



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, March 20, 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 IV

Permit Technician
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
42528

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, March 20, 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 IV	Salary:	\$4,695 - \$6,735*
Position Title:	Permit Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-53-304-00-02	IPR#:	42528

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for preparation, investigation, review, and processing of permits and road closure permits required when work by utility companies and non-IDOT organizations is done on state right-of-way and other permits assigned by the Project Support Engineer.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide 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' 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
- Ability to perform job duties independently and with minimal guidance/supervision

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 19, 2018	POSITION:	Permit Technician
APPROVED BY:	Kevin Marchek	OFFICE/DIVISION:	OHPI / Region 2 / District 3
CODE:	PW014-23-53-304-00-02	REPORTS TO:	Project Support Engineer

Position Purpose

This position is accountable for preparation, investigation, review, and processing of permits and road closure permits, which are required when work by utility companies and non-IDOT organizations is done on state right-of-way and other permits as assigned by the Project Support Engineer.

Dimensions

Utility Permits Issued:	500-700 annually
Other Permits Issued:	As assigned by the Project Support Engineer
Value of Construction:	\$250 to \$1 Million per project
Income from Bridge Attachment Permits:	\$5,000

Nature and Scope

This position reports to the Project Support Engineer. There are no subordinates reporting to this position. However, subordinate personnel may report to this position on a temporary basis.

This position is responsible for ensuring that permits for utility companies are issued in accordance with applicable laws of the State, department rules, regulations, and policies. The incumbent reviews the permit requests and meets with the applicants to explain permit requirements and collect necessary field data to properly prepare the permit. H/She is responsible for inspection of the completed job to ensure compliance with the requirements specified in the permits. The incumbent must travel throughout the district to inspect the area for which the permit is requested or to attend meetings with the applicant.

The greatest challenge to this position is to ensure that permits are issued only after the safety and convenience of the public is assured. Typical problems include ensuring that the application is processed in a timely manner and in accordance with the laws, regulations, and policies of the state and IDOT. The incumbent must exercise tact and diplomacy.

The incumbent is responsible for verifying plans for permits originated by utility companies (and other permits as assigned) and modifying these plans when necessary to conform to department rules and policies. H/She is responsible for preparing and issuing permits for work that affects State-maintained highways under the jurisdiction of this district, and involves reviewing the plans, preparing the permit, resolutions, and bond forms to ensure compliance with state and department requirements. The incumbent must research road construction plans, right-of-way documents, and planning programs to ensure that there are no conflicts before issuing a permit to do work on state-maintained right-of-way.

The incumbent has latitude in making decisions to accept or reject applications for permits except in projects that are complex, in which case it is referred to the Project Support Engineer. The final permit is issued by the Regional Engineer.

Internal contacts are with all Bureaus except Administration, to maintain updated information to properly issue permits. External contacts are with the general public, County Engineers, and consultant engineers on regular projects and with the Department of Natural Resources when their projects involve state right-of-way. The incumbent will have to travel district wide in order to inspect areas in which a permit is being requested.

The effectiveness of this position can be measured by the lack of complaints from utility companies, contractors, and individuals. Another measure of effectiveness of this position is the issuing of permits in a timely manner with a minimum of delay and overtime.

Principal Accountabilities

1. Keeps abreast of the policies, projects, and programs in the Bureaus of Program Development, Project Implementation, and Operations to obtain necessary information to properly prepare permits.
2. Determines the precise location of the area for which the permit is issued.
3. Adheres to state, department, and district policies, laws, and regulations.
4. Provides a high level of service to the public and other agencies with which he/she comes in contact.
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. Maintains harmonious relationships with permit applicants.
7. Maintains and tracks permits with a computerized record system.
8. Answers inquiries and instructs applicants as to proper permit procedures.
9. Performs other duties as assigned.