



Benny Koehler

**Engineering Technician III (1 position)
Documentation Technician**

IPR Number:	44437	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-54-202-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	August 31, 2020		Monday – Friday
Closing Date:	September 14, 2020	Salary:	\$3,920 – \$6,775*

Office/Central Bureau/District/Work Address:

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

Position Purpose:

This position is accountable for assisting in the conducting progress and final audits of residents' field records to verify compliance with approved policies.

Qualifications:

Position Requirements:

- Education/Experience
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS thirty months of engineering experience OR
 - Six years of engineering experience.
- Valid driver's license
- District-wide travel

Position Desirables:

- Ability to take direct charge of simple engineering projects within design standards
- Strong oral and written communication skills

How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is 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.

Applicants will be notified in writing to schedule interviews.

*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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 1, 2020	WORKING TITLE:	Documentation Technician
POSITION CLASSIFICATION:	Engineering Technician III	OFFICE/BUREAU:	OHPI/Bureau of Project Implementation
POSITION NUMBER:	PW013-23-54-202-10-01	REGION/DISTRICT:	Region 3/District 4

Position Purpose

This position is accountable for assisting in the conducting progress and final audits of residents' field records to verify compliance with approved policies.

Dimensions

Annual Value of Contracts:	\$90M-\$300M
Projects Per Year:	100-250

Nature and Scope

This position reports to the Documentation Supervisor. This position has no subordinates. The incumbent may be temporarily assigned to other units within the Project Implementation Support Section to augment the workforce needs of district management.

The incumbent is accountable for assisting in ensuring that manual computerized field documentation procedures have been adhered to and are in compliance with the Construction Manual and the Project Procedures Guide, and accurate records have been maintained in order to justify final payment to contractors and reimbursements to the state on federally funded projects. The incumbent must exercise judgment in reviewing and approving records which involve the economic interests of contractors, producers, suppliers, and the state of Illinois. These activities occur on a districtwide (12 county) basis, require a working knowledge of the operations in the Bureau of Implementation and involve regular communications with state or local agency residents, state and federal auditors, contractors, consulting firms, other districts, and the central office.

Typical problems include identifying miscalculations; obtaining corrections of improper documentation from residents. Major challenges facing the incumbent are proper interpretation of contract special provisions and standard specifications; working with residents, contractors, consultants, and local agencies to resolve documentation deficiencies and/or requirements; understanding various computerized systems such as the district construction office records system, Construction Materials Management System (CMMS), Bureau of Construction Management system (BCM), and others.

The incumbent personally assists in progress and final reviews of residents records to check for compliance with state and federal documentation policies; assists in CMMS training; provides guidance for residents, contractors, and consultants regarding documentation policies and procedures; contacts local agencies, residents, contractors, and consultants regarding documentation matters; stays current with policy and procedure changes concerning documentation and relays any changes to residents, contractors, consultants, and local agencies.

The incumbent is governed by the Standard Specifications for Road and Bridge Construction, contract Special Provisions, Construction Manual, Project Procedures Guide, and various district/state policies and procedures. The incumbent has a wide latitude in handling normal unit functions including moderate conflict/problem solving. The incumbent consults and makes recommendations to the Documentation Supervisor on procedural changes within the unit.

The incumbent has internal contacts with Supervising Field Engineers and Residents, other employees from the Bureaus of Project Implementation and Program Development and Construction Personnel from the central office needed for the timely and accurate completion of progress and final documentation checks; and resolution of discrepancies. External contacts include local agencies, contractors, and consultants regarding specifications and proper documentation. Districtwide travel required.

The effectiveness of this position is best measured in the incumbent's ability to provide complete and accurate documentation according to state and federal requirements, while at the same time initiating final payments and/or reimbursements within a reasonable time frame.

Principal Accountabilities

1. Coordinates activities involved in progress and final documentation audits to verify payments and federal reimbursements for work completed by contractors.
2. Provides guidance to contractors, other bureaus within the district, and state and local agency residents to ensure that documentation is in compliance with established procedures.
3. Records, stores, and disposes of job records in compliance with policies set forth.
4. May be assigned to other units within the Project Implementation Support Section to augment the workforce needs of district management.
5. Performs other related duties as assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

Subordinates of this position (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Engineering Technician IV

Working Title: Documentation Supervisor

Position Number: PW014-23-54-202-10-01

Position Requirements

- Education/Experience
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS thirty months of engineering experience; OR
 - Six years of engineering experience.
- Valid driver's license
- Districtwide travel

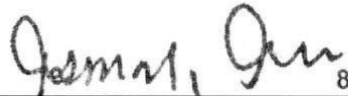
Position Desirables

- Ability to take direct charge of simple engineering projects within design standards
- Strong oral and written communication skills

Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation