



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 29, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 31, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, September 14, 2017**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET IV

Office/Computer Technician
Region 5/District 8/Project Implementation
Highways Project Implementation
Collinsville

Attachments
42163

Technical Applications [PM1080 rev 6/1/17](#)****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 **Thursday, September 14, 2017**, 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.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Office / Computer Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-202-30-01	IPR#:	42163

Office/Central Bureau/District/Work Address:

OPHI/Region 5/District 8/Bureau of Project Implementation/1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position provides for the coordination of office activities for the Implementation Support Section in a district that is both highly urbanized and rural in nature having normally 70 – 150 different construction projects running simultaneously. The construction projects vary in scope from extremely small projects to major river crossing over interstate routes. The incumbent maintains records on budget expenditures, creates a monthly status report and purchases office supplies and survey equipment for the Bureau of Project Implementation; completes final estimate papers including net cost of sections; monitors contractor ratings and project cost overruns; provides data processing support; handles video taping; trains Residents and Technicians on computer technology; and develops computer programs.

Special Qualifications:

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or 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
- Ability to supervise a staff engaged in either field or office engineering functions
- Strong oral and written communication skills

Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday – Friday

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

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 2015	POSITION:	Office/Computer Technician
APPROVED BY:	Carrie Blow	DIVISION:	Highways/Dist. 8/Proj. Imp/Implementation Support
CODE:	PW014-23-58-202-30-01	REPORTS TO:	Implementation Support Technician

POSITION PURPOSE:

This position is accountable for providing office/computer support for all activities involving in the Implementation Support Section.

DIMENSIONS:

No. of Subordinates	2
Annual Value of Contracts	\$25 to \$300 Million

NATURE AND SCOPE:

This position reports to the Implementation Support Technician as does the MISTIC/Certification Technician, Contract Administration Technician, Documentation Technician and a clerical Office Coordinator. Reporting to this position is a Computer Support Technician and an Operations Technician.

This position provides for the coordination of office activities for the Implementation Support Section in a district that is both highly urbanized and rural in nature having normally 70 – 150 different construction projects running simultaneously. The construction projects vary in scope from extremely small projects to major river crossing over interstate routes.

A typical problem encountered by this particular position is trying to get final estimate papers from contractors. This is extremely difficult since quite often the contractors are busy on numerous different projects and paperwork is not a high priority item. The incumbent is also responsible for getting final quantities from Residents to do the net cost of sections. The greatest challenge would be the training of new Residents and existing Residents on changing procedures involving final estimate papers, Illinois Construction Record System (ICORS), and documentation procedures.

The incumbent is responsible for maintaining records on budget expenditures, making a monthly status report and purchasing adequate office supplies and survey equipment for the Bureau of Project Implementation personnel. The incumbent is responsible for completing final estimate papers including net cost of sections; monitoring contractor ratings and project cost overruns; providing data processing support for Residents and the office staff of the Bureau of Project Implementation; handling the videotaping; training Residents and Technicians on computer technology; and developing computer programs.

The incumbent accomplishes these activities through the following staff:

Computer Support Technician: Who provides services to the Residents and Technicians on the use of ICORS and Microsoft Office systems and does final estimate papers on all contracts plus budget posting and purchasing supplies.

Operations Technician: who is accountable for managing vehicles, record retention and processing authorizations and pay estimates.

The incumbent is governed by specifications, Contractual Service Contracts and Procurement Procedures as well as federal and state policies and procedures. Contractor complaints and problems with contract finalization are referred to the immediate supervisor for resolution.

In performing the functions of this position, the incumbent must establish and maintain an effective relationship with district personnel, contractors, consultants, local agencies, the central bureau's and Federal Highway personnel.

The effectiveness of this position is measured by the timely completion of final estimate papers and the ability to meet budget related deadlines.

PRINCIPAL ACCOUNTABILITIES:

1. Provides ICORS support and training for all Residents and Technicians to assure that all of the staff is adhering to the capabilities of ICORS and procedures required to input proper information for documentation purposes.
2. Completes final estimate papers for contracts including net costs of sections.
3. Administers and dispenses the Bureau of Project Implementation Budget.
4. Provides data processing support for Residents and Technicians and for the Implementation Section to insure proper utilization.
5. Provides video taping for various Bureau of Project Implementation activities.
6. Processes contractor rating forms and other computer related programs.
7. Conducts training for Residents and Technicians on the use of computers and develop new procedures for computer utilization.
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.