensive technical reports
- Ability to recognize and report errors, inconsistencies and other deficiencies in technical data
- Ability to establish and maintain harmonious working relationships with public and private officials
- Strong oral and 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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 2016	<b>POSITION:</b>	Documentation Technician
<b>APPROVED BY:</b>	Jeffrey South	<b>OFFICE/DIVISION:</b>	Office of Highways Project Implementation/District 6
<b>CODE:</b>	PW014-23-56-202-10-01	<b>REPORTS TO:</b>	Implementation Support Technician

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***Position Purpose***

This position is accountable for monitoring district compliance with IDOT documentation policies, providing a detailed review of Construction documentation procedures, preparing contract change orders, processing contractors progressive pay estimates, and preparing the support documents which comprise the final payment request.

***Dimensions***

Staff:	1 permanent technician and 1-2 temporary technicians/engineers as needed
Personnel Advised:	20-25 Resident Engineers ± 45 County and City highway personnel
Contract Values:	± \$300,000,000
Contracts in Process:	± 150
\$ Value Payments Annually:	± \$85,000,000

***Nature and Scope***

This position reports to the Implementation Support Technician as do the Certification/Mistic Coordination Technician, and the Office/Computer Support Technician. Reporting to this position is the Documentation Reviewer and one to two temporary technicians/engineers as workloads dictate.

The incumbent is responsible for implementing the documentation procedures for contract items established by state specifications and federal regulations, and for providing solutions to record keeping problems in the field. In addition, the incumbent must ensure that the processing of final payments is done as promptly as possible because delays have an adverse effect on the contractors' working capital. Since District 6 is the largest downstate district, encompassing 15 counties, the task of covering and providing uniform documentation procedures is difficult.

Typical problems encountered are the effective motivation and instruction of employees who must provide job-site records, resolution and correction of deficiencies found in contract quantity documentation, and final quantity agreement with the prime contractor. The incumbent monitors BC2246 notification cards on all contracts in process for final payment and handles the notification card mailings two weeks prior to submittal of final papers so the contractor has the option of legal action if necessary. If the contracts are not in documentation compliance, federal participation would be placed in jeopardy. The greatest challenge of the position is to have the contracts in compliance when reviewed by Project Review Engineers of the Central Bureau of Construction, accountants with the Central Bureau of Construction, auditors of the Central Bureau Office of Internal Audit, and the Federal Highway Administration.

The incumbent is personally responsible for the processing of change orders on Construction contracts and processing force account bills submitted by the contractor for extra work on the contract. S/He identifies errors on authorizations and resolves these errors without significantly delaying approval and subsequently delaying

payment to the contractor. This position conducts frequent job-site examinations of progress records (28 reviews annually), preparation of summary reports and the recommendation of corrective action and follow-up checks

when deficiencies are found. S/He conducts a final examination and audit of completed contract records prior to final payment to the contractor and is responsible for the composition of a detailed audit documentation record.

The incumbent accomplishes responsibilities with the assistance of a *Documentation Reviewer* who processes authorization, force account bills, progress pay estimates, and assists as needed with documentation reviews and final paper preparation.

The incumbent has wide latitude to act and solve problems independently with little reference to the Implementation Support Technician. This position functions under the rules and procedures of the Department and FHWA, Standard Specifications, Construction Memorandum #33, and the construction plans and special provisions for the specific contracts being examined. Problems beyond the authority of the incumbent will be referred to the supervisor along with a recommended course of action.

The incumbent's internal contacts include the supervising Field Engineers, Resident Engineers, the Project Review Engineers of the Central Bureau of Construction, auditors of the Central Bureau Office of Audit, and accountants with the Central Bureau of Construction to expedite the payment process. External contacts include, contractors' personnel, auditors of the FHWA, and resident engineers of counties and cities. The incumbent has frequent contact with the contractors to assist and advise them of their responsibilities to initiate their final payment and must travel frequently to construction job-sites to conduct progress documentation reviews, which are a principle evaluation of the documentation procedures.

The performance of this position is measured by the absence of any cited procedural deficiencies during the annual reviews by the single audit concept review teams from the FHWA and the Central Bureau Office of Internal Audit, and the timely and accurate submittal of final payment requests.

### ***Principal Accountabilities***

1. Conducts satisfactory documentation reviews and coordinate the contractors' submittal of final papers.
2. Processes contract change orders, force account bills, progress payments, and the final payment request accurately and as soon as possible.
3. Maintains an effective relationship with Resident Engineers to assist or advise them as necessary.
4. Identifies procedural deficiencies which might delay the eventual acceptability of the contract documentation for administrative review and action.
5. Trains, motivates and evaluates staff. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
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.