

Job Title: ENGINEERING TECH III - PROJECT SUPPORT TECHNICIAN - IPR#45467

Agency : Department of Transportation

Closing Date/Time: 01/24/2023

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

Job Type: Salaried Full Time

County: Effingham

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 Project Support 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 primarily assists the Utility Permit Technician in the investigation, review, and processing of utility permits which are required to perform work on state highway rights-of-way. As dictated by the district Project Support Section workload, the position also assists the Railroad and Utilities Technician in arranging the

adjustments of utilities necessitated by proposed highway improvements and coordinating railroad-highway related projects in accordance with departmental policies. When requested by the Project Support Engineer, this position also assists in the development and preparation of local agency agreements for State-let projects.

Utility Permits Issued:	400-600 annually
Number of Utility Adjustments:	30-100 annually
Number of Railroad Agreements:	20-40 annually
Number of Local Agency Agreements:	10-50 annually

This position reports to the Project Support Engineer. No subordinates report to this position.

This position is primarily responsible for assisting the Utility Permit Technician in the processing of utility permit requests made by private citizens, commercial establishments, local governments and public utilities. Processing involves reviewing permit requests and communicating departmental requirements to the permit applicant to ensure compliance with Illinois Department of Transportation (IDOT) policies as well as maintaining permit records in accordance with appropriate record retention policies. This position is required to keep the Utility Permit Technician advised of the status of permit applications and bring complaints from utility companies or significant utility permit issues to their attention in a timely manner.

The greatest challenge to this position is to maintain harmonious relationships with permit applicants while identifying situations that could jeopardize the integrity, safety and investment in the existing highway rights-of-way. Permit applications must be handled expeditiously and the incumbent must exercise diplomacy and tact when dealing with applicants.

At the discretion of the Project Support Engineer, the incumbent may assist the Railroad and Utility Technician in the review of railroad and utility plans and the preparation of related agreements. Additionally, this position may perform field investigation and oversight of utility relocation and rail improvement projects. When dealing with Joint Utility Locating Information of Excavators (JULIE) locates, this position requires precision in recording utility locations to protect existing infrastructure from damage and avoid costly utility repairs during construction projects. The incumbent also performs investigation as necessary before, during and after utility construction to verify that the work has been completed per the approved permit. This position assists in the recording of these field checks and their insertion into the appropriate computer record system.

(Job Responsibilities continued)

This position may also assist the Project Support Engineer in the preparation and review of local agency agreements created for state-let projects. Preparation of these agreements require the incumbent to review previous agreements and proposed project plans and properly establish maintenance responsibilities based on IDOT policies.

Contacts within the department include frequent meetings with other personnel from the district Bureaus of Operations, Program Development and Project Implementation; and the central Bureaus of Operations and Design and Environment. Frequent contacts with private property owners, commercial developers, local government officials, and representatives of utility companies are necessary to issue permits and resolve issues that may arise. This position may require overtime and overnight travel.

The incumbent is governed by the Policy on Accommodations of Utilities on State Right-of-Way, the Bureau of Design and Environment Manual, the department's signing policies and procedures and the direction of the Project Support Engineer.

The effectiveness of this position can be measured by the number and timely issuance of utility permits, and the number and duration of complaints from permit applicants.

Principal Accountabilities

1. Maintains harmonious relationship with applicants.
2. Makes determination as to the acceptability of utility permit applications.
3. Answers inquiries and instructs applicants as to proper permit procedures.
4. Assists the Utility Permit Technician, Railroad and Utility Technician and Project Support Engineer as requested and as summarized above.
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 thirty months of engineering experience; OR
 - Six years of engineering experience
- Valid driver's license
- Occasional district-wide travel

Position Desirables

- Familiarity and/or past work experience in applying the department's Policy on Accommodations of Utilities on state right-of-way and the JULIE call process
- Ability to maintain harmonious relationships with internal and external entities
- Strong oral and written communication skills
- Strong organizational skills

Work Hours: 8:00 am - 4:30 pm Monday-Friday

Work Location: 400 W Wabash Ave Effingham, IL 62401-2670

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

Agency Contact: 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 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