



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 12, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 27, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV (3 pos)      Resident Technician  
Region 4/District 7/Project Implementation  
Highways  
Effingham

Attachments  
40751

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 27, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician IV (3 Positions)</b>	<b>Salary Range:</b>	<b>\$4,695 - \$8,775</b>
<b>Position Title:</b>	<b>Resident Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-57-201-10-01</b>	<b>IPR#:</b>	<b>40751</b>

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### Office/Central Bureau/District/Work Address:

Highways / Region 4 / District 7 / Bureau of Project Implementation / 400 W. Wabash Ave., Effingham, IL

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### Description Of Duties:

This position is responsible for the supervision of highway construction projects to insure that such projects are completed in accordance with plans, specifications and contractual agreements.

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### Special Qualifications:

#### *The following criteria is required:*

- Valid driver's license
- Districtwide travel

#### *The following criteria is desired:*

- An Associate Degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering, two years of which should have been in a supervisory role
- Strong organizational skills
- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	November 1, 2014	<b>POSITION:</b>	Resident Technician
<b>APPROVED BY:</b>	<i>Roger Driskell</i>	<b>OFFICE/DIVISION:</b>	Highways – Transportation Project Implementation
<b>CODE:</b>	PW014-23-57-201-10-01	<b>REPORTS TO:</b>	Supervising Field Engineer (Area)

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***Position Purpose***

This position is accountable for supervision of highway construction projects to insure that such projects are completed in accordance with plans, specifications and contractual agreements.

***Dimensions***

Subordinate Personnel: 1 – 6 Engineers or Engineering Technicians  
Annual Payments to Contractors: \$50,000 – No Limit

***Nature and Scope***

This position reports directly to the Supervising Field Engineer (Area) as do other Resident Engineers and Technicians. Reporting to this position are one to six Engineering Technicians assigned to the construction project.

The incumbent is responsible for the daily supervision and inspection of highway construction projects. This responsibility extends not only to actual inspection of project related activities by the incumbent personally but also may involve supervision of subordinate personnel assigned to a project. In most construction project situations, time and cost savings are a primary concern of the construction contractor. Additional constraints may be imposed externally by owners of private property abutting the project and by local government agencies. Most typical problems involve interpretation of plans and specifications in order to adapt to actual field situations. Within this framework, the incumbent is to provide technical and supervisory service to insure that the project is carried out in accordance with sound engineering practices. Timely resolution of all issues which might adversely affect the attainment of these goals is an important function of this position.

Functions performed by the incumbent: personally inspects project work to insure compliance with plans, specifications and contractual agreements; supervises or performs layout staking, material inspection and work progress inspection; maintains complete and accurately documented job records including progress reports, pay estimates and job quantities reports; assigns subordinate personnel to specific tasks necessary for adequate control of the project; provides technical assistance to subordinate personnel assigned to the project.

Reporting directly to this position are one to six Engineers or Engineering Technicians who are responsible for the daily inspection and supervision of the project including staking, recording and reporting of work progress and computations.

The incumbent has the authority to make decisions involving normal job procedure within the general framework of the goals and objectives of the Department of Transportation. Specific guidelines and restrictions are contained in the "Standard Specifications for Road and Bridge Construction", construction memorandums issued by the Central Bureau of Construction, Departmental Orders, District Policies and memorandums issued by the District Project Implementation Engineer.

The incumbent may make routine decisions pertaining to plan and specification requirements, construction work methods and procedures and the adjustment or modification of plans necessary to adapt to existing field conditions. Matters requiring major changes or significant departures from normal procedure are referred to the incumbent's superior. The incumbent may regulate subordinate's time as is necessary to attain desired goals but does not have the authority to hire, fire, suspend or make salary adjustments and capital expenditures.

Significant contacts within the Department include daily contact with the Materials Section to insure quality control of the material used in the project, frequent contact with the Bureau of Operations on signing projects and when traffic control is a factor in completion of the project, occasional contact with the Bureau of Operations relative to existing field conditions or post-construction maintenance problems, and frequent contact with the Bureau of Program Development concerning interpretation of plans and design changes. During periods of construction the incumbent is in daily contact with individual contractors and their representatives, communicating information necessary for the timely and responsible project completion. The incumbent also has frequent contact with owners of property within the area of the project pertaining to matters of drainage, access and safety.

The incumbent may be required to travel away from district headquarters for extended periods of time. During construction season, assigned duties may require temporary residence three to four days per week at or near the project site.

The performance of the incumbent may be evaluated by the completeness and accuracy of field lay out work and final job records. The overall quality and durability of the completed project and the timely resolution of project related issues are also indications of the incumbent's effectiveness.

### ***Principal Accountabilities***

1. Provides technical and managerial skills sufficient to insure completion of construction projects in accordance with plans, specifications and contractual agreements.
2. Maintains accurate and complete project records, reports and quantities documentations.
3. Supervises, motivates and evaluates subordinate personnel.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.