



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 2, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 3, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, July 17, 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

Maintenance Contracts Resident
Landscape Technician
Region 1/District 1/Maintenance
Office of Highways Project Implementation
Schaumburg

Attachments
42910

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 **Tuesday, July 17, 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 (4 positions)	Salary:	\$4,695 - \$6,735*
Position Title:	Maintenance Contracts Resident Landscape Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-51-609-30-01	IPR#:	42910

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Maintenance/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for preparing plans, specifications and estimates, and layout, inspection and documentation of roadside construction and maintenance contracts in conformance with sound ecological, horticultural and arboricultural practices. This position is also responsible for the implementation of roadside landscape maintenance practices, including roadside vegetation mapping and training programs for maintenance personnel to achieve high quality roadsides with minimal expenditure of funds. Collaboration with landscape architects and designers during design of new and renovated roadsides is required to assure proper future maintenance of the new facilities.

Special Qualifications:

Required:

- Valid driver's license
- District-wide travel and overtime

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, with coursework or training in landscape architecture, horticulture, agronomy, forestry, environmental sciences and/or construction
- Eight years of experience and training in planning, designing, constructing and/or maintaining roadsides of urban/suburban highways to ensure safety, sustainability and aesthetic compatibility; developing roadside construction and maintenance plans, specifications and estimates; reviewing proposed roadway plans; inspection/evaluation of tree health and structure, supervision of herbicide applications, inspection of landscape construction work, and documentation of construction and materials; and developing geographic information system (GIS) mapping and roadside vegetation management training programs
- Certifications for Illinois Construction Records System (ICORS), Arborist and Herbicide Operator and/or Applicator
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45-minute lunch)

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:	June 22, 2018	POSITION:	Maintenance Contracts Resident Landscape Technician
APPROVED BY:	<i>James Stumpner</i>	OFFICE/DIVISION:	OHPI/District One/Bureau of Maintenance
CODE:	PW014-23-51-609-30-01	REPORTS TO:	Roadside Development Architect

Position Purpose

This position is accountable for preparing plans, specifications and estimates, and layout, inspection and documentation of roadside construction and maintenance contracts in conformance with sound ecological, horticultural and arboricultural practices. This position is also responsible for the implementation of roadside landscape maintenance practices, including roadside vegetation mapping and training programs for maintenance personnel to achieve high quality roadsides with minimal expenditure of funds. Collaboration with landscape architects and designers during design of new and renovated roadsides is required to assure proper future maintenance of the new facilities.

Dimensions

Subordinate Personnel	1 - 2 Technicians, as assigned on a project basis
Value of Contracts Annually	\$500,000 to \$2,000,000
Number of Contracts Annually	3 - 5

Nature and Scope

This position reports to the Roadside Development Architect. No staff reports to this position.

This position functions in the Chicago metropolitan area which presents this position with a wide variety of roadside urban design, environmental and landscape management problems to solve. The thirty-five billion vehicle miles traveled annually on the district's 2,300 centerline miles of highways require skillful planning, design, construction and management to maintain visual and environmental integrity of the roadsides. The urban nature of the area makes it very sensitive to stakeholders and complicates the problem of developing and maintaining roadside improvements that are aesthetically acceptable, durable, and economically viable; and make a positive contribution to the environment and local communities.

The greatest challenge for this position is to safely manage roadside vegetation on a large scale and communicate effectively with Illinois Department of Transportation (IDOT) employees and all partners. There are over 20,000 acres of roadsides to manage and numerous stakeholders. The incumbent is responsible for planning areas to control and the methods for success. Coordination with coworkers, land managers, other agencies, and the public will be compulsory to manage the roadsides.

This position is responsible for maintaining existing quality roadsides through proper execution of various maintenance contracts within District One. Roadsides must be controlled to avoid impacts on communities and ecosystems. Pride of ownership and the visual quality of roadside vegetation are also important factors.

The incumbent works independently and schedules highly complex assignments for timely completion with minimal supervision. The incumbent works within a group of landscape professionals to accomplish the goals of the unit. The incumbent is governed by federal and state policies and procedures and must meet requirements

within established project and maintenance budgets, scope and time frames. Matters of a complex landscape architectural or sensitive nature are referred to the immediate supervisor for resolution.

The incumbent maintains contacts with the Bureau of Maintenance personnel and the Bureaus of Construction, Programming, Design, and Materials. Contacts outside the Department include consultants, public officials, government agencies, utilities, private citizens, materials suppliers and contractors. District-wide travel and overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the incumbent's ability to attain a high quality of roadside vegetation management at the most economical cost.

Principal Accountabilities

1. Reviews and prepares plans and provides expertise to designers and resident engineers on landscape restoration, tree preservation or replacement, erosion control and aesthetics.
2. Prepares complete plans, specifications and estimates for landscape construction and maintenance contracts.
3. Supervises landscape maintenance and construction improvements to obtain timely and quality construction in compliance with the plans, special provisions, standard specifications and acceptable horticultural and arboricultural practices.
4. Provides complete and accurate documentation to ensure timely acceptance and finalization of projects.
5. Develops effective cooperation between the contractor, the District and other governmental agencies.
6. Ensures timely evaluation of landscape maintenance related complaints and inquiries.
7. Monitors roadsides and recommends new or modification of roadside landscape and maintenance contracts.
8. Prepares field notes and measurements for preparation of roadside landscape and maintenance contracts.
9. Communicates with and provides landscape management expertise to the Bureau of Maintenance team sections, Landscape Architects, and others involved with roadside vegetation management.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.