

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CAPITAL DEVELOPMENT BOARD PROJECT TECHNICIAN

POSITION CODE: 06530

Effective: 07-01-2005

DISTINGUISHING FEATURES OF WORK:

Under direction, monitors the construction phase of capital projects in the Capital Development Board through the review of project paper documentation, assuring its quality with regard to completeness and accuracy. Provides for scheduling, reporting and coordination of project status as it relates to required documentation and its timely completion. Provides effective communications with architect/engineer firms, contractors, and Capital Development Board staff. Prepares various reports associated with project tracking throughout the project construction phase. Completes spreadsheet and mainframe entries and calculates cost modifications based on change orders.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Initiates a tracking and reporting mainframe database file for all CDB projects, entering project updates, pertinent information, milestone dates, changes to contracts and project directories in order to monitor the progression of projects throughout the construction phase and on to completion.
2. Obtains sign off for funds available on Recommendation to Award Contracts. Reviews documents to assure that lowest bidder was selected by checking calculation accuracies. Checks for proper signatures on document.
3. Coordinates change order paperwork processing from distribution to estimators to final approved change orders. Calculates and enters assessments into database and mainframe systems.
4. Assures that proper signatures and bonding company attachments and approvals are submitted by contractors with Requests for Reduction of Retainage documents submitted by contractors requesting a reduction in monies being withheld from regular payments.
5. Reviews Certificates of Substantial Completion packages, and Final Closeout Packages for completeness and accuracy. Ensures proper distribution of vouchers and other close-out documents.
6. Extracts project tracking data for various reports, such as quality control and management reports. Attends bid openings in absence of the project

CAPITAL DEVELOPMENT BOARD PROJECT TECHNICIAN (Continued)

7. Assists with training and familiarizing new employees in use of data inquiry system screens.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience.

Knowledges, Skills and Abilities

Requires working knowledge of manual and automated office equipment operation.

Requires working knowledge of applications software such as word processing, spreadsheet and database software for office use.

Requires working knowledge of office methods and procedures.

Requires ability to assemble a range of factual information and arrange in a report format.

Requires judgment in analyzing, prioritizing, evaluating and problem solving.

Requires ability to communicate clearly and effectively, both orally and in writing, and develop cooperative working relationships with management, staff, members of governmental agencies and representatives of the construction industry.