



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 IV

Access Permits Technician
Region 3/District 4/Bureau of Operations
Office of Highways Project Implementation
Peoria

Attachments
42588

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 IV	Salary:	\$4,695 - \$6,735*
Position Title:	Access Permits Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-54-507-20-01	IPR#:	42588

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for the preparation and issuance of permits for activities by non-state forces on, adjacent, over or under state highways and right-of-way under the jurisdiction of the Office of Highways Project Implementation.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or completion of 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
- Extensive knowledge of the principles and practices of civil engineering and the application of engineering techniques to the design, construction, and maintenance of public works
- Familiarity with the department's Policy on Permits for Access to State Highways, departmental signing policies and procedures, the *Manual on Uniform Traffic Control Devices*, and the Joint Utility Locating Information for Excavators (JULIE) call process
- 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:	December 4, 2017	POSITION:	Access Permits Technician
APPROVED BY:	Kensil Garnett	OFFICE/DIVISION:	OHPI/Region 3/District 4 Bureau of Operations
CODE:	PW014-23-54-507-20-01	REPORTS TO:	Access Permits Unit Chief

Position Purpose

This position is accountable for the preparation and issuance of permits for activities by non-state forces on, adjacent, over or under state highways and right-of-way under the jurisdiction of the Office of Highways Project Implementation.

Dimensions

Annual permit work cost:	\$2-3 million
Permit request received:	300 + per year
Travel:	15,000 miles annually
Geographical Area:	12 counties – 4200 Lane Miles

Nature and Scope

This position reports to the Access Permits Unit Chief. No subordinates report to this position.

The incumbent has the responsibility to grant permits, whenever feasible, for access to state roadways; activities upon the right-of-way; and to regulate work upon the pavement, shoulder and bridge structures. Substantial effects can be produced by the incumbent in the economic sphere by introducing or excluding the flow of traffic to a given point or area.

A typical problem for the incumbent is to rank permit requests based on comparative merit versus the effects upon the flow of traffic on state roadways. The greatest challenge for the incumbent is determine whether or not the concerns and activities of business and or property owners are accurately measured against the positive or negative effects upon traffic flow, safety and maintenance problems and the preservation of the state's investment.

Requests for permits are generated by individual property owners, businesses, subdividers, contractors, law enforcement officials, utility operators and citizen groups. The incumbent must analyze requests to determine the impact upon traffic flow, safety and physical roadway condition. Requests for permits can be for several purposes: driveways, entrances, temporary detours, earth grading, tree removal, field tile outlets, traffic control measures, road closures and drainage structures.

The incumbent must investigate conditions surrounding the request which often includes physical inspection, as well as the review of plans. A substantial portion of the incumbent's time is consumed in providing information to the public on what various requirements exist relative to access and entrances. The results of the incumbent's investigations of various permit requests are drafted into permits containing material specifications and regulations for the consideration of the Regional Engineer. When road closures or temporary detours are authorized, the incumbent must coordinate all arrangements with other district authorities. Detailed records and maps of all permit activities must be prepared and preserved by the unit.

The incumbent has wide latitude in dealing with permit requests and applies her/his own technical knowledge to a considerable degree in prescribing materials, distances and other specifications in permits issued. The incumbent is governed by Permit Policy Manuals of the Department, the Standard Specifications for Road and Bridge Construction, and administrative memoranda.

The incumbent has regular contact with the district Operations Engineer, Traffic Operations Engineer, Operations Field Engineers and Geometrics Engineer. Contacts within the Department of Transportation are for the purpose of consultation and guidance and for the dissemination of policy information. The incumbent has frequent contact with property owners, businessmen, contractors, utility company representatives, legislators, individual citizens and citizen groups. Districtwide travel is required.

The effectiveness of this position can be measured through its ability to assure conformance to state policies relative to access, the adherence to specification, and a minimum of closure time of roadways for permit work.

Principal Accountabilities

1. Evaluates requests for access to the state highway, and evaluates a wide variety of other requests to do work along and within the public right of way, and to properly issue or deny such requests.
2. Maintains adequate records, plans and maps for all work performed by permit office.
3. Ensures timely treatment of assignments and accurate consideration of available data.
4. Performs other duties as assigned.
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.