



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 13, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 17, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 28, 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 III

Documentation Technician
Region 1/District 1/Materials
Highways Project Implementation
Schaumburg

Attachments
42080

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 **Friday, July 28, 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.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician III	Salary:	\$3,840 - \$5,308*
Position Title:	Documentation Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013 23-51-701-10-01	IPR#:	42080

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Materials/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for ensuring that project documentation supports the certification and acceptability of materials used on federally-and state-funded highway improvement projects. Project acceptance is accomplished through the use of the MISTIC system after comparing material inspection records and construction pay items. This position works closely with the Bureau of Construction to ensure completeness and accuracy of all inspection records for final project payment to the contractor.

Special Qualifications:

Required:

- Valid driver's license
- Occasional overtime

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college preferably in pre-engineering or civil engineering technology
- Five years of experience in the performance of a variety of technical activities relating to civil engineering
- Strong oral and written communication skills
- Ability to resolve conflicts

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

*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:	May 2017	POSITION:	Documentation Technician
APPROVED BY:	George Houston	OFFICE/DIVISION:	OHPI/District One/Materials
CODE:	PW013-23-51-701-10-01	REPORTS TO:	Documentation Supervisor

Position Purpose

This position is accountable for ensuring that project documentation supports the certification and acceptability of materials used on Federal and State funded highway improvement projects. Project acceptance is accomplished through the use of the MISTIC system after comparing material inspection records and construction pay items. This position also works closely with the Bureau of Construction to ensure the completeness and accuracy of all inspection records for final project payment to the contractor.

Dimensions

Annual Program:	\$400K - \$1B
Projects Processed Annually:	300 - 500

Nature and Scope

This position reports to the Documentation Supervisor.

This position is accountable for reviewing project materials inspection reports and ensuring that the documentation meets certification and acceptability of materials used on Federal and State funded projects. The difficulty of establishing consistent documentation is increased by the fact that the inspection and testing procedures for a wide variety of materials are frequently modified. Also, a large number of local agencies within the District are constructing State and federally funded projects which requires frequent individual negotiation of the requirements of project documentation.

Typical problems encountered in this position include: ensuring that materials incorporated into projects have been properly inspected; resolution of material deficiencies must be coordinated with multiple agencies such as IDOT resident engineers, construction supervisors, consultants, Federal officials and local agencies; and determining the acceptability of producer's certifications for documentation. The greatest challenge to this position is tracking down documentation of final quantities so the contractor can get paid for the work completed.

The incumbent personally: reviews, with the use of MISTIC, materials' inspection reports to ensure compliance with the Project Procedures Guide; compares and attempts to resolve differences between inspected quantities and final quantities lists through verbal and written communications with State, Federal, and Local Highway personnel; attempts to resolve material deficiencies; and records and distributes results from daily MISTIC data printouts to respective supervisors and/or inspectors.

The material documentation and certification on projects is done in accordance with established guidelines and various supplemental specifications. However, the incumbent is required to exercise considerable independent judgement in resolving material deficiencies and determining acceptability of producer's certifications.

This position maintains frequent contact with State, Federal and Local Agency personnel to resolve material deficiencies, to define documentation and certification requirements and to negotiate conditions of material acceptability. The incumbent is required to have a valid driver's license as he/she must travel to worksites

from time to time to assure that paperwork is current and the resident engineer is performing duties in accordance to the Project Procedures Guide as well as contract documents. Occasional overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the accuracy and timeliness of material certifications.

Principal Accountabilities

1. Ensures accurate and timely material documentation.
2. Promptly and accurately resolves material deficiencies.
3. Determines acceptability of producer's certifications.
4. Assures information is properly documented in the MISTIC system and corresponds to contract requirements.
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.