

Job Title: ENGINEERING TECH IV - TRAFFIC PROJECTS TECHNICIAN - IPR#44540

Agency: Department of Transportation
Closing Date/Time: 11/30/2021
Salary: \$4,790 - \$8,775 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 a Traffic Projects 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 the management, invoicing, and fee collection for the Illinois Department of Transportation's (IDOT) special signing programs including the statewide Interstate Business Logo Signing Program, Attraction Logo Signing Program, Tourist Oriented Directional Signing (TODS) Program, and Roadside Memorial Program.

This position reports to the Engineering and Standards Unit Chief. There are no subordinates reporting to this position.

This position functions within an environment that ensures program engineering technical guidelines are applied uniformly statewide and that any disputes are resolved. This position is responsible for the management and oversight of the statewide Interstate Business Logo Signing Program, Attraction Logo Signing Program, TODS Program, and the Roadside Memorial Program.

The greatest challenge in this position is to address questions from the district offices and the public concerning the federal and state rules and annual billing of these special signing programs. The incumbent must be able to address questions and issues associated with the Roadside Memorial Program delicately and tactfully as these requests are of a sensitive nature.

The incumbent manages and oversees the statewide Interstate Business Logo Signing Program, Attraction Logo Signing Program, TODS Program, and the Roadside Memorial Program in accordance with state and federal rules. S/He establishes and maintains an electronic and hard copy filing system for account records and prepares invoices and collects fees for the annual billing of the special signing programs. The incumbent assists the district offices with questions and issues pertaining to the department's special signing programs. The incumbent assists in the preparation of rules, manuals, and forms associated with the special signing programs.

Within established guidelines, the incumbent has the authority to resolve problems concerning work functions. Problems which may affect department policy and administrative rules, engineering standards, or which result in adverse publicity are handled through the Engineering and Standards Unit Chief.

This position has continuous contact with the district offices, businesses and attractions, public officials, special interest groups, and Roadside Memorial Program applicants. Occasional statewide travel with overnight stays is required for this position.

The effectiveness of this position is measured by the incumbent's timeliness and accuracy of annual billing and organization of records for the Interstate Business Logo Signing Program, Attraction Logo Signing Program, and TODS Program. Effectiveness is also measured by the timeliness of reviews and approved sign installations for the Roadside Memorial Program.

Principal Accountabilities

1. Manages and oversees the statewide Interstate Business Logo Signing Program, Attraction Logo Signing Program, TODS Program, and the Roadside Memorial Program in accordance with state and federal rules.
2. Establishes and maintains an electronic and hard copy filing system for account records and prepares invoices and collects fees for the annual billing of the special signing programs
3. Assists the district offices with questions and issues pertaining to the department's special signing programs.
4. Assists in the preparation of rules, manuals, and forms associated with the special signing programs.
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 five years of engineering experience; OR
 - Seven years of engineering experience
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Extensive knowledge of Microsoft Access or other database programs
- Basic familiarity with the Manual on Uniform Traffic Control Devices

- Ability to develop and maintain cooperative relationships with departmental staff and the public
- 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 Operations

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.