



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 IV (2 pos)

Utilities/Railroads/Permits Technician
Region 5/District 8/Program Development
Office of Highways Project Implementation
Collinsville

Attachments
42853

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 IV (2 Positions)	Salary:	\$4,695 - \$6,735*
Position Title:	Utilities/Railroads/Permits Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-304-00-03	IPR#:	42853

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 8/Bureau of Program Development/1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is accountable for the review of plans and estimates for utility coordination, arranging adjustments of utilities necessitated by proposed highway improvements, the review of plans and specs for required railroad coordination, and assisting the Project Support Engineer by performing railroad coordination including agreements; collecting field data, performing inspections for utility adjustments, railroad crossings, and utility permits, contacting/coordinating with all involved parties; and completing all necessary filing of data in accordance with departmental policies.

Special Qualifications:

Required:

- Valid driver's license
- Ability to work in confined spaces, climb steep terrain, wade in water, deal with insects, rodents and snakes, and perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic
- Extensive districtwide and occasional statewide travel with overnight stays; and overtime during nights and weekends

Desired:

- An associate degree from an accredited two-year civil engineering technology program or completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks related to subsurface engineering, of which at least four years should be related to civil engineering; and dealing with utility companies, railroads, and construction issues
- Strong working knowledge of construction techniques; and strong judgement, communication, and planning skills
- Working knowledge of electronic surveying
- Working knowledge of MS Office Software, Microstation, and GIS

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:	March 2018	POSITION:	Utilities/Railroads/Permits Technician
APPROVED BY:	<u>Kirk Brown</u>	OFFICE/DIVISION:	OHPI/Region 5/District 8 / Program Development
CODE:	PW014-23-58-304-00-03	REPORTS TO:	Project Support Engineer

Position Purpose

This position is accountable for the review of plans and estimates for utility coordination, arranging adjustments of utilities necessitated by proposed highway improvements, the review of plans and specs for required railroad coordination, and assisting the Project Support Engineer by performing railroad coordination including agreements; collecting field data, performing inspections for utility adjustments, railroad crossings, and utility permits, contacting/coordinating with all involved parties; and completing all necessary filing of data in accordance with departmental policies.

Dimensions

Number of Utility Adjustments:	50-100 per year
Contract Value of Utility Adjustments:	\$1,000 - \$2,000,000 per adjustment
Number of Railroad Crossing Inspection Reports:	100 per year
Number of Railroad Agreements:	4-10 per year
Contract Value of Railroad Agreements:	\$400,000 - \$2,000,000 per year
Permits Inspected Annually:	150 - 600
Subordinate Personnel:	1-3 technicians (As Required)

Nature and Scope

This position reports to the Project Support Engineer. Reporting to this position are up to three technicians, as required.

This position may assist by reviewing utility and railroad plans and estimates of cost. The incumbent may also coordinate completion of the adjustments in a timely and thorough manner so that transportation facility improvements may be accomplished on schedule. This position may assist the Project Support Engineer by preparing railroad agreements, reviewing and processing invoices for railroad agreements, and any other required coordination needed. At the discretion of the Project Support Engineer, the incumbent may work directly with outside sources on such routine matters as inspecting the permit work of utilities, issuing letters of approval for railroad improvements and assuring proper performance and qualifications for state or federal reimbursement.

Typical problems faced by the incumbent include supplying the Project Support Engineer with relevant data regarding the existence of utilities within close proximity to state maintained highways in the district and directing utilities/railroads to follow good engineering practices and comply with established state policies even though it may increase the cost of their project. The greatest challenge facing the incumbent is to accomplish assigned projects without compromising the safety of the motoring public or restricting the department's continued maintenance operations or planned future use of its right-of-way largely through external agencies and concurrently ensure that the Project Support Engineer is aware of problems which may impact upon the timely propagation of work.

The incumbent is personally responsible for compiling and maintaining up-to-date file data pertaining to utility locations from a variety of sources including personal surveys of rail, telecommunication, electrical, gas, oil, water and sanitary sewer services. Such data minimizes the risk of having inaccurate location information resulting in time consuming relocations or adjustments.

