



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 28, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 2, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, March 15, 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

Plans & Contract Technician
Region 4/District 6/Bureau of Operations
Office of Highways Project Implementation
Springfield

Attachments
42572

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 **Thursday, March 15, 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:	Plans & Contract Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-56-506-10-01	IPR#:	42572

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Operations/1340 North 9th Street, Springfield, IL

Description Of Duties:

This position is accountable for collecting information on potential Day Labor, Contract Maintenance, Intelligent Transportation Systems (ITS), Traffic Signal projects and other special projects; and preparing the plans for approved projects.

Special Qualifications:

Required:

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

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineer technology
- Five years' experience in the performance of a variety of technical activities relating to civil engineering
- Experience with CADD, Microstation, ArcGIS and Excel
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / 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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 2018	POSITION:	Plans & Contract Technician
APPROVED BY:	Jeffrey M. South	OFFICE/DIVISION:	Office of Highways Project Implementation/Regions 4/ District 6/ Operations
CODE:	PW013-23-56-506-10-01	REPORTS TO:	Plans & Contract Supervisor

Position Purpose

This position is accountable for collecting information on potential Day Labor, Contract Maintenance, Intelligent Transportation Systems (ITS), Traffic Signal projects and other special projects; and preparing the plans for approved projects.

Dimensions

Public Complaints:	50 Annually - \$5,000,000
Contract Maintenance:	25 Projects - \$3,200,000 Annually
Day Labor:	15 Projects - \$600,000 Annually

Nature and Scope

This position reports to the Plans and Contract Supervisor. There are no subordinates reporting to this position.

This position operates within an environment in which Contract Maintenance Funds are annually made available to the district. The most cost-effective improvements must be determined based on traffic flow, accident data, condition rating survey, drainage and public input. The incumbent collects information from various individuals within the Bureau of Operations in determining locations, scope of work, and cost of needed improvements. After approval of projects, the incumbent prepares the plans, specifications, and estimates and submits to the Bureau of Design and Environment by the deadlines for letting.

Typical problems include gathering accurate data used in determining project scope and priorities, recognizing possible solutions, and preparing accurate plans, specifications, and estimates (P.S. & E) and contracts on time. The greatest challenge to this position is to ensure all P.S. & E are completed prior to the scheduled letting date.

Functions personally performed by the incumbent are the gathering of accurate data used in determining project scope and priorities, and for the preparation of P.S. & E utilizing CADD, accurately and on time.

The incumbent operates within the guidelines of the Manual on Uniform Traffic Control Devices, the Bureau of Design and Environment Manual, the Highway Standards Manual and the Standard Specifications. This position makes recommendations or takes independent action on matters dealing with methods of collecting information. Problems such as scope of work and setting the order of projects to be submitted are referred to the supervisor along with a recommended solution.

Contacts within the Department are with the district Bureaus of Program Development and Project Implementation and State Day Labor forces. Contacts outside the department are with property owners and contractors. Districtwide travel with overnight stays and overtime is required.

The effectiveness of this position can be measured by the accurate and timely completion of the P.S. & E.

Principal Accountabilities

1. Prepares plans, specifications, and estimates ensuring accuracy and timeliness for Day Labor, Contract Maintenance, Intelligent Transportation Systems (ITS), Traffic Signal and other special projects.
2. Assists in investigating complaints and inquiries from the general public.
3. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
4. Performs other duties as assigned.