



# 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: May 18, 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 May 19, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, June 2, 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 (4 pos)      Resident Technician  
Region 2/District 3/Project Implementation  
Highways Project Implementation  
Ottawa

Attachments  
41788

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 **Friday, June 2, 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

<b>Classification:</b>	<b>Engineering Technician IV (4 Positions)</b>	<b>Salary Range:</b>	<b>\$4,695 - \$8,775</b>
<b>Position Title:</b>	<b>Resident Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-53-201-10-01</b>	<b>IPR#:</b>	<b>41788</b>

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

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Project Implementation / 700 E. Norris Drive, Ottawa, IL

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#### Description Of Duties:

This position is accountable for the construction of state highway improvements in a specific district geographical area.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Extensive travel

##### **Desired:**

- An associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years of engineering technician experience in performing a variety of technical activities related to civil engineering
- Strong oral and/or 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.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	12-19-12	<b>POSITION:</b>	Resident Technician
<b>APPROVED BY:</b>	<i>Richard Nesti</i>	<b>OFFICE/DIVISION:</b>	Project Implementation
<b>POSITION CODE:</b>	PW014-23-53-201-10-01 Engineer	<b>REPORTS TO:</b>	Area Supervising Field

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**POSITION PURPOSE**

This position is accountable for the construction of state highway improvements in a specific geographical area within the District.

**DIMENSIONS**

Subordinate Personnel:	3-5 Technical Employees
Value of Construction Contracts:	Around \$1,000,000 to \$5,000,000

**NATURE AND SCOPE**

This position reports to an Area Supervising Field Engineer along with six to nine other Resident Engineers and/or Resident Technicians. Three to five assistants report to this position.

This position assures that the assigned construction projects are built in accordance with the plans, special provisions, specifications and estimates. This position is unique in that it requires correct interpretation of all contract documents and communication of these decisions to project assigned engineers and technicians, along with the contractor.

The greatest challenge of this position is to resolve conflicts with the contractor over interpretation of the plans and/or specifications within the constraints of sound engineering practice and the limitations of plans and specifications. Typical problems include resolving public complaints and allocating resources.

The incumbent provides the main source of communication between the construction office and the contractor and represents the Department in handling problems with local property owners, and utility companies on a daily basis. The incumbent constantly discusses the progress of the job with the contractor and attempts to anticipate and solve problems to keep delays to a minimum. This position is responsible for the organization and property handling of all engineering features and makes recommendations for major changes in design to the Area Supervising Field Engineer and must also ensure on a daily basis that proper traffic control devices are being used. The incumbent must ensure that all quantities are properly documented and inspected prior to payment. However, due to the large amounts of capital required by the contractor for operation, it is essential that all monies due the contractor be provided to the fullest extent possible in the shortest possible time.

The incumbent accomplishes the accountabilities of the position through three to five civil engineers or technicians who are responsible for the layout and inspection of the various contract items.

The incumbent is responsible for timely and accurate construction staking without which the contractor would endure extreme financial hardship. The incumbent is also responsible for the care of state-owned equipment.

The incumbent is given wide latitude in administering the functions of his/her assigned project. Some construction delay and public complaint problems are referred to his/her superior with his/her recommendations for solutions. Although he/she has no authority to hire, fire, initiate disciplinary actions, promote, demote, or alter salary, his/her recommendations in those areas carry considerable weight. The incumbent's actions are restricted by state and federal policies, plans, specifications and special provisions.

Contacts within the Department include daily meetings with the Area Supervising Field Engineer and with the staff of the Construction office. Contacts are made with other bureaus when resolution to problems requires consultation, recommendations or approval. Other significant contacts are with the Federal Highway Administration, contractor's personnel, local governmental agencies, property owners, utility companies and the general public. Extensive travel may be required by this position depending upon the geographical location of the construction projects assigned.

The effectiveness of this position is measured by the quality of construction work completed, the incumbent's ability to ensure timely completion of the project, and by the accuracy and completeness of which the records and documentation is kept.

### **PRINCIPAL ACCOUNTABILITIES**

- 1.) Ensure that construction projects are built according to plans, specifications and Departmental policies.
- 2.) Ensure that documentation and records are complete to facilitate timely acceptance of the project.
- 3.) Resolve differing viewpoints arriving from construction activities, contract provisions, or public complaints and others affected by the construction project.
- 4.) Ensure that proper traffic control devices are being used.
- 5.) Responsible for supervising, training, and motivating subordinate personnel.
- 6.) Responsible for the safety of the employees reporting to this position.
- 7.) Performs all duties in a manner conducive to the fair and equitable treatment of all employees.