



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 9, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, February 13, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, February 27, 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 V

Implementation Support Supervisor
Region 3/District 4/Project Implementation
Office of Highways Project Implementation
Peoria

Attachments
42586

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 27, 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 V	Salary:	\$5,015 - \$7,085*
Position Title:	Implementation Support Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-54-202-00-01	IPR#:	42586

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 4/Bureau of Project Implementation/401 Main Street, Peoria, IL

Description Of Duties:

This position is accountable for providing contract administrative support for the Bureau of Project Implementation.

Special Qualifications:

Desired:

- Three years of college with the major courses of study being in pre-engineering, completion of a two-year program or equivalent in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years in a supervisory position
- Extensive knowledge of the principles and practices of civil engineering related to the design, construction and maintenance of transportation projects
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and 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:	August 2017	POSITION:	Implementation Support Supervisor
APPROVED BY:	Kensil Garnett	OFFICE/DIVISION:	OHPI/Region 3/District 4/ Bureau of Project Implementation
CODE:	PW015-23-54-202-00-01	REPORTS TO:	Project Implementation Engineer

Position Purpose

This position is accountable for providing contract administrative support for the Bureau of Project Implementation.

Dimensions

Subordinate Personnel:	Direct:3, Indirect: 2-3
Annual Bureau Projects:	70-200
Annual Value of Contracts:	\$40M-\$200M
Annual Operating Budget:	\$2M-\$4M
Bureau Field Staff:	45 Residents 50 Inspectors 15 Materials Inspectors/Proportioners

Nature and Scope

This position reports to the Project Implementation Engineer. Reporting to this position are a MISTIC/Certification Supervisor, a Documentation Supervisor, and an Office/Computer Support Technician.

The Support Supervisor is responsible for contract administration on all Illinois Department of Transportation projects in District Four to ensure accurate and complete documentation for Federal Highway Administration (FHWA) reimbursement of federally funded projects; oversight and processing of consultant contracts; and proper implementation of ICORS processes. The incumbent to this position must be technically adept at reading plans, interpreting specifications and contract documents, and must possess detailed knowledge of construction methods, design practices, and materials in order to provide technical guidance to subordinates.

Typical problems encountered by the incumbent include: processing letting information, contractor claims, time extensions, change order requests, preparing documents on defaulted contracts with IDOT Chief Counsel, contractors, lien holders, and bonding companies.

The greatest challenge to this position is to assure the proper management of project records, documents, and inspections from award of contract until final payment to the contractor ensuring complete reimbursement from the Federal Highway Administration (FHWA). This challenge requires implementation of sophisticated computer methods that are responsive to contract administrative needs.

The incumbent personally directs the activities of personnel in three (3) units; assists in the preparation of and monitors the Bureau of Project Implementation's budget and procurements; develops and coordinates procedures of computer utilization; ensures accurate, complete documentation, and materials certification; coordinates the assimilation, input, and dissemination of information to and from the MISTIC system; and ensures the timely interim and final payments to contractors. The incumbent is also accountable for maintaining a complete and current inventory for the bureau's equipment and vehicle fleet. The incumbent accomplishes these accountabilities through the following staff:

Documentation Supervisor - who, with the assistance of a Documentation Technician, coordinates and verifies field and office records to provide accurate interim/final quantities, enters project records properly into the appropriate computer system, assists with documentation procedures including ICORS, and is responsible for the recording, storing, and disposing of job records.

Mistic/Certification Supervisor - who, with the assistance of one seasonal technician, collects, inputs, and distributes information to and from the MISTIC system; is the district liaison with the Central Bureau of Materials on all MISTIC and computer programs; provides detailed statistics, and operational information to the bureaus of Materials and Construction, and local agencies; and coordinates and verifies material certifications of construction projects.

Office/Computer Support Technician – who, with the assistance of a Computer Support Technician, collects and prepares the necessary documents to accomplish timely final payments to contractors and the close-out of projects, acts as an ICORS liaison, checks and processes all contract authorizations, pay estimates, coordinates and monitors computer support functions and assists with consultant processes.

The incumbent has broad latitude for the operation of contract administration and has the authority to recommend to the Project Implementation Engineer the hiring, promotion, and salary administration actions of subordinates. The incumbent makes recommendations on contract issues using department and FHWA policies and procedures as a guide. This position keeps the Project Implementation Engineer informed of issues that are or could be controversial.

The incumbent is in frequent contact with personnel from the Chief Counsel Office, Central Office, and all district bureaus on proposed and operating issues concerning contract administration. Externally, the incumbent has contacts with contractors' personnel, local government officials, and with the FHWA on contract problems of mutual concern.

The effectiveness of this position is measured by the timely completion and compliance of all contract documents, the accomplishment of Bureau of Project Implementation objectives, and the resolution of claims concerning contract provisions.

Principal Accountabilities

1. Plans, organizes, directs, and controls the activities of the Implementation Support Section to ensure that it operates within established guidelines and departmental policies.
2. Assists in preparing, monitoring, and adjusting the Bureau of Project Implementation's budget.
3. Ensures that all contractor claims, time extensions, and change orders have been processed in a timely manner.
4. Provides complete documentation and certification of all projects to ensure timely payments for contractor and consultant contracts to ensure eligibility for a FHWA reimbursement to IDOT.
5. Directs all computer applications for Construction and Materials functions in order to maintain continuity and efficiency.
6. Maintains a complete and current equipment inventory and vehicle fleet.
7. Responsible for providing and maintaining a safe work environment for subordinate personnel in compliance with departmental policies.
8. Trains, motivates, and evaluates staff.
9. Performs other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.