

# Job Title: ENGINEERING TECH III - MAINTENANCE CADRE TECHNICIAN - IPR#44712

**Agency :** Department of Transportation

**Closing Date/Time:** 10/05/2022

**Salary:** \$3,920 - \$6,775 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**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 Maintenance Cadre 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.

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

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 performing a variety of technical duties in the Operations Section of the Bureau of Maintenance so as to develop necessary managerial skills for planning, directing and controlling maintenance field activities.

Field Checks: 200 Annually  
Special Projects: 12 Annually  
Maintained Roadways: 250 - 600 Lane Miles

This position reports to the Bureau Chief of Maintenance. No staff reports to this position.

Traffic volumes in District One amount to approximately twenty billion miles annually and over ten thousand lane miles of highways which cause unusual highway and roadside deterioration. As a result, employees are exposed to a large number of accidents and maintenance field operations are highly visible and politically sensitive. These operations include a wide variety of distinct technical activities, such as various types of pavement partial and full depth patching and sealing; shoulder stoning and rehabilitation; wedging, blading, and dragging; repairing earth slopes; inlet and catch basin cleaning; sewer line pipe and culvert cleaning and repair; debris removal and roadside vegetation management; bridge cleaning; bearing maintenance; deck patching; and rest area maintenance. This position is essential preparation for management of the team section. The diversity of these maintenance field activities requires the assimilation of a large variety of information to be able to perform team section supervisory responsibilities when required.

This position requires the ability to organize work crews, maintain and properly utilize equipment and accomplish scheduled and emergency work while maximizing the use of available resources. For example, it is necessary to develop knowledge of the maintenance and repair of pavements, shoulders and adjacent rights-of-way in addition to the management of snow and ice control operations.

The incumbent personally assembles field information by completing work demand survey sheets or other documents to support the annual maintenance program. The incumbent gathers field data required by the Maintenance Contracts Section and Bureau of Design for the preparation of plans and contract documents. This position performs elementary surveying, such as establishing grade elevations for the installation of simple drainage projects. The incumbent performs inspections of permit work and work performed by Maintenance crews and assists the Field Technician with final inspections of improvement projects. Drafting duties performed by the incumbent include the development of maps for snow and ice control spreading and plowing routes, or for use in conjunction with the maintenance program. The incumbent also is given a wide variety of administrative functions, such as maintenance of team section files, assisting with reporting work performance, inventory reconciliation and validating equipment records.

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

Although the incumbent has no subordinates, periodic supervisory responsibility over small crews of negotiated rate personnel during special projects and full supervisory authority over a team section is at times required. The greatest challenge to this position involves developing the ability to perform a wide variety of duties as directed and attaining the expertise needed to take over the full responsibility of a team section manager when required. The incumbent may be assigned alternate work hours as required for specific projects. District-wide travel and overtime may be necessary to fulfill the duties of this position.

The incumbent performs these duties under the direct supervision of an experienced Operations Supervisor, however, because of the sensitive environment in which the incumbent works, considerable discretion and judgment must be exercised. This position involves frequent communication with the Operations Supervisors, Lead-Lead Workers, Mechanics, Storekeepers and maintenance personnel located at district Headquarters.

The effectiveness of this position is measured by the accuracy and timeliness of completed assignments related to Team Section Management.

### **Principal Accountabilities**

1. Completes assignments in a timely manner.
2. Develops knowledge of a wide variety of maintenance field activities, as well as maintenance policies and procedures, in a reasonably prompt timeframe.
3. Develops the knowledge and ability to effectively supervise negotiated rate personnel.
4. Provides for the safety of subordinate personnel to comply with the provisions of the Departmental Safety Code and established safe work practices.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. 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 thirty months of engineering experience OR
- Six years of engineering experience
- Valid Driver's License
- District-wide travel and occasional overtime

**Position Desirables**

- Working knowledge of roadway operations, construction, maintenance and/or design
- Ability to analyze information and present solutions in a professional manner
- Strong oral and written communication skills

**Work Hours:** 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Maintenance

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto: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)