



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 27, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, November 15, 2016**. Applicants 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET III (3 pos) Resident Technician/Inspector
Region 2/District 2/Project Implementation
Highways Project Implementation
Dixon

Attachments
41332

Technical Applications (PM 1080 rev 9/19/16) **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, November 15, 2016**, 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 III (3 pos)	Salary Range:	\$3,840 - \$6,775
Position Title:	Resident Technician/Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-52-201-10-01	IPR#:	41332

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 2 / Bureau of Project Implementation / 819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for the layout, inspection, and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Resident Technician on major construction projects.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program. Knowledge, skill, and mental development equivalent to completion of two years of college in pre-engineering or civil engineering technology.
- Five years' experience in the performance of a variety of technical activities relating to civil engineering
- Working knowledge of the principles and practices of civil engineering in a relatively narrow range of functions
- Ability to take direct charge of simple engineering projects within design standards
- Strong oral and/or written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 1, 2016	POSITION:	Resident Technician / Inspector
APPROVED BY:	<i>Kevin Marchek</i>	OFFICE/DIVISION:	District 2 - Project Implementation
CODE:	PW013-23-52-201-10-01	REPORTS TO:	Senior Project Engineer

Position Purpose

This position is accountable for the layout, inspection, and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Resident Technician on major construction projects.

Dimensions

Subordinates:	1 - 4 temporarily assigned Technicians on a project basis
Value of Construction Projects:	\$50,000 - \$3,000,000+

Nature and Scope

This position, when assigned as a Resident Technician, reports to the Supervising Field Engineer or when assigned as an Inspector, reports to a Resident Engineer/Resident Technician. Reporting to this position are two to four technical employees on a project basis.

This position deals directly with the contractor providing the engineering assistance and inspection required in construction of highway improvements and also serves as a chief of party in the survey crew. He/She also serves as Resident Technician on intermediate jobs. This position ensures that the contractor provides a quality improvement in accordance with plans, specifications, and special provisions in a timely manner.

Typical problems encountered are resolving minor plan discrepancies with the contractor and directing the survey crew to provide the required staking in a timely manner. The major challenge is the effective resolution of contract problems and the timely completion of assigned construction projects or assigned phases of work.

Functions performed directly by the incumbent include assignment and instruction of inspectors to the various contract items; measuring, computing, and documenting quantities; and assisting the Resident Engineer/Resident Technician in solving construction problems. In the absence of the Resident Engineer/Resident Technician, the incumbent provides the contractor with the necessary engineering on construction projects; prepares job records, the project diary, and pay estimates, and compiles and documents final quantities.

The incumbent accomplishes accountabilities through one to four Engineering Technicians, occasionally assigned on a project basis, who are accountable for inspection and layout of construction projects.

The incumbent is governed by the plans, specifications, and special provisions of the contract, and policies and procedures of the Bureau of Project Implementation. The incumbent refers recommendations for changes to his/her Resident Engineer/Resident Technician or Supervising Field Engineer, but can make general changes or adjustments with established policies.

For major improvements, the incumbent is primarily in contact with the contractor and the Resident Engineer/Resident Technician. On intermediate improvements, he/she comes in contact with the Materials Section concerning materials inspection. He/She also has contact with the Supervising Field Engineer regarding the overall improvement, with involved utility companies, the contractor, subcontractors, and the public.

The effectiveness of this position can be measured by the timely completion of assignments, the quality of the finished project accuracy in surveys and reports, and the ability to interpret the plans and specifications.

Principal Accountabilities

1. Administers and directs the operation of an assigned construction project within a specific geographical area.
2. Provides to the Construction Engineer and the Supervising Field Engineer pertinent and timely information about his/her assigned construction project and its operation.
3. Provides timely completion and quality work on a construction project with prompt submittal of final papers.
4. Resolves differing viewpoints arising from construction activities or public complaints.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.