

# Job Title: ENGINEERING TECH V - PREQUALIFICATION ANALYST - IPR#46164

**Agency :** Department of Transportation

**Closing Date/Time:** 12/05/2022

**Salary:** \$5,120 - \$9,155 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 Prequalification Analysts.

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 providing the Illinois Department of Transportation (IDOT) with reasonable assurance that contractors have the financial capacity, experience, equipment, and personnel to complete

projects of a magnitude commensurate with their abilities in a satisfactory and timely manner.

Number of contractors prequalifying:	+1,200 annually
Contractor prequalification rating reviews:	300 annually
Average number of lettings:	10 annually

This position reports to the Prequalification Engineer. There are no subordinates reporting to this position.

This position interprets and administers policies and procedures to ensure that only contractors with sufficient capabilities are prequalified to bid on contracts advertised by the IDOT. The incumbent operates in a sensitive environment due to the nature of the application information and the time constraints in which the project must be accomplished. Any delays and/or errors in processing could affect a contractor's ability to bid on contracts with the IDOT and/or local agencies. S/He generates and maintains positive and responsive working relationships throughout the transportation industry. This position enables the Bureau of Design and Environment (BDE) to issue authorization forms in accordance with state and federal regulations, policies, procedures, and specifications.

The greatest challenge in this position is to ensure that only competent construction contractors are prequalified to bid on departmental contracts without unduly restricting competition. Another major challenge is to accurately determine a contractor's ratings in a limited time frame. Typical problems involve resolving disagreements with contractors over assigned ratings, issuing authorization to bid within a short time interval, and dealing with the pressures exerted by contractors to obtain authorization forms.

The incumbent is responsible for the analysis and computation of financial and work ratings for contractors seeking to bid on contracts with the IDOT. After reviewing a contractor's financial statement and determining a financial rating, the incumbent assigns type and volume of various line item work ratings. The work ratings are based upon the contractor's available construction equipment, personnel, and performance in the field. The incumbent is accountable for the analysis of the contractor's requests for authorization to bid based on the firm's prequalification ratings, work under contract, and the work requirements of each contract to be let. S/He must exercise considerable judgment in the proper prosecution of these analyses. The incumbent maintains and updates all required forms and recommends changes to prequalification procedures.

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

The incumbent has wide latitude to accomplish his/her accountabilities. The incumbent operates in accordance with departmental, state, and federal regulations, policies, procedures, and specifications. Sensitive and confidential matters are frequently handled by the incumbent. Changes to the prequalification procedures are referred to the Prequalification Engineer.

Internal contacts include staff in the Bureau of Construction, BDE, Bureau of Local Roads and Streets, Division of Aeronautics, Office of Chief Counsel, and the district offices. External contacts include the Department of Human Rights, Capital Development Board, Department of Natural Resources, Federal Highway Administration, Illinois State Toll Highway Authority, local agency officials, officials of other states, certified public accountants, bonding companies, banks, consulting engineers, contractors, and the public. Occasional statewide travel with overnight stays is required.

The effectiveness of the incumbent can in part be measured by the number of contractors who succeed or fail in the execution of their work and by the absence of adverse publicity in this area.

### **Principal Accountabilities**

1. Interprets and administers policies and procedures to ensure that only contractors with sufficient capabilities are prequalified to bid on contracts advertised by the IDOT.
2. Analyzes requests for plans and proposals to determine whether or not authorization to bid should be issued.
3. Analyzes contractor low bids to determine eligibility. Advises the awards committee.
4. Administers prequalification policies and procedures to ensure that competition is not unnecessarily restricted.
5. Resolves disagreements regarding prequalification ratings with contractors.
6. Maintains liaison with contractors' representatives and other entities with an interest in prequalification matters.
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 two (2) years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum plus six (6) years of engineering experience; OR
  - Eight years (8) of engineering experience
- Valid driver license
- Occasional statewide travel with overnight stays

### **Position Desirables**

- Experience with accounting principles, auditing financial statements, and balance sheets
- An understanding of corporate structure
- Knowledge and performance of a variety of technical activities relating to construction
- Ability to perform job duties independently with minimal guidance and/or supervision
- Effective oral and written communication 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 Construction

**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)