



Illinois Department of Transportation

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Mike L. Woods, Jr.
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 17, 2012

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 18, 2012 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, January 31, 2012**. 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 Karla Gathard at 217/782-5594.

ET IV (2 pos) Area Utilities Technician
Region 1/District 1/Design
Highways
Schaumburg

Attachments
35486

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, January 31, 2012**, 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:	\$4,360 - \$8,150
Position Title:	Area Utilities Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-51-301-30-01	IPR#:	35486

Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Design/201 West Center Court; Schaumburg, IL

Description Of Duties:

This position coordinates the location, relocation and adjustment of public and private utility facilities; investigates and approves utility permit applications and prepares and negotiates utility reimbursable work agreements so as to facilitate timely completion of the district's highway improvement programs and utility accommodations on highway rights of way within the district.

Special Qualifications:

The following criteria is desired:

- An Associate Degree from an accredited two-year engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineer technology or equivalent training and experience
- Eight years experience in performing a variety of technical tasks of which four years should be related to civil engineering
- Ability to review, prepare and issue utility accommodation permits for placing utilities on state right-of-way
- Ability to assimilate data into comprehensive technical reports
- Strong oral and written communication skills and excellent coordination abilities
- Experience monitoring status of information by utilizing data bases and excel spreadsheets

Shift/Remarks:

Monday - Friday / 8:00 A.M. - 4:15 P.M. (45 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January, 2011	POSITION:	Area Utilities Technician
APPROVED BY:	<u>John Fortmann</u>	OFFICE/DIVISION:	Highways/District One/Schaumburg Bureau of Design
CODE:	PW014-23-51-301-30-01	REPORTS TO:	Utilities Coordinator

Position Purpose

This position is accountable in an assigned geographical area for coordinating the location, relocation and adjustment of public and private utility facilities, investigating and approving utility permit applications and preparing and negotiating utility reimbursable work agreements so as to facilitate timely completion of the District highway improvement programs and utility accommodation on District highway rights of way.

Dimensions

Projects Involving Water and Sewer Adjustments:	15 – 25 Annually
Projects Involving Utility Adjustments:	75 – 100 Annually
Permits Reviewed and Issued:	700 – 1000 Annually
Agreements Prepared or Reviewed:	5 – 10 Annually
Miscellaneous Reviews and Studies:	10 – 20 Annually
Municipalities and Water Commissions:	Approximately 70 per Area

Nature and Scope

This position reports to the Utilities Coordinator as does the one (1) Office Associate (Utilities Clerk).

This position functions in a transitional area characterized by intense urban development within and immediately abutting the City of Chicago, the rapidly changing land use that characterizes the eastern and central portions of the Metropolitan Area, and suburban and rural areas of District's western areas, all of which pose a wide range of problems pertaining to utilization of State highway right of way and public utility services to residential, commercial, industrial, and public agency customers. Effective performance in this position is further complicated by the need to balance the legitimate requirement of necessary utilities with demands for maintaining the integrity of the State's investment in the highway system.

This position is confronted with the problem of ensuring that all municipal, public and private utility placement, adjustment and/or relocation, affecting existing or proposed State maintained highway facilities, in an assigned area of responsibility, is planned and scheduled in accordance with Departmental policy procedures and specifications with a minimum of inconvenience to the motoring public, and in a manner to allow for existing and proposed highway improvements.

The incumbent personally assembles and classifies for future reference all available utility information for State maintained highways in the assigned area of responsibility. This requires frequent communication and good rapport with municipalities, water commissions, fiber optic communication companies, cable television companies and utilities. The greatest challenge to the position is the effective and timely coordination of utility work with the design and construction of highway improvement projects so as to ensure timely project completion and avoid future difficulties relating to the location of utility facilities.

While the incumbent has considerable latitude in the performance of the assigned duties, the complex nature of the highly urbanized area results in certain problems which must be referred to the Utilities Coordinator for resolution. The reluctance of a municipality or utility company or other agency to cooperate with the Department in expediting the relocation of its facilities conflicting with a highway improvement is typical of such problems. The incumbent must, at all times, operate within Departmental policies and procedures and use sound engineering judgment during the performance of assigned duties in an environment which is often adversarial.

Within the Department, the incumbent is in frequent contact with Central Bureaus of Design and Environment, and Maintenance regarding utility agreements and utility, water and sewer permits. Within the District, the incumbent maintains communication with the Bureaus of Construction, Maintenance, Local Roads, Traffic, Electrical, and Programming in order to ensure proper coordination of utility work with current and future projects. The most frequent outside contacts are with utility companies, municipalities, consultants, water commissions, and other water and sewer agencies, consultants, and other local agencies. Field investigations of utility, water and sewer work and possible conflicts with State highways are regularly required.

The effectiveness of this position is measured by the incumbent's ability to minimize delays to the State contractors caused by utility facilities which conflict with the State proposed highway improvements, and in the timely issuance and processing of utility, water and sewer permits and agreements in accordance with Departmental policies, procedures and specifications.

Principal Accountabilities

1. Coordinates plan preparation and utility, water and sewer relocation activities to minimize delays in improvement project completion.
2. Ensures that all utility, water and sewer location, relocation, and adjustment activities on State maintained highways in an assigned area are accomplished in accordance with Departmental policies and procedures.
3. The incumbent will be responsible for the timely entry, issuance and processing of all permits (utility, water and sewer), by using the P.C. Data Base Program.
4. Maintains current and accurate location information in the computer data base for all utility, water and sewer facilities on State highway right of way for use in planning future improvement projects and accommodation.
5. Implement and track the 90 day law to insure that all utility facilities are relocated in a timely manner.
6. Review/process utility reimbursable and City of Chicago force account agreements.
7. Provides advice and direction to other District sections and Bureaus and outside agencies on Departmental utility accommodation policies and procedures.
8. Performs other duties and special assignments as assigned by the Utility Coordinator in support of unit and section accountabilities.
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.