

Job Title: ENGINEERING TECH IV - PLAN REVIEW TECHNICIAN - IPR#44942

Agency: Department of Transportation

Closing Date/Time: 07/27/2021

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

Job Type: Salaried Full Time

County: Sangamon

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. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

Please indicate IPR#44942 on the Technical Application PM1080.

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

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Plan Review 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 responsible for reviewing the recommendations for approval Plans, Specifications and Estimates (PS&E) and related papers for road, street and bridge improvements of local agencies (counties, road district and municipalities), using their allotments of funds from Township Bridge Programs (TBP) and various federal funded programs.

This position reports to the Local Roads and Streets Engineer. No subordinates report to this position. Deadlines for the completion of plans are established by letting schedule and local agencies' desires. The Incumbent is constantly in contact with local agency officials and their consultants during plan preparation and review stage. Thorough plan reviews assure more complete and accurate plans, thereby reducing costly add-ons at the construction stage. Estimates are treated as confidential on all projects; records and plans other than the estimate are open to public review upon approval by the local agency.

Typical problems faced by the incumbent are both technical and managerial in nature. These include the Preliminary Bridge Design and Hydraulic Report (PBDHR), checking to determine if plans meet all design standards and to determine if there are sufficient pay items to construct the project and to ensure the quantities are reasonable. The greatest challenge to this position is to be completely familiar with the most up-to-date design standards, policies and specifications in order to minimize the

number of errors.

Functions performed by the incumbent include the PBDHR , checking pavement design, and checking plans and proposals for conformance with design standard, policies and specifications. This position is also responsible for promoting and maintaining good public relations, communications and cooperation between the district and local agencies relative to plan preparation and maintaining various district files and records pertinent to design and construction operations. The incumbent also maintains county maps for location of construction projects, maintains files for construction plans, maintains the bureaus design and reference manual and is responsible for establishing priorities to meet the various letting deadlines. This position must maintain close contact with local agencies and their consultants to expedite any plan or specification changes to meet department's design specification requirements.

(Job Responsibilities continued)

The incumbent operates within the guidelines of the Highway Standard Manual, the Bureau of Local Roads and Streets Manual, Federal Highway Administration (FHWA) Policies and Procedures, Memorandums and American Association of State Highway and Transportation Officials (AASHTO) standards. This position takes independent action on establishing work schedules and procedures. Problems such as variances form design policies and standards and establishing priorities for emergency repairs are referred to the Local Roads and Streets Engineer along with a recommended solution.

In performing the responsibilities, the incumbent has daily contact with the district Bureaus of Program Development, Project Implementation and Operations and the central Bureau of Local Roads and Streets and Design and Environment. Contacts outside the department are with county and municipal engineers and their staff consultants, locally elected officials and the FHWA. This position may require overtime, travel within the district and overnight travel.

The effectiveness of this position can be measured by the number and timeliness of PS&E approvals.

Principal Accountabilities

1. Reviews all plans, estimates and proposals for letability and for conformity with policies, procedures and requirements.
2. Reviews plans, specifications and estimates to enable scheduling of lettings to satisfaction of local agencies.
3. Promotes and maintains good public relations, communication and co-operation between the district and local agencies relative to plan preparation.
4. Maintains various district bureau files and records and prepares periodic reports as required.
5. Makes minor corrections on the tracings, proposals and related papers to ensure meeting letting deadlines.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - o 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
 - o Seven years of engineering experience
- Valid driver's license
- Districtwide travel with overnight stays and overtime

Position Desirables

- Ability to assimilate engineering data into comprehensive reports
- Strong oral and/or written communication skills

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

Work Location: Springfield - 1340 N 9th St

Office: Office of Highways Project Implementation/Region 4/District 6/Project Implementation

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.