

Job Title: TECHNICAL MANAGER III - ENVIRONMENTAL INFORMATION & COMMUNICATIONS COORDINATOR - IPR#45495

Agency : Department of Transportation

Closing Date/Time: 09/26/2022

Salary: \$4,765 - \$8,295 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 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 an Environmental Information and Communications Coordinator.

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
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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 managing a computerized project management system for the Location and Environment Section. The incumbent coordinates the review of consultant Statements of Experience and Financial Condition (SEFCs), requests environmental prequalification, documents all findings, and performs project coordination support tasks.

Reports generated from databases:	35 annually
Project coordination correspondence researched and prepared:	100 annually
Environmental reports reviewed and processed:	25 annually
Consultant SEFCs reviewed and processed:	100 annually

This position reports to the Project Coordination Unit Manager. There are no subordinates reporting to this position.

This position works in an environment that manages information and data relative to the Bureau of Design and Environment's (BDE) Phase 1 environmental process. This position serves as communication liaison between the BDE Location and Environment Section and the district environmental coordinators and staff. The incumbent provides information concerning environment-related meetings and activities, training classes, and issues related to the Project Monitoring Application (PMA) database used by the BDE, the district environment section's staff, and the Bureau of Local Roads and Streets' staff. This position reviews consultant SEFCs requesting environmental prequalification, verification of credentials, rankings, and prepares appropriate responses. The incumbent should be able to balance conflicting priorities and successfully manage uneven workloads while s/he maintains an awareness of environmental process regulations, requirements, and procedures. Priorities can change quickly in response to special circumstances. The incumbent uses his/her judgment in work situations that include anticipating problems, resolving difficulties, and expediting the flow of information to appropriate staff. S/He needs to maintain an awareness of current environmental regulations and processing procedures.

The greatest challenges for this position include ensuring the proper functioning of the PMA database and development of reports used by the Location and Environment Section, while also coordinating consultant prequalification reviews and providing project coordination support tasks.

(Job Responsibilities continued)

The incumbent coordinates the analysis and review of consultant SEFCs, documents all findings, and recommends appropriate action. This requires an intensive and time-consuming effort of contacting consultants, their clients, and other state agencies. The incumbent ensures prompt retrieval of data and proper function of the PMA database used by central office and district environmental staff. The incumbent researches and prepares project coordination correspondence and transmits reports, approvals, and other notifications to the district staff, retained consultants, and outside agencies for review and/or approval. S/He provides project coordination support tasks and assists on committees relating to project development processes.

The incumbent has substantial latitude to resolve problems. S/he will refer significant problems that affect working relationships among staff or that involve difficulty or sensitive coordination with offices or individuals outside the Location and Environment Section to the Project Coordination Unit Manager for resolution.

Internally, the incumbent has frequent contact with the Location and Environment Section personnel, project coordinators, and with Project Coordination Unit consultants. Externally, the incumbent maintains contact with district environmental coordinators and Federal Highway Administration personnel regarding project coordination issues; with consultants, their clients, and other state transportation departments regarding verification of information submitted for environmental consultant prequalification reviews; and other state and federal agencies involved in the National Environmental Policy Act (NEPA) or environmental review process. Occasional statewide travel with overnight stays may be required to go to district offices for training or project coordination support activities, including attendance at coordination meetings.

The effectiveness of this position is measured by the efficient management and proper functioning of the PMA database used by the BDE and district environmental staff, prompt and accurate review of all consultant SEFCs, timely transmission of information to/from district staff, and timely responses to requests for assistance.

Principal Accountabilities

1. Ensures prompt retrieval of data and proper function of the PMA database used by central office and district environmental staff.
2. Coordinates the review of consultant SEFCs requesting environmental prequalification, documents all findings, and recommends appropriate action.
3. Develops format and prepares periodic reports on environmental surveys, environmental studies and documents, and consultant SEFCs.
4. Reviews format and content of environmental reports for routine to moderately complex projects, edits and coordinates with project coordinators, and prepares responses to the district staff, as needed.
5. Participates on committees relating to project development processes as needed.
6. Prepares and distributes project coordination and other environment-related correspondence.
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 a bachelor's degree majoring in environmental sciences, biological sciences, or ecology; OR
- Completion of two years of college PLUS two years of experience in NEPA activities and its administration, including coordination and management of data; OR
- Six years of experience in NEPA activities and its administration, including coordination and management of data
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Proficient in using Microsoft Office Suite programs with emphasis on SharePoint, Excel, and database management
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with other department employees and stakeholders
- Strong organization and time management skills

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

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

Office: Office of Highways Project Implementation/Bureau of Design and Environment

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 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