



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 12, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 14, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 27, 2018**. 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 V

Bridge Management Group Technician
Bureau of Bridges & Structures
Office of Highways Project Implementation
Springfield

Attachments
42822

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 **Wednesday, June 27, 2018**, 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 V	Salary:	\$5,015 - \$7,085*
Position Title:	Bridge Management Group Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-75-906-52-01	IPR#:	42822

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Bridges and Structures / 2300 South Dirksen Parkway, Springfield, IL

Description of Duties:

This position is responsible for monitoring and verifying the entry, timeliness, and accuracy of all bridge inventory data and inspection types required by policy and to meet National Bridge Inspection Standards (NBIS) requirements including routine, fracture critical, underwater, special, in-depth, complex and element inspections by state personnel, local public agency personnel and consultants. S/He will generate data queries and reports for internal use by the department and external use by the Federal Highway Administration (FHWA), other agencies and the news media. S/He schedules inspection training classes and monitors bridge inspector qualifications and ensures only qualified personnel inspect bridges in Illinois. S/He assists in the bi-annual publication of the Structural Services Manual and related documents and policies.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel with overnight stays

Desired:

- Three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience with a minimum of three years in a supervisory position
- Familiarity with the Illinois Highway Information System manual
- Experience with Microsoft Office with emphasis using Access, Word and Excel
- Above-average understanding of computers and associated software
- Ability to develop and maintain cooperative relationships with departmental staff and the public
- Strong oral and/or written communication skills
- Strong planning, problem resolution and organizational skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*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:	April 3, 2018	POSITION:	Bridge Management Group Technician
APPROVED BY:	Timothy Armbrecht	OFFICE/DIVISION:	Office of Highways Project Implementation / Bureau of Bridges & Structures
CODE:	PW015-23-75-906-52-01	REPORTS TO:	Bridge Management Group Engineer

Position Purpose

This position is responsible for monitoring and verifying the entry, timeliness, and accuracy of all bridge inventory data and inspection types required by policy and to meet National Bridge Inspection Standards (NBIS) requirements including routine, fracture critical, underwater, special, in-depth, complex and element inspections by state personnel, local public agency personnel and consultants. S/He will generate data queries and reports for internal use by the department and external use by the Federal Highway Administration (FHWA), other agencies and the news media. S/He schedules inspection training classes and monitors bridge inspector qualifications and ensures only qualified personnel inspect bridges in Illinois. S/He assists in the bi-annual publication of the Structural Services Manual and related documents and policies.

Dimensions

Number of Structures Monitored:	26,780
Annual Number of Bridge Inspections:	15,000
Reports Prepared/Reviewed Annually:	50
Number of Active Illinois Bridge Inspectors:	725

Nature and Scope

This position reports to the Bridge Management Group Engineer. Reporting to this position are the Senior NBIS Technician and the NBIS Technician.

This position operates in an environment that works extensively with the Illinois Structures Information System (ISIS), Bridge Inspection System (BIS), Structural Information Management System (SIMS), Inspection Date Notification System (IDNS) and Bridge Management System (BMS) to ensure bridge inventory and inspection data is available in all systems and is accurate.

Typical problems include assuring bridge inventory and inspection data is correct between the systems used by the Bridge Management Unit and districts and other agencies. The greatest challenge in the position is completing or solving the variety of non-repetitive assignments or problems and the incumbent's ability to analyze and develop realistic solutions to these challenges. S/He must continually strive to properly analyze and respond to complex information requests.

This position is personally responsible for the Bridge Picture Upload (BPU) program used to store inspection photographs. The incumbent may be required to modify files stored in the Pontis folders. The incumbent is responsible for learning and understanding technological developments relating to bridge inspection and bridge asset management software through training and other resources. The incumbent must be knowledgeable with and have experience with Microsoft Access, Word and Excel. The incumbent should be familiar with the Illinois Highway Information System (IHIS) manual.

Accountabilities are accomplished through the following subordinate positions:

Senior NBIS Technician who is responsible for monitoring and verifying the entry of all bridge inventory and inspection types required by policy and to meet NBIS requirements, being knowledgeable of the NBIS and technological developments relating to bridge inspection, and assists in developing and updating deterioration models for use with the department's BMS.

NBIS Technician who is responsible for monitoring and verifying the entry of all bridge inventory and inspection types required by policy and to meet NBIS requirements, being knowledgeable of the NBIS and technological developments relating to bridge inspection, and assists in developing and updating deterioration models for use with the department's BMS.

The incumbent has a great deal of latitude in accomplishing responsibilities. Matters of a unique nature are referred to the supervisor for resolution.

The incumbent maintains frequent contact with district Bridge Maintenance Engineers and inspectors, district local bridge liaisons, county engineers, program managers and team leaders, Bureau of Information Processing (BIP), the FHWA and AASHTOWare software developers. Travel may be required to assist and train the districts and local agencies concerning proper data entry and use of the various bridge information/data systems to maintain a degree of accuracy in those systems despite a large number of people providing the data entries.

The effectiveness of this position can be measured by the accuracy of the work performed and the quality of bridge inventory and inspection data. Effective performance in this position also requires the ability to gain cooperation from other Illinois Department of Transportation (IDOT) personnel in order to accomplish objectives.

Principal Accountabilities

1. Monitors and verifies the entry of all inventory and inspection types required by policy and meets NBIS requirements including routine, fracture critical, underwater, special, in-depth, complex and element inspections by state personnel, local public agency personnel and consultants.
2. Generates reports of bridge inspection due dates and ensures all structures are inspected within established frequency criteria.
3. Generates structure reports to provide support for the bridge office, districts, FHWA and the news media.
4. Responsible for being knowledgeable of the NBIS and technological developments relating to bridge inspection.
5. Develops and disseminates maintenance cost data for a comprehensive Bridge Maintenance and Deterioration Rate Report.
6. Assists in developing and updating deterioration models for use with the department's BMS.
7. Assists and trains the districts and local agencies concerning proper data entry and use of the various bridge information/data systems.
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.