



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: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, July 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, July 24, 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 the Bureau of Personnel Management at 217/782-5594.

ET IV

Motor Fuel Tax Technician
Region 4/District 6/Project Implementation
Office of Highways Project Implementation
Springfield

Attachments
41803

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 **Monday, July 24, 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

Classification:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Motor Fuel Tax Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-56-205-20-02	IPR#:	41803

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Project Implementation 126 E Ash St, Springfield, IL

Description Of Duties:

This position is accountable for the review, evaluation and processing of MFT (maintenance program and construction) contracts, change orders, payment estimates and final papers for projects processed by Local Roads & Streets and the corresponding data entry into the central data bank. This position is also responsible for microfilming, cataloging and maintaining various district files and records pertinent to maintenance and construction operations; and updating and maintaining the bureau's supply of specifications and special provisions provided to local agencies upon request.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel with occasional overnight stays; and overtime

Desired:

- An Associate Degree from an accredited two-year engineering technology program or 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:

8:00 a.m. – 4:30 p.m. / 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.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2015	POSITION:	MFT Technician
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Office of Highways Project Implementation/District 6
CODE:	PW014-23-56-205-20-02	REPORTS TO:	Federal Aid Coordinator

Position Purpose

This position is accountable for the review, evaluation and processing of MFT (maintenance program and construction) contracts, change orders, payment estimates and final papers for projects processed by Local Roads & Streets and the corresponding data entry into the central data bank. This position is responsible for microfilming, cataloging and maintaining various District files and records pertinent to maintenance and construction operations, updating and maintaining the bureau's supply of specifications and special provisions that are provided to local agencies upon request.

Dimensions

Number of Local Agencies:	15 Counties 247 Road Districts 187 Municipalities
Number of Projects:	400-600 annually
Value of Projects:	\$30-\$40 Million annually

Nature and Scope

This position reports to the Federal-Aid Coordinator as does the Plan Review Technician and works closely with the Field Engineers.

Deadlines are established by letting schedule and local agencies' desires. The incumbent is constantly in contact with local agency officials and their consultants during the maintenance program preparation and review stage. Errors occur in direct proportion to the degree of review applied and can become expensive when added to the program cost. Estimates are treated as confidential on all projects; however, records and plans other than the estimates are open to public review upon approval by the local agency. The orderly and timely evaluation of all projects ensures that all funds will be properly utilized with a minimum of delay.

Typical problems faced by the incumbent are technical in nature. These include constant checking and updating of maintenance programs and proposals to reflect changes and updates to departmental policies and specifications. This position is also responsible for reviewing revisions to plans that are submitted by the local agencies for compliance with the standards and specifications involved and reviewing the final papers upon completion of a project to ensure the work was done according to the plans and specifications. The greatest challenge to this position is to review and process programs for the local agencies with a minimum turnaround time, taking into consideration the desires and needs of the agencies involved and obtaining the cooperation of local agencies and their representative over which he/she has no direct control.

Functions personally performed by the incumbent include recommending departmental approval of MFT projects after checking programs and proposals for conformance with design standards, policies and specifications. Also this position must promote and maintain good public relations, communications, and cooperation between the District and local governments relative to program and contract preparation.

The incumbent is also responsible for the accuracy of all MFT contracts approved by the department and works with the MFT accountant in the preparation of audits. The incumbent is responsible for microfilming, cataloging and maintaining various District files and records pertinent to maintenance and construction operations, updating and maintaining the bureau's supply of specifications and special provisions that are provided to local agencies upon request and recommending priorities to meet the various letting deadlines.

The incumbent operates within the guidelines of the Highway Standards Manual, Standards Specifications Manual, Local Roads and Streets Manual, Procedures Memorandums, and the Road and Bridge Laws. This position takes independent action on establishing work procedures, determining whether a project is maintenance or construction and determining whether submittals conform to departmental policies. Additionally, the incumbent establishes the letting priorities for the noted maintenance and construction projects conferring with the appropriate Field Engineer. Contacts within the department are with the Central Bureau of Local Roads and Streets, the District Bureaus of Operations, Program Development, and Project Implementation. Contacts outside the department are with County and Municipal Engineers and their staff consultants and locally elected officials. The incumbent travels throughout the District requiring occasional overnight stays; and overtime.

The incumbent assists the counties concerning the county computer bookkeeping system for MFT funds. This is accomplished by keeping abreast on the newest updates to the bookkeeping system and by instructing users in the county offices on computer usage and the bookkeeping system.

The effectiveness of this position can be measured by the number and timeliness of program approvals.

Principal Accountabilities:

1. Reviews all maintenance programs and proposals for conformity with administrative policies, procedures and requirements.
2. Reviews maintenance programs and proposals to enable scheduling of lettings to the satisfaction of local agencies.
3. Promotes and maintains good public relations, communications, and cooperation between the district and local agencies relative program preparation.
4. Maintains various District bureau files and records and prepares periodic reports, as required.
5. Reviews MFT construction contracts and recommends them for approval.
6. Coordinates computer usage for local agencies.
7. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.