

Job Title: ENGINEERING TECH IV - PROGRAM SUPPORT TECHNICIAN - IPR#45563

Agency : Department of Transportation

Closing Date/Time: 06/23/2022

Salary: \$4,790 - \$8,775 Monthly

Job Type: Salaried Full Time

County: Madison

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 Program Support Technician.

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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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 providing technical and management support for the preconstruction program Functions for the Bureau of Program Development.

Subordinate Personnel: 1 Direct; 1-2 Indirect
Program Development Staff: 90 Permanent/50 Seasonal
Number of Projects: 100-120 Annually
Value of Projects: \$10-\$400 Million Annually
Number of Consultant Agreements: 40-50 Annually
Value of Consultant Agreements: 15-20 Million Annually
Budget: \$5,375,000
Equipment/Commodities/Contractual: \$175,000

This position reports to the Bureau Chief of Program Development. An Office Technician reports to this position.

This position is responsible for support of the preconstruction program functions on all IDOT projects, both funded and nonfunded. This position must possess detailed technical knowledge of the policies, regulations, and procedures governing all phases of the preconstruction program functions and consultant contract administration. This position is responsible for monitoring the preconstruction activities of the district's improvement programs and consultant contracts.

The incumbent is accountable for procuring, stocking, disbursing and circulating revisions for all manuals; maintaining copies of all departmental memoranda, policy letters, special provisions, and standards; monitoring requests relative to the Freedom of Information Act; issuing, maintaining and closing out project numbers; and overseeing bureau filing systems.

Typical problems are identifying changes in project status, priorities, and lettings to ensure project information is current in district databases. The greatest challenge to the incumbent is to coordinate and maintain the current district status system of all preconstruction functions for district projects.

The incumbent prepares and monitors the Program Development's budget and provides feedback to the Bureau Chief concerning projected deficits and possible solutions. The incumbent reviews for completeness and accuracy proposed consultant project advertisements and submits project advertisements. The incumbent reviews and monitors signed consultant agreements and supplementals to assure consultant invoices are properly executed according to the contract and processes invoices for payment. The incumbent establishes job numbers and contract numbers for preconstruction projects and submits job authorizations and job completion notices for projects submitted and awarded on a letting. The incumbent provides the procuring,

(Job Responsibilities continued)

stocking, disbursing and circulating of all manuals, departmental memoranda, policy letters, special provisions and standards to ensure bureau personnel are informed and up to date during the preparation of preconstruction projects for letting. The incumbent is required to prepare responses to requests relative to the Freedom of Information Act.

The incumbent accomplishes these accountabilities through the following staff:

Office Technician – Prepares and monitors the Program Development Bureau vehicle operations budget, processes consultant engineering payment requests, assists in coordinating and maintaining current status reports, maintains inventory, and assists with the computerized systems needed to maintain adequate data bases and status systems.

In performing the functions of this position, the incumbent exercises wide latitude in maintaining current status of all projects, assures that bureau

functions are performed according to approved contracts, departmental policies and procedures. This position keeps the Program Development Engineer informed of issues that are or could be controversial.

In performing the functions of this position, the incumbent is required to maintain daily contacts with personnel from all sections within the bureau, all bureaus at the district level and, as well, the Central Bureaus of Design and Environment, Land Acquisition and Bridges and Structures personnel. Outside contacts are with various consultant firms; local government, Federal Highway Administration, various local vendors, and the general public to discuss problems or related project matter. Occasional travel is required.

The effectiveness of this position can be measured by the timely completion of assignments; the ability to maintain current status of all reconstruction projects; to assure that Bureau functions are performed according to approved contracts, departmental policies and procedures; the ability to properly address and complete all technical and management support functions; and to keep the Bureau Chief informed of issues that are or could be controversial.

Principal Accountabilities

1. Reviews and assures that current status of all preconstruction projects are properly maintained in order to facilitate the decision process of supervisory personnel.
2. Properly prepare and monitor the operating budget to ensure that bureau personnel have all equipment and supplies necessary to complete project on schedule.
3. Reviews consultant contracts for completeness and accuracy to process consultant invoices in an expeditious manner.
4. Issuing, maintaining, and closing out project job numbers for preconstruction projects in a timely manner.
5. Obtains and disburses all manuals, policy memoranda and directives to ensure bureau personnel having all updates for project preparation.
6. Trains, motivates, and evaluates staff to ensure a well-developed and competent staff in accomplishing all assignments.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

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 five years of engineering experience; OR
 - Seven years of engineering experience
- Valid driver's license
- Occasional travel

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

Work Location: 1102 Eastport Plaza Dr Collinsville, IL 62234-6102

Office: Office of Highways Project Implementation/Region 5/District 8/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Family: Transportation

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](https://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](https://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](https://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