

Job Title: ENGINEERING TECH I - ASSISTANT CODING TECHNICIAN - IPR#45336

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 Coding 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 entry of all highway contract pay items for computer processing, the coding designations of new pay items, and the updating of the Coded Pay Items Manual (CPIM).

This position reports to the Chief Computer Coding Specialist. There are no subordinates reporting to this position.

This position is responsible, under direct supervision, for the activities required to transfer highway design quantities and unit pay items in the Electronic Contract Maintenance (ECM) mainframe computer system. Previously established computer designations for contract pay items are assigned individually for each project, and where none are established, new pay item designations are determined and entered into the ECM system.

This position operates in an environment of preparing and maintaining ECM mainframe computer system. Errors or omissions committed by this position would cause significant department errors damaging the credibility of the department.

The greatest challenge of this position includes maintaining records of all assigned pay item code

designations in the Master Code Book from which the CPIM is periodically updated. A typical problem would be accurate data entry of all estimate information.

The incumbent identifies and assigns contract quantities to their appropriate ECM pay item designations. S/He assists with the identification and coordination of pay items with previously determined cost participation information. This funding assignment is the basis for construction contract reimbursement control by the Bureau of Budget and Fiscal Management, for all cost participating agencies, such as the Federal Highway Administration (FHWA), counties, municipalities, railroads, and the Army Corps of Engineers. As projects advance through the review stages leading to advertisement for letting, the incumbent ensures that each individual revision, adjustment or deletion of quantities, pay items, and cost participation limits are assessed and entered into the ECM to maintain an accurate basis for contract letting control. The incumbent maintains and distributes an up to date CPIM.

(Job Responsibilities continued)

The incumbent has general latitude in performing his/her accountabilities. Problems of a sensitive nature are referred to the Chief Computer Coding Specialist for resolution. The incumbent is constrained by all department policies.

The incumbent's most significant internal contacts are within the incumbent's direct line of supervision. Externally, the incumbent occasionally advises district personnel in matters related to pay item coding methods and procedures.

The effectiveness of this position can be measured by the degree of complete and accurate computerized tabulation of bids. Less than maximum accuracy will be immediately apparent upon evaluation of bids received.

Principal Accountabilities

1. Enters accurately pay items, quantities, and funding participation into the ECM system to maintain contract letting control.
2. Maintains and distributes an up to date CPIM.
3. Revises accurately contact pay items, quantities, and funding participation caused by the issuance of addendums.
4. Assigns pay item designations for new pay items.
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; OR
- Two years of engineering experience

Position Desirables

- Knowledge of design, construction, and maintenance of highway projects and plans
- Ability to develop and maintain cooperative relationships with departmental, state agency, and the FHWA staff
- Good oral and written communication skills

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 Design and Environment

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.