

# **Job Title: ENGINEERING TECH V - MATERIALS INFORMATION TECHNOLOGY SUPPORT TECHNICIAN - IPR#45839**

**Agency :** Department of Transportation

**Closing Date/Time:** 06/28/2022

**Salary:** \$5,120 - \$9,155 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** NR916 - Protech Teamsters

**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](http://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 Materials Information Technology 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 provides daily support to both central and district office staff to ensure effective operation and use of the department's materials tracking systems. Examples of systems include the Materials Integrated System for Test Information and Communications (MISTIC), Construction and Materials

Management System (CMMS), and webMISTIC (wMIR). This position requires a broad and in-depth understanding of nearly all departmental materials acceptance, testing, and inspection processes. The incumbent provides direct support for the Bureau of Materials' and Bureau of Research's computer hardware, software, copiers, and printers as well as for the Voice over Internet Protocol (VoIP) phone system and all mobile devices. This position also coordinates and maintains training classes and records for the Bureau of Materials.

Annual construction contractor payments coordinated:	\$1 billion
Annual number of construction contract awards coordinated:	1,300
Number of materials tracking system users supported:	+/- 265
Number of Bureau of Materials users supported:	+/- 90

This position reports to the Materials Information Technology (IT) Manager. There are no subordinates reporting to this position.

This position has a significant impact on maintaining the integrity and efficiency of the department's materials tracking systems. The incumbent provides users with information for effective use across all areas of these systems including producers, materials, inventories, contracts, pay items, and inspector records. This position is essential to ensure an effective interface between the department's materials tracking systems and other department databases.

A major challenge of this position is to provide daily guidance and support to all central and district Bureau of Materials office staff to ensure effective data collection for the materials tracking systems. Another challenge is to provide timely generation of producer and materials codes in addition to managing other tracking records for areas such as mix designs, pay items, inspectors, contracts, and trained technicians. Typical problems include resolving inspection and/or documentation issues with district staff and producer and material code issues for the central Bureau of Materials. An additional challenge is that the incumbent must be knowledgeable in nearly all procedures and specifications inherent to the materials testing program related to the project certification process and the application of the Manual of Materials Inspection and Project Procedures Guide.

### **(Job Responsibilities continued)**

The incumbent is personally responsible for providing frontline support for all central and district office users of the department's materials tracking systems. S/He maintains continuous knowledge of all aspects of central and district office materials testing, inspection, and reporting processes. This position provides central and district office personnel with accurate methods for processing test information and solutions for dealing with inspection and reporting anomalies. S/He identifies potential modifications and enhancements that are needed to keep the materials tracking systems up to date. The incumbent is personally responsible for assisting district office staff in resolving problems with contract and program test records and determining the acceptability of documents submitted in response to requests to cover exceptions. The incumbent performs special assignments for the Materials IT Manager and maintains essential statistical records necessary for the optimum operation of the testing and certification process. This position is responsible for reviewing letters of certification sent by district office engineers and pays special attention to monitoring and tracking exceptions on statewide projects. The incumbent trains new personnel in the district offices on effective use of the department's materials tracking systems. S/He is responsible for updating and maintaining the Trained Technician database and the Learning Management System (LMS) and acts as the Bureau of Materials' IT liaison with the Bureau of Information Processing (BIP). This position is responsible for preparing the Annual Summary of Inspection Report.

The incumbent establishes and plans his/her own work schedules and activities subject to general guidance by the Materials IT Manager and has broad authority to make decisions relating to materials documentation activities throughout the state.

The incumbent has internal contact with personnel in the Bureau of Materials central and district offices, Bureau of Research, BIP, Division of Aeronautics, and Office of the Chief Counsel as well as with resident engineers. Occasional external contact is made with staff at the Federal Highway Administration (FHWA), county superintendent offices, Illinois Tollway Authority, and city of Chicago. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position is measured by the quality and timeliness of the incumbent's response to requests for producer and materials codes

and other supportive data such as contracts and pay items as well as to provide effective support to users for the use of the department's materials tracking systems in the areas of problem solving, inspection, and reporting anomalies. Additionally, effectiveness can be measured by his/her ability to aid with the overall statewide materials certification and test reporting function as well as instruction and supervision of the data input of documentation. The success of the incumbent can also be measured by his/her ability to provide IT support to Bureau of Materials users and coordinate and maintain training classes and records.

### **Principal Accountabilities**

1. Provides timely support to all central and district office users for code generation, problem solving, and effective utilization of the department's materials tracking systems.
2. Ensures that a reliable statewide integrated system is maintained to support the materials testing and assignment program and reflects the current testing program.
3. Maintains continuous knowledge of all aspects of central and district office materials testing, inspection, and reporting processes.
4. Provides central and district office personnel with accurate methods for processing test information and solutions for dealing with inspection and reporting anomalies.
5. Identifies potential modifications to the materials tracking systems and coordinates testing and implementation of these modifications.
6. Assists district office staff in resolving problems with contract and program test records and determines the acceptability of documents submitted in response to requests to cover exceptions.
7. Establishes uniform tracking system documentation and provides individual and group training to staff in the Bureau of Materials and various governmental agencies.
8. Reviews letters of certification sent by district office engineers and pays special attention to monitoring and tracking exceptions on statewide projects.
9. Updates and maintains the Trained Technician database and the LMS.
10. Prepares the Annual Summary of Inspection Report.
11. Acts as the Bureau of Materials' IT liaison with the BIP and ensures effective statewide interface between the department's materials tracking systems and other department databases.
12. Performs special technical investigations and studies for management on specific test programs and projects.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
14. 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 six years of engineering experience, OR
  - Eight years of engineering experience
- Valid driver's license
- Occasional statewide travel which may include overnight stays

#### **Position Desirables**

- Working knowledge of materials laboratory testing and field inspection and/or the materials certification process
- Working knowledge of materials tracking systems such as MISTIC
- Ability to maintain harmonious relationships with coworkers and other agencies

- Strong oral and written communication skills
- Strong interpersonal skills

**Work Hours:** 8:00 AM to 4:30 PM Monday-Friday

**Work Location:** 126 E Ash St Springfield, IL 62704-4766

**Office:** Office Highways Project Implementation/Bureau of Materials

**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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)