

# Job Title: ENGINEERING TECH IV - CAPITAL IMPROVEMENTS PROJECT TECHNICIAN CENTRAL AND SOUTH UNIT - IPR#45809

**Agency :** Department of Transportation

**Closing Date/Time:** 11/28/2022

**Salary:** \$4,790 - \$8,775 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 2

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

**\*This position is covered by the Revolving Door Prohibition Policy.**

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 Capital Improvements Project Technician Central and South Unit.

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 assisting in the development and implementation of the Illinois Department of Transportation's (IDOT) Capital Improvements Program, conducting on-site visits to various construction sites, and providing detailed documentation primarily for the counties in the IDOT districts 4 – 9. However, if the need arises, this position may be assigned responsibilities in districts 1 – 3.

Annual capital improvements budget: \$55 million  
Number of construction projects: 15 – 50 annually  
Total IDOT property: \$476 million

This position reports to the Capital Improvement Central and South Unit Chief. There are no subordinates reporting to this position.

This position operates in an environment characterized by limited funding which increases the need for efficient administration of capital improvement projects. The incumbent assists in establishing realistic budgets for new construction, renovation, and asbestos removal projects based on the needs of the individual districts. The incumbent ensures that a clean and safe working environment for department and contract employees is maintained. S/He will also manage the allocated budgets on their assigned projects. This requires the incumbent to maintain current knowledge of codes, cost trends, new construction methods, and new technological applications. This position ensures and obtains appropriate regulatory reviews, comments, and permits.

Typical problems encountered by this position include ensuring all construction, remodeling, and renovation projects meet necessary time constraints and are within the project budget. The greatest challenge of this position is to recognize potential hazardous materials, such as asbestos and contaminated soil early in the design stage, and report the situation to the Capital Improvement Central and South Unit Chief to obtain a recommendation of corrective procedures for removal through the Bureau of Design and Environment.

The incumbent serves as a departmental representative for the IDOT funded Capital Development Board (CDB) project meetings. S/He will attend on-site or remote meetings from the start of a project through closeout to track design and construction progress. These types of meetings include orientation, design review, pre-bid, pre-construction, pay/progress, substantial completion, and final acceptance. Information regarding these projects such as schedule, budget, and scope are reported to the Capital Improvement Central and South Unit Chief. The incumbent creates and maintains multiple cost tracking and project status spreadsheets. The incumbent receives reports regarding the allocation for each assigned project, monitors project expenditures, and stays aware of the remaining allocation. S/He prepares periodic structured updates to be used for management reporting. The incumbent reviews all partial payment requests and provides feedback regarding the accuracy of

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

each pay estimate to the Capital Improvement Central and South Unit Chief. S/He assists in performing the final review of projects to ensure all provisions of the contract have been met. The incumbent reviews checklists for finalization of the assigned projects. The incumbent works closely with the districts to complete the required documentation for their annual and five-year Capital Development Program. S/He reviews district requests and establishes an estimated budget and prioritization of projects included within the program for management review. The incumbent prepares budgetary updates monthly as required.

The incumbent has general latitude to accomplish daily responsibilities. S/He is constrained by all applicable departmental and federal and state policies and practices. Matters of a unique nature are referred to the Capital Improvement Central and South Unit Chief with recommendations for resolution.

Internal contacts are with the Director of Finance and Administration, bureau chiefs, section chiefs, regional engineers, Bureau of Design and Environment staff, and district business services managers. External contacts include the CDB, Asbestos Abatement Authority, consultant personnel, contractors, material suppliers, and various utility companies' personnel. Extensive statewide travel with overnight stays to attend statewide project meetings and to conduct on-site reviews of ongoing projects is required.

The effectiveness of this position is measured by the incumbent's ability to estimate future funding needs, manage budgets on assigned projects, and provide timely progress updates to the Capital Improvement Central and South Unit Chief.

### **Principal Accountabilities**

1. Serves as a departmental representative for the IDOT funded CDB project meetings. Attends and reports on project meetings from beginning to closeout whether on-site or remote.
2. Reviews and evaluates project submittal drawings, specifications, and cost estimates.

3. Creates and maintains multiple cost tracking and project status spreadsheets.
4. Monitors project expenditures and stays aware of remaining allocation for each project at any given time.
5. Performs on-site assessments, develops facility maintenance plans, and develops recommendations for the Capital Improvements Central and South Unit Chief for the annual and five-year Capital Development Program.
6. Maintains budgetary allocations for each assigned project ensuring the department is operating within the established limits. Prepares budgetary updates monthly as required.
7. Reviews all partial payment requests for accuracy and completes appropriate inventory forms for all property acquisitions within assigned areas.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. 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 five years of engineering experience; OR
  - Seven years of engineering experience
- Valid driver's license
- Extensive statewide travel with overnight stays

### **Position Desirables**

- Working knowledge of construction management, estimating, or architecture
- Experience performing a variety of technical activities such as oversight of the design/construction process and reviewing specifications, plans, schematics, and/or drawings
- Ability to establish budgets and prioritize projects for management review
- Knowledge of hazardous materials and corrective removal procedures
- Ability to coordinate extensively with contractors and various office staff
- Proficient in Microsoft Office Suite, including Excel, Word, and Outlook
- Effective oral and written communication skills

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 1 Langhorne Bond Dr Springfield, IL 62707-8415

**Office:** Office of Finance & Administration/Bureau of Business Services

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@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)