The incumbent schedules with railroads/utilities to make inspections for correction of deficiencies of any work performed upon state highway systems. They may also coordinate railroad/utility improvements with the proposed highway construction projects. The incumbent may also compile data for preparing utility and railroad agreements, railroad reports and Illinois Commerce Commission (ICC) hearings, and be responsible for assembling and furnishing highway plans to utility companies for use in preparing their adjustments. In addition, this position may also be responsible for reviewing utility adjustment plans and estimates to assure they are accurate and comply with state and federal policies; maintains a status report on all utility jobs; prepares and/or reviews utility cost studies for proposed utility adjustments. This position may be responsible for reviewing, inspecting, and tracking utility permit requests made by commercial establishments, local governments, and public utilities. An incumbent should have a wide variety of design and construction experience, be familiar with utility plans and utility construction procedures, and be knowledgeable of the department's current and proposed multi-year construction program. If directed, the incumbent personally performs such functions as reviewing all permit requests, delegating permit requests to subordinates for processing; conducting field investigations, progress inspections and final inspections; preparing formal permit applications and drawings; approving permits; monitoring all permit requests to ensure timely action; and, maintaining a filing system for all issued permits.

The incumbent has broad authority to resolve problems arising within his/her area of jurisdiction; however, the incumbent must keep superiors informed when controversial sensitive decisions are involved. In accomplishing the objectives of this position, the incumbent must have experience with highway construction plans and specifications and operate within prescribed design standards and specifications, departmental policies, the utilities accommodations policy, and federal policy guidelines. This, in conjunction with input from the Project Support Engineer, serves as the basic restrictions to the incumbent's latitude in completing an assignment. Failure of a utility/railroad company to cooperate with the department in the expeditious relocation/repair of a facility is a typical problem which would be referred to the Project Support Engineer for resolution or further action. This position requires a valid driver's license; extensive travel within the district and occasional outside the district, which could include overnight stays; occasional overtime during evenings and weekends; the ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents and snakes; and to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites, and roadways open to traffic.

Within the department, the incumbent is in occasional contact with the central Bureaus of Design and Environment and Operations regarding utility and railroad work to discuss policy interpretations and variances of policy to ensure departmental policies are achieved. Within the district, the incumbent maintains communication within the Bureaus of Project Implementation, Operations and Program Development to assist in properly coordinating utility/railroad work with current projects. The most frequent outside contacts are utility companies, municipalities, consultants, railroad personnel, and other agencies. Extensive travel is required within the district.

The effectiveness of this position can be evaluated by the quantity and accuracy of assignments completed by the incumbent in a manner which enables relocation or adjustment of utility facilities, completion of railroad improvements in a timely manner, and by observing the amount of time it takes the unit to process permits and how well those permittees follow Illinois Department of Transportation (IDOT) policies and procedures. Another method of evaluation is feedback from the permit applicants.

Principal Accountabilities

1. Reviews plans to identify potential utility conflicts and assure that utility adjustments are accomplished in accordance with the approved plans and specifications.
2. Reviews plans to identify any required railroad coordination and provides necessary special provisions and notes to the designer.
3. Reviews utility permit applications submitted by utility companies, other governmental agencies and individuals in areas of proposed highway improvements and assures that these permits and the resulting work are accomplished in accordance with department and district policies and procedures.
4. Inspects, documents, and coordinates with permittees on utility permit work.
5. Coordinates with utility companies and railroad companies as needed.
6. Compiles and maintains data necessary for the preparation of railroad agreements/permits, railroad reports, and I.C.C. hearings.
7. Assists the Project Support Engineer in preparing railroad agreements and processing invoices.
8. Collects and shares data in an efficient organized manner.
9. Understands, assembles and furnishes highway plans and other related data to utility companies to be used in preparation of their adjustments.
10. Conducts field inspections to verify work of utilities and railroads to ensure proper performance and qualification for state and/or federal standards.
11. Responsible for assuring that traffic control on utility work and railroad work is in accordance with IDOT standards.
12. Maintains a professional relationship with the public utility companies and railroad companies.
13. Performs other duties as assigned.
14. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.