



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: June 12, 2018

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, June 26, 2018**. Applications will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 Technician  
Region 2/District 3/Project Implementation  
Office of Highways Project Implementation  
Ottawa

Attachments  
42912

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, June 26, 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: Applications will be accepted from qualified permanent DOT employees only. 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

<b>Classification:</b>	<b>Engineering Technician V</b>	<b>Salary Range:</b>	<b>\$5,015 - \$9,155</b>
<b>Position Title:</b>	<b>Implementation Support Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW015-23-53-202-00-01</b>	<b>IPR#:</b>	<b>42912</b>

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#### Office/Central Bureau/District/Work Address:

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

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#### Description Of Duties:

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

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Districtwide travel

##### Desired:

- Three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience 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
- Strong oral and/or written communication skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 1, 2018	<b>POSITION:</b>	Implementation Support Technician
<b>APPROVED BY:</b>	William Cruz	<b>OFFICE/DIVISION:</b>	OHPI / Region 2 / District 3
<b>CODE:</b>	PW015-23-53-202-00-01	<b>REPORTS TO:</b>	Project Implementation Engineer

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***Position Purpose***

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

***Dimensions***

Subordinate Personnel:	Direct: 4	Indirect: 4
Annual Value of Contracts:	\$25M - \$400M	
Annual Operating Budget:	\$2M - \$4M	

***Nature and Scope***

This position reports to the Project Implementation Engineer. Reporting to this position are an Office Supervisor, Documentation Supervisor, and Materials Integrated System for Test Information and Communication (MISTIC) and Certification Technician.

The Implementation Support Technician is responsible for contract administration on all Illinois Department of Transportation (IDOT) projects. This position must be technically adept at reading plans, interpreting specifications and contract documents and must possess detailed knowledge of construction methods, design practices, current construction computer systems, and materials in order to provide technical guidance to subordinates.

Typical problems encountered by the incumbent include: contractor claims, time extensions, change order requests, and 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; monitors the Bureau of Project Implementation budget and staffing projections; coordinates and develops new procedures for computer utilization; provides complete and accurate documentation; reviews field and lab testing results, coordinates information to recommend appropriate action; and recommends the use of consultants to meet schedules.

The incumbent accomplishes these accountabilities through the following staff:

Office Supervisor - who, with a staff, monitors the Project Implementation group budget and manpower projections; monitors engineering costs and notes project cost overruns; monitors contractor final payment status; provides liaison on defaulted contracts; provides support for the Illinois Construction Records System (ICORS) and/or relevant contract administration systems; purchases and assigns vehicles and equipment; maintains inventory; monitors city/state agreements; reviews railroad force account billings; maintains records of training; recommends personnel for training programs; and processes consultant engineering documents.

MISTIC & Certification Technician - who, with a staff, coordinates and verifies field and office records to provide accurate final quantities and material certification of completed construction projects and ensures that material inspection and project records are properly entered into the appropriate computer systems.

Documentation Supervisor - who, with a staff, conducts progress and final audits of resident engineer/technician construction field records to verify compliance with approved policies; and provides documentation training, response to audit findings and maintains historical job records and other contract support functions for the Bureau of Project Implementation. The incumbent is responsible for the operation of contract administration. 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 responsible for the operation of contract administration and has the authority to recommend to the Project Implementation Engineer the hiring, firing, 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 units 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 incumbent will have to travel within the district.

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 contract administration.
2. Assists in preparing, monitoring and adjusting the Bureau of Project Implementation 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.
5. Directs all computer applications for the district's construction and materials functions.
6. Maintains a complete and current equipment inventory and vehicle fleet.
7. Coordinates the selection, training, and certification of all personnel who are assigned to the district's construction and materials testing responsibilities.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.