

Job Title: TECHNICAL MANAGER V - CAPITAL IMPROVEMENTS NORTH UNIT CHIEF - IPR#46314

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$6,145 - \$10,210 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Capital Improvements North Unit Chief.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)

- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for assisting in the development and implementation of the department's statewide Capital Improvements Program (CIP), associated budgetary functions, and for providing direction and supervision of work performed by staff as well as outside contractors within an assigned geographic area.

Capital budget managed: \$60 million annually
Five-year plan budget: \$300 million

This position reports to the Capital Improvements Section Chief. Reporting to this position is the Capital Improvements Project Technician North Unit.

This position works in an environment that provides direction and supervision to contractors who are engaged in building construction, renovation, and asbestos removal. This position coordinates the appropriate regulatory reviews, comments, and permits. This position performs inspections, schedules training sessions, and keeps apprised of changes in federal and state rules and regulations. The incumbent oversees the coordination of capital improvement projects with the Capital Development Board (CDB) defining project goals, objectives, constraints, and the development of preliminary engineering design solutions and cost estimates.

Typical problems encountered by this position include ensuring that all construction, remodeling, and renovation projects meet necessary time constraints and are within project budget. Another challenge of this position is the early recognition of potential hazardous materials and recommendation of corrective procedures for their removal while maintaining a clean and safe working environment for agency employees.

The incumbent performs facility condition assessments, develops facility maintenance plans, and utilizes the information to develop recommendations to the Capital Improvements Committee for the annual and five-year plans. The incumbent oversees appropriations allocated to the Capital Improvements Section with the funding for projects stemming from both re-appropriated and current appropriations. The incumbent monitors all the combined funds and remains aware of available balances at any given point in time. S/He prepares reports for the Director of Finance and Administration and Bureau Chiefs of Business Services and Budget and Fiscal Management. The incumbent works closely with non-department or state employed staff through project design engineering activities and oversight of all phases of project construction. The incumbent coordinates all phases of construction/design/repair of department-owned and/or occupied buildings through coordination with the CDB. S/He reviews/prioritizes project requests, makes recommendations of cost-effective project priorities, and ensures there is Illinois Department of Transportation (IDOT) attendance at all planning and progress inspection meetings as projects progress and/or as requested by the Capital Improvement Section Chief.

(Job Responsibilities continued)

The incumbent reviews construction conditions in accordance with approved plans noting any differences and alerting the contractor to avoid major technical problems which could result in cost increases. S/He visits construction sites. The incumbent oversees inspection of all materials used during the construction/rehabilitation to ensure that all procedures utilized by the contractor meet contract and appropriate building code specifications including fire, life safety, and Illinois accessibility codes. S/He approves all partial payment requests and/or prepares partial payment estimates from commencement to project completion. The incumbent performs extensive final review of projects to ensure that provisions of the contract have been met. Upon substantial completion by the CDB, the incumbent reviews the punch list with the CDB project manager and capital liaison to ensure that all items have been reasonably completed. On occasion, the incumbent may prepare complex building construction plan layouts and provide schedules

and development of status reports and plans of work. The incumbent directs staff in daily assignments and coordinates scheduling to cover projects at all locations throughout the state.

The incumbent accomplishes accountabilities through the following staff:

Capital Improvements Project Technician North Unit who is responsible for assisting in the development and implementation of the departmental statewide CIP, conducting onsite visits to various construction sites, and providing reports.

This position has wide latitude to accomplish responsibilities. Problems which cannot be resolved independently are referred to the Capital Improvements Section Chief with recommendations for resolution. This position is constrained by all departmental and applicable federal/state regulations and policies.

Internal contacts are with the Secretary of Transportation, directors, bureau chiefs, section chiefs, regional engineers, administrative managers, business service managers, operations engineers, and field engineers. External contacts include the CDB, the Office of Management and Budget (OMB), chief procurement officer, and the Asbestos Abatement Authority on a project basis, consultant personnel, contractors, material suppliers, union personnel, and various utilities. The purpose for these contacts is to advance the CIP objectives. Extensive statewide travel with overnight stays is required to attend statewide project meetings.

The effectiveness of this position is measured by the ability to anticipate issues and to effectively and efficiently implement the CIP to meet departmental needs in a timely and cost-effective method.

Principal Accountabilities

1. Ensures contract provisions are met and all work/materials meet established specifications.
2. Oversees internal staff as well as outside contractors to ensure projects proceed according to established time frames and contractors do not experience delays due to inadequate project oversight.
3. Performs facility condition assessments, develops facility maintenance plans, and develops recommendations for the Capital Improvements Committee for the annual and five-year plans.
4. Performs preliminary design solutions and project support documentation.
5. Oversees budgetary allocations and prepares budgetary reports on monthly as well as ad hoc basis for executive management.
6. Maintains contact with the CDB and obtains the necessary project release of funds through the OMB.
7. Reviews and prepares partial payment requests and completes appropriate inventory forms for all property acquisitions.
8. Reviews and advises on contracts and change orders and maintains project files for future warranty and repair work.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in construction management mathematics, architecture, business, construction, industrial management, project management, or industrial technology plus three years of experience in establishing and monitoring contracts in design and construction management, project management, or a combination thereof; OR
 - Eleven years of experience in establishing and monitoring contracts in design and construction management, project management, or a combination thereof

- Valid driver's license
- Extensive statewide travel with overnight stays

Position Desirables

- Strong oral and written communication skills
- Detail-oriented and well-organized
- Ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials, and the public
- Proficient computer and technological skills as it pertains to the project management field

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Finance & Administration/Bureau of Business Services

Agency Contact: DOT.CONTACTTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com