

Job Title: ENGINEERING TECH I - ASSISTANT COST EVALUATION TECHNICIAN - IPR#45006

Agency: Department of Transportation
Closing Date/Time: 11/04/2021
Salary: \$2,695 - \$4,735 Monthly
Job Type: Salaried Full Time
County: Sangamon
Number of Vacancies: 1
Plan/BU: NR916

Interested applicants must apply for this position on the Work for Illinois website, www.work.illinois.gov. Please direct any questions to the Agency Contact listed below.

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 SuccessFactors. 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 Assistant Cost Evaluation 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 coordinating contracts prior to advertisement for bids, assisting in the development of cost and time estimates for bridge and structure projects, and evaluating contractor submitted bids in comparison to the official state estimate. This position also assists with the development of square foot cost reports for the Federal Highway Administration (FHWA).

This position reports to the Estimating and Review Group Engineer. There are no subordinates reporting to this position.

This position operates within an environment that ensures the timely coordination and processing of structural contracts to meet the Bureau of Bridges and Structures' commitments to the department's letting schedule. This position assists in the development of the official state construction cost estimate for structure construction projects and in the development of preliminary estimates for FHWA reimbursement of funds and the analysis of bids submitted by contractors at state letting.

Typical problems include analyzing pay item cost data to spot trends, report and prepare tabulations of pay item costs, and recommend revisions and improvements to preparing pay item estimates.

The incumbent records, organizes, reviews, and distributes contract plans and develops cost and time estimates prior to advertisement for bids. The incumbent ensures that roadway and structural plans are complete of details and dimensions to formulate estimate of costs. S/He records pay item cost data for use to determine future prices. S/He assists in preparing pay item cost data for the annual square foot costs report for the FHWA.

This position is given general latitude to perform accountabilities and is required to consult the Estimating and Review Group Engineer on interpretations and controversial issues related to cost estimating and construction procedures. This position has freedom to exercise personal judgment to revise routines and methods to expedite contract review and contract estimates.

The incumbent has external contact with the FHWA, county and city highway departments, consultants, contractors, and other industry companies. S/He has internal contact with the Bureaus of Design and Environment, Materials, Research, Construction; the Office of Planning and Programming; and the district offices. Occasional statewide travel may be required.

The effectiveness of this position can be measured by the timely and accurate entry and coordination of contract plans and development of estimates for bidding purposes. The effectiveness is also measured by the accuracy of pay item cost reports and square foot cost reports.

Principal Accountabilities

1. Assists in the coordination, tracking, and distribution of bridge contracts prior to advertisement for bids.
2. Assists in the development of timely and accurate official state estimates to be utilized for award ability of contractors' bids.
3. Assists in the development of analysis techniques for determining pay item cost.
4. Assists in the development of square foot cost reports for the FHWA.
5. Ensures complete and accurate reports and statistical tabulations of pay item cost as scheduled or requested.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. 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; OR
 - Two years of engineering experience
- Valid driver's license
- Occasional statewide travel

Position Desirables

- Proficiency with Microsoft Office software
- Strong oral and written communication skills
- Good organizational skills and the ability to maintain cooperative relationships

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

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

Office: Office of Highways Project Implementation/Bureau of Bridges and Structures

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

Job Function: 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 work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the work.Illinois.gov 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[KS(1] and review the Internal Candidate Application Job Aid HERE[KS(2]

Non-State employees: on work.Illinois.gov – click “Application Procedures” in the footer of every page of the website.