



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 26, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 30, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, February 13, 2018**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET III

Estimating Technician
Region 5/District 8/Program Development
Highways Project Implementation
Collinsville

Attachments
42440

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 **Tuesday, February 13, 2018**, 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:	Estimating Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-58-302-20-01	IPR#:	42440

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 reviewing design plans for completeness, accurate use of pay items and basis of payment on design plans in order to arrive at a cost estimate for highway projects within a district that is both highly urbanize and rural in nature. The incumbent must be knowledgeable of the *Standard Specifications*, various special provisions, and the IDOT *Highway Standards* and how they apply to individual design plans.

Special Qualifications:

Required:

- Valid driver's license

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
- Five years' experience in the performance of a variety of technical activities relating to civil engineering
- Working knowledge of the principles and practices of civil engineering in a relatively narrow range of functions
- Working knowledge of mathematics, including trigonometry and its application to field surveying and engineering computations.
- Proficient with Microsoft Office Suite
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 2018	POSITION:	Estimating Technician
APPROVED BY:	Kirk Brown	OFFICE/DIVISION:	OHPI/District 8/Program Development/Programming
CODE:	PW013-23-58-302-20-01	REPORTS TO:	District Estimating Engineer

POSITION PURPOSE

This position is accountable for reviewing design plans for completeness, accurate use of pay items and basis of payment on design plans to arrive at an overall contract estimate and the keying of final quantities and for the entry of final quantities and final estimates into the database.

DIMENSIONS

No. of Projects Estimated:	160 Annually
Value of Projects:	\$150 Million Annually
Preliminary Estimate:	300 Annually

NATURE AND SCOPE

This position reports to the District Estimating Engineer.

This position is accountable for reviewing design plans for completeness, accurate use of pay items and basis of payment on design plans in order to arrive at a cost estimate for highway projects within a district that is both highly urbanize and rural in nature. The incumbent must be knowledgeable of the *Standard Specifications*, various special provisions, and the IDOT *Highway Standards* and how they apply to the individual design plans.

The difficulty of this position is increased due to the constantly changing nature of the special provisions issued by the Bureaus of Design & Environment, Materials, Research, and Bridges & Structures.

The incumbent reads plans and comprehends the relationship of various pay items, the *Standard Specifications* and numerous special provisions. The incumbent maintains a good working relationship with designers and assists designers to accurately prepare special provisions, if necessary, for specialized work. The incumbent must be knowledgeable of the *Design & Environment Manual* to provide design staff with accurate construction and funding codes. The incumbent reviews design plans for completeness and accurate use of pay items and ensures the designer has prepared a biddable set of plans and provides technical assistance to the designers for writing job specific special provisions, which requires the incumbent to maintain a high level of technical writing skills. The incumbent utilizes this information to determine a cost for each pay item and maintains the current price patterns for items. The incumbent maintains a good working relationship with numerous suppliers and contractors in order to maintain the current price patterns. The incumbent's greatest challenge is to ensure accuracy of pay item use and costs for all items. This position enters quantities and final estimates of costs after all codes, breakdowns and totals have been checked for accuracy and correctness. The incumbent utilizes the Department's Contract Maintenance (ECM) system and Pro-Heavy software to perform his/her duties. The incumbent will be required to maintain a high degree of confidentiality due to the nature and available knowledge of the project costs.

Inaccurate or questionable information received is referred to the supervisor. The incumbent is limited to contacting sources of current cost data to ascertain pay item costs. These decisions are based upon the departmental orders and the *Standard Specifications*.

Internal contacts include district design staff and weekly contact with Project Implementation and Operations personnel and external contractors and suppliers.

Effectiveness is measured by the ability to evaluate contractors bidding on a set of contract plans, to supply accurate cost data, and to maintain adequate documentation.

PRINCIPAL ACCOUNTABILITIES

1. Reviews design plans.
2. Ensures accurate use of pay items and utilizes cost data in order to ascertain project cost estimates.
3. Researches current cost data through contacting various suppliers and contractors.
4. Maintains adequate documentation and project files in order to substantiate project costs.
5. Enters final quantities into the computer system ensuring accuracy.
6. Prepares the Letting Status Report for the Regional Engineer.
7. Ensures adherence to the Safety Code Manual.
8. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.