



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 9, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 10, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, May 23, 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 (3 pos)

Resident Technician/Inspector
Region 2/District 3/Project Implementation
Office of Highways Project Implementation
Ottawa

Attachments
42766

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 **Wednesday, May 23, 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 (3 Positions)	Salary:	\$3,840 - \$5,308*
Position Title:	Resident Technician / Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-53-201-10-01	IPR#:	42766

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Project Implementation / 700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is responsible for the layout, inspection and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Technician on major construction projects. This position may be assigned as a Resident Technician on minor construction projects.

Special Qualifications:

Required:

- Valid driver's license
- Extensive 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
- Five years of experience in the performance of a variety of technical activities relating to civil engineering.
- 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:	November 2017	POSITION:	Resident Technician/Inspector
APPROVED BY:	Joe Wick	OFFICE/DIVISION:	OHPI / Region 2 / District 3
CODE:	PW013-23-53-201-10-01	REPORTS TO:	Resident Engineer/Technician

Position Purpose

This position is responsible for the layout, inspection and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Technician on major construction projects. This position may be assigned as a Resident Technician on minor construction projects.

Dimensions

Subordinate Personnel:	None directly, although some may be assigned on a project basis
Construction Projects Dollar Value:	\$100,000 up

Nature and Scope

This position, when assigned as a Resident Technician, reports to an Area Supervising Engineer or when assigned as an Inspector, reports to a Resident Engineer or Resident Technician. Reporting to this position are two to three technical employees, as assigned.

This position deals directly with the contractor providing the engineering assistance and inspection required in construction of highway improvements and also serves as a chief of party in the survey crew assisting the Resident Engineer/Technician on certain construction projects. He/she also serves as Resident Technician on intermediate jobs. This position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner.

Typical problems encountered are resolving the complaints and inquiries by the public, resolving minor plan discrepancies with the contractor and directing the survey crew to provide the required staking in a timely manner. The major challenge is the effective resolution of contract problems and the timely completion of assigned construction projects or assigned phases of work.

Functions performed directly by the incumbent include assignment and instruction of inspectors to the various contract items; measuring, computing and documenting quantities; assisting the Resident Engineer/Technician in solving construction problems. In the absence of the Resident Engineer/Technician, provides the contractor with the necessary engineering on construction projects, preparing job records, diary, pay estimates, compiling and documenting final quantities.

The incumbent is governed by the plans, specifications and special provisions of the contract and policies and procedures of the Bureau of Project Implementation. The incumbent refers recommendations for changes to the Resident Engineer/Technician or Area Supervising Field Engineer, but can make some changes or adjustments within established policies.

For major improvements, the incumbent is primarily in contact with the contractor and the Resident Engineer/Technician. On intermediate improvements there are contacts with the Materials Section concerning material inspection. The incumbent also has contact with the Area Supervising Field Engineer regarding the overall improvement with any involved utility companies, the contractor, subcontractors and the public. Extensive travel may be required by this position depending upon the geographical location of the construction projects assigned.

The effectiveness of this position can be measured by the timely completion of assignments, accuracy in surveys and reports and the ability to interpret the plans and specifications.

Principal Accountabilities

1. Administers and directs the operation of an assigned construction project within a specific geographical area.
2. Provides to the Engineer of Construction and the Area Supervising Field Engineer pertinent and timely information about the assigned construction project and its operation.
3. Provides timely completion and quality work on a construction project with prompt submittal of final papers.
4. Resolves differing viewpoints arising from construction activities or public complaints.
5. Responsible for performing duties in accordance with departmental safety policies.
6. Performs all duties in a manner conducive to the fair and equitable treatment of employees.
7. Performs other duties as assigned.