



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 5, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 20, 2015**. 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

Operations Budget & Services Technician
Region 3/District 4/Operations
Highways
Peoria

Attachments
40582

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 **Tuesday, October 20, 2015**, 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.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Operations Budget & Services Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-54-505-00-02	IPR#:	40582

Office/Central Bureau/District/Work Address:

Highways / IDOT / Region 3 / District 4 / Bureau of Operations / 401 Main, Peoria, IL

Description Of Duties:

This position is accountable for developing, monitoring, and controlling the district Operations Bureau's budget to ensure funds are spent as budgeted. S/He coordinates with Service Technician in all phases of the bureau's Maintenance Management Information System (MMIS). This also includes serving as a liaison between field and office personnel for daily MMIS entries.

Special Qualifications:

The following criteria is required:

- Valid driver's license

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
- Strong communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	12/01/2012	POSITION:	Operations Budget & Services Technician
APPROVED BY:	<u>JOSEPH E. CROWE</u>	OFFICE/DIVISION:	Highways Region 3/District 4
CODE:	PW014-23-54-505-00-02	REPORTS TO:	Services and Development Technician

Position Purpose

This position is accountable for developing, monitoring, and controlling the District Operations Bureau's budget to ensure funds are spent as budgeted. Coordinates with Service Technician in all phases of the bureau's Maintenance Management Information System (MMIS). This also includes serving as a liaison between field and office personnel for daily MMIS entries.

Dimensions

Subordinate Personnel:	Direct None In direct Coordination 2 maintenance Field engineers, bridge maintenance engineer, Design & Planning Engineer, Traffic Operations Engineer, 9 Field Technicians, Landscape Architect, Services and Development Technician, and Operations Engineer
Bureau Personnel:	175 (8 team sections plus 2 special crews)
Total Annual Budget:	\$16,500,000
Purchase Orders:	\$595,000
MMIS Terminal Sites:	14
Centerline Miles	4200

Nature and Scope

This position reports to the Services and Development Technician as do the Landscape Architect, Equipment Technician, a Storekeeper, and five Operations Communications Specialists. This position has direct coordination with two Maintenance Field Engineers, the Bridge Maintenance Engineer, the Traffic Design & Planning Engineer, nine Field Technicians, the Services & Development Technician, and the Operations Engineer.

This person is unique in that it requires a variety of talents and thorough knowledge of computer systems, a thorough understanding of purchasing policies and procedures, experience in preparation of contract documents, and a working knowledge or experience as a field technician of construction/operations field processes.

The incumbent assists in preparing the annual Operations Bureau's budget, monitors expenditures for responsible fiscal control, and assures that all purchases are in accordance with approved policy. The incumbent provides accurate records and monitors all budget allotments, compiles and issues budget reports, and prepares budget projections. This position is also responsible for coordinating of all phases of the district Maintenance Management Information System (MMIS) to management needs.

Typical problems include forecasting budget needs, preparing bureau budget as well as allotting, monitoring and controlling total bureau funds; monitoring procurement of supplies and materials to assure compliance with policy and providing coordination of the various aspects of the bureau's total MMIS; and under the direction of the Services and Development Technician, establishes and coordinates the capitol improvement and repair program for all maintenance of real property. The greatest challenge of the position is to develop and monitor a bureau budget that provides maintenance equipment, supplies, and materials in sufficient quantity to properly maintain the district's highway system and to coordinate the bureau's MMIS in order to provide a useful tool for management of the overall district highway system.

The incumbent personally prepares the initial budget forecast and the initial budget based on history and projected field needs; responsible for procurement of commodities, supplies and services; purchasing requirements of salt and abrasives during emergency snow activities; monitoring daily expenditures; monitoring and preparing necessary reports concerning budget status; initiating maintenance budget transfers; reviewing purchase orders and processing invoices to ensure payment; and manages the overall bureau budget. The incumbent also monitors specific areas of MMIS to assure adequate reporting into the system; receives and secures solutions to problems within the system; develops or secures "ad hoc" reports; and makes recommendations for revisions and improvements to the system. The incumbent is the District Operations Bureau's representative for the statewide MMIS User Committee.

The incumbent has the latitude needed to make daily decisions (within budget controls) relative to bureau operations. Problems beyond the authority of the incumbent should be referred to the District Services and Development Technician. The incumbent is constrained by departmental policies and procedures.

The incumbent has frequent contact with all ten District Maintenance Team Sections, two Maintenance Field Engineers, Bridge Maintenance Engineer, Traffic Operations Engineer, Traffic Design and Planning Engineer, Landscape Architect, and nine Field Technicians. The incumbent has contacts with other District Bureaus, the Central Bureau of Operations, the Central Bureau of Accounting and Administrative Services, and the Central Bureau of Information Processing. Contacts outside the Department of Transportation include material suppliers, the general public, civic and volunteer groups.

The effectiveness of this position can be evaluated by the timely submittal of accurate and relevant budgetary and MMIS reports.

Principal Accountabilities

1. Assist in preparing the District Bureau of Operations budget.
2. Monitor and adjust all budget activities for the District Bureau of Operations to ensure that they are in compliance with district and departmental goals, rules, and regulations.
3. Coordinate various MMIS functions to continually develop an ongoing available information system needed to ensure that all Bureau of Operations functions are in compliance with budgetary constraints and that field personnel are trained as new modules or programs are added to the existing system.

4. Procures and coordinates miscellaneous price protected purchasing of materials.
5. Responsible for assuring that the supplies of salt needed to meet district demands are maintained.
6. Assists the Equipment Technician on updates of all necessary MMIS procedures in order to maintain adequate equipment inventory control.
7. Responsible for assembling cost reports and records for emergency operations of natural disasters in order to obtain reimbursement of state and federal funds.
8. Develop new procedures for monitoring Operations' needs.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.