

Job Title: ENGINEERING TECH IV - UTILITIES/AGREEMENTS TECHNICIAN - IPR#45411

Agency : Department of Transportation

Closing Date/Time: 08/15/2022

Salary: \$4,790 - \$8775 Monthly

Job Type: Salaried Full Time

County: Peoria

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

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 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 Utilities/Agreements 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.

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 the preparation and issuance of highway permits relative to utility facilities occupying rights-of-way under the jurisdiction of the Illinois Department of Transportation (IDOT). The incumbent is directly responsible for the review of design, construction, maintenance, and operation of all utility facilities placed on state rights-of-way under permit which may vary from single service connections to major distribution networks. The incumbent is also responsible for assisting the Project Support Engineer with coordinating,

negotiating, and preparing related Agreements, Letters of Commitment, Resolutions, and other forms of coordination required by the district's Multi-Year Program.

Permits Processed: 300-500 Annually
Types of Permits Issued: Utility
Projects Coordinated: 50-100 Annually
Agreements/Coordination Documents Processed: 30-60 Annually
Subordinate Personnel: Seasonal 2
Graphic Area: 12 Counties-1600 Centerline Miles

This position reports to the Project Support Engineer. Seasonal help or rotation employees may report to this position.

This position operates in an urban and rural environment issuing permits for utility companies to locate their facilities within state rights-of-way. Failure to comply with state and federal laws and policies could be the foundation for liability lawsuits against the department. This position performs within a sensitive environment with regards to public opinion. He/She provides for reasonable access of police, fire, and other emergency vehicles as a result of road closures during improvements. This position is responsible for coordinating all proposed highway improvements in the district Multi-Year Program with all utility companies affected by the proposed improvements to determine and resolve conflicts.

The greatest challenge for the incumbent is to maintain harmonious relationships with permit applicants and utility company personnel. Typical problems for the incumbent are to ensure that permit and/or relocation/adjustment work done on state rights-of-way maintains the integrity, safety, and investment in the existing proposed highway system while preserving the natural environment and evaluating plans to determine local agency responsibilities/accountabilities.

The incumbent is required to review and prepare all utility permit requests, meet with applicants in the field, explain permit requirements, and collect field data in order to properly prepare the permits. The incumbent is responsible for coordinating with utility companies to determine conflicts which may be associated with highway improvement projects. He/she solicits information relative to the location of existing facilities within a highway improvement project from affected utility owners. Once received, the information is incorporated in the design plans and checked for accuracy.

(Job Responsibilities continued)

The incumbent is responsible for identifying utility conflicts, making arrangements for utility companies to adjust their facilities, and recommending utility adjustment agreements where needed. Routine permit forms are prepared for processing when all requirements are in conformance with policies, including any bond applications, to ensure assure the construction is done properly and completely. Maintaining an inventory of all permit applications utilizing a computerized system and monitoring the status of each permit throughout the processing period is further required. The incumbent is also responsible for compliance inspection of permit requirements. This position also prepares, as assigned, related Agreements, Letters of Commitment, and Resolutions required by the district's Multi-Year Program. He/she must meet with local officials and utility representatives to define project scope and develop agreements which appropriately address the improvement and the responsibilities/accountabilities of the agencies involved. He/she must coordinate the efforts of local officials, engineering consultants, utility companies, various district and central office Bureaus to ensure all concerns are addressed in the agreement.

This position accomplishes its accountabilities with the assistance of seasonal help and/or rotational employees.

The incumbent's work is regulated by the Federal-Aid Policy Guide, departmental policies, and procedures; the state of Illinois policy on the Accommodation of Utilities on Right-of-way of the Illinois State Highway System; the state of Illinois Standard Specifications for Road and Bridge Construction; the Road and Bridge Laws of Illinois; Illinois Commerce Commission General Orders; and various publications/guides relative to the construction of utility facilities. Navigating within the limit of these laws and policies is many times a problem. Much of the incumbent's work requires independent decision making and implementing immediate action on those decisions. Failure of a utility company and/or agency to cooperate with the department in an expeditious manner is a typical problem which would be referred to the Project Support Engineer with a recommended solution.

The incumbent has frequent contact with personnel from utility companies, local agencies, consultants, and contractors. Personnel from these agencies and companies range in level from company presidents to laborers

on the job. Contacts within the department include frequent meetings with personnel from the district Bureaus of Program Development, Project Implementation, and Operations as well as occasional contact with the central Bureaus of Design and Environment and Operations. Districtwide travel is required.

The effectiveness of this position is measured by the timely processing of all requested/required utility permits and the degree to which utility problems delay highway construction projects.

Principal Accountabilities

1. Maintains harmonious relationships with applicants, utility companies, and local agencies by diplomatic and tactful explanation of permit policy.
2. Ensures that the proper permit acquisitions procedures are followed to maintain the integrity and safety of the highway system.
3. Monitors utility permits with a computerized record and retrieval system.
4. Reduces construction delays due to utility involvements by thoroughly investigating possible conflicts and resolving utility problems.
5. Coordinates all proposed highway improvements in the district Multi-Year Program with all utility companies.
6. Prepares utility and local agency agreements, Letters of Commitment, Resolutions, and coordination documents.
7. Processes utility and local agency agreement invoices for payment.
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
- Two years of college in civil engineering technology, pre engineering, or job related technical/science curriculum PLUS five years of engineering experience OR
- Seven years of engineering experience
- Valid driver's license
- Districtwide travel

Position Desirables

- Strong working knowledge of construction techniques; and strong communication and planning skills
- Working knowledge of electronic surveying
- Working knowledge of MS Office Software, Adobe, MicroStation and GIS

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

Work Location: 401 Main St Peoria, IL 61602-1267

Work Office: Office of Highways Project Implementation/Region 3/District 4/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@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 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 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 – 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

- systems@SIL-P1.ns2cloud.com