

# Job Title: ENGINEERING TECH III - DATA MANAGEMENT UNIT TECHNICIAN - IPR#44777

Agency: Department of Transportation

Closing Date/Time: 05/17/2021

Salary: \$3,920 - \$6,775 Monthly

Job Type: Salaried Full Time

County: Effingham

Number of Vacancies: 1

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

**HOW TO APPLY:**

**Technical Applications PM1080 (rev 3/8/21) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by the closing date listed above. The previous application form revised 10/16/20 will be accepted until May 8, 2021. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#44777 on the Technical Application PM1080.**

## **Agency Mission Statement**

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The Illinois Department of Transportation is seeking to hire a Data Management Unit 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**

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This position is responsible for obtaining road inventory data, instructing and supervising technical personnel in making field measurements, transferring field data to data collection records, maps and diagrams, and personally performing complex drafting. The incumbent also participates in technical studies relative to programming and data collection.

This position reports to the Data Management Unit Chief. No subordinates report directly to this position, however the incumbent may supervise up to 3 technical personnel on a project basis.

This position is responsible for acquiring information that is essential to programming, location studies, all mapping functions, determining acceptable mileage and tables for Motor Fuel Tax allocations, legislative studies, and federal and state publications. The purpose of gathering and maintaining such data is to provide a basis for transportation system planning. The position is unique in that it requires the incumbent to be able to translate information obtained from construction plans and visual observations into a coded format for the Highway Record Data Bank in Springfield.

Typical problems encountered by the incumbent usually involve properly collecting and verifying data and translating it into the coded format for input into the data bank. Continual updating of data is essential in order to maintain a current and accurate data file. Instruction and supervision of temporary personnel in the collection of data can be problematic since these are normally employees of limited experience in this area. The greatest challenge is to collect and submit information into the data bank that will be useful to those needing the data, and maintaining good relations with outside agencies and officials to ensure their participation in our constant update of data.

Functions personally performed by the incumbent include the collection of data and reporting of new and existing field measurements on the highway system and its appurtenances; reading and interpreting highway construction plans and computing mileages needed for various mileage listings and tabulations; coding and reviewing all field and office data for the data bank; consulting township, county and city officials for determination of proper and legal jurisdiction and maintenance of roads; researching, plotting, and revising existing maps and maintaining adequate map supply for distribution purposes. The incumbent also gathers and codes structure data for all state and local structures and coordinates liaison and review of information with other bureaus and local agencies; instructs and supervises assigned technical personnel, participates in the Pavement Condition Rating Study, the Railroad Crossing Survey, Intersection Inventory, the Aircraft Operations Survey, and the Junkyard Study.

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

When assigned temporary personnel, the incumbent trains and supervises, oversees work progress, coordinates time schedules in relation to projected deadlines and reviews completed production. He/she provides guidance and on the spot decisions germane to immediate problems in the field or office.

The incumbent has much flexibility and latitude in accomplishing his/her duties and fulfilling his/her responsibilities. Problems of a highly sensitive or complex technical nature are referred to the Systems Inventory Unit Chief for resolution.

This position is in daily contact with other district bureaus to obtain information and to provide inventory data. The incumbent is in frequent contact with the central Bureau of Planning in regard to entries in the Data Bank, special reports, and the verification of information. Outside the department, the incumbent is in frequent contact with employees of consulting engineers, municipalities, townships, and counties, all of whom have a direct interest in data collected by the incumbent. There is frequent travel within the district for data collecting purposes.

The effectiveness of this position is measured by its ability to meet established goals and deadlines while ensuring the maintaining of a high degree of accuracy and retrievability of all accumulated data. Cataloging and dispersal of this data also reflects its effectiveness.

### **Principal Accountabilities**

1. Obtaining complete and accurate field data and measurements on existing highway system and appurtenances.
2. Participates in Pavement Condition Rating Study and other technical surveys relative to programming and data collection purposes.
3. Researches and revises existing maps from data accumulated through field checks, inner office records, and assistance from other agencies.
4. Assists in training, supervising and evaluating temporary personnel to efficiently and accurately collect, record, and code data for input into the Data Bank.
5. Accurately completes transferal of field and office data to the Data Bank and other data collection records.
6. Determines and verifies total mileage statistics for every township to establish accurate allocation of MFT monies.
7. Meets deadlines set for the collection of data.
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

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### Position Requirements

- Education/Experience:
  - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS thirty months of engineering experience; OR
  - Six years of engineering experience
- Valid driver's license

### Position Desirables

- Ability to develop and maintain cooperative relationships with departmental staff
- Experience in Geographic Information Systems
- Strong oral and written communication skills
- Strong organizational skills

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

Work Location: Effingham - 400 W Wabash Ave

Office: Office of Highways Project Implementation/Region 4/District 7/Program Development

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

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.