



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 7, 2017

Attached are the Position Summary Sheet and Position Description for the Seasonal Technician Trainee Intern position listed below. Please post this vacancy announcement April 10, 2017, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Friday, April 21, 2017**. Applicants **will not** be accepted after that time and date.

Applicants must submit the materials below to the Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764, no later than 4:30 p.m. on Friday, April 21, 2017.

- Signed and completed Application for Seasonal Technician Trainee Intern (PM2420)
- CMS284A Authorization for Release of Criminal Information
- CMS284B Self-Disclosure of Criminal History
- Official College Transcript(s) embossed in a sealed envelope

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

TT (7 pos)

Seasonal Technician Trainee Intern
Region 2/District 3/Project Implementation
Office of Highways Project Implementation
Ottawa

Attachments

Signed and completed Application for Seasonal Technician Trainee Intern (PM2420), CMS284A Authorization for Release of Criminal Information, CMS284B Self-Disclosure of Criminal History and Official College Transcript(s) **must be received by the Bureau of Personnel Management by 4:30 p.m. on Friday, April 21, 2017.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technician Trainee (7 pos) **Salary:** \$11.10 per hour
Position Title: Seasonal Technician Trainee Intern **Union Position:** Yes No
Position Number: PW010-23-53-201-10-44

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Project Implementation / 700 E. Norris Drive, Ottawa, IL

Description Of Duties:

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2017 through August 15, 2017.

This position is accountable for providing administrative, maintenance and/or engineering assistance for all aspects of related administration, design, construction, and maintenance projects.

Special Qualifications:**Required:**

- Valid driver's license
- Must be enrolled in college for the Spring 2017 session
- At least 18 years old within the calendar year of hire
- Frequent districtwide travel

Desired:

- Ability to read blue prints and perform basic computations
- Education in math to the level of algebra
- Strong computer skills
- Knowledge of proper office practices
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday (Office)

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch) (Field)

- May require ANSI Class 75, 6" or higher, steel toe safety shoes required by start date.
- Proof of automobile liability insurance required at the time of offer.

***IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 28, 2017	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	<u>Kevin Marchek</u>	OFFICE:	OHPI/Region 2/District 3
CODE:	PW010-23-53-201-10-44	REPORTS TO:	Senior Resident Engineer

Position Purpose

This position is accountable for providing administrative and/or engineering assistance for all aspects of related administration, design, construction, and maintenance projects.

Dimensions

Various types of Administrative, Maintenance and/or Engineering Related Projects

Nature and Scope

This position reports to the Senior Resident Engineer. On a project basis, supervision may be under additional staff.

This position performs administrative, maintenance and/or engineering tasks related to administration, design, construction and maintenance projects. This position operates within an environment of ensuring that assignments are completed in accordance with policies, plans, specifications, and special provisions within a timely manner.

Typical problems will be in following all policies, standards of design, and to ensure accurate inspection of highway related construction projects. The greatest challenge is to ensure that the work assignments are completed accurately and on time.

The incumbent acts as an assistant in administration; design work; survey work; yard and facility maintenance; inspects earthwork, drainage, concrete paving, bituminous resurfacing, bridges, and other engineering related items. The incumbent provides administrative assistance to staff, checks design plans, field notes, plots cross sections; makes field measurements, computations, and reports. This position assists with lawn mowing, weed eating, washing trucks and equipment, general cleaning, painting various equipment/buildings; traveling to pick up parts and chauffeuring others to vehicles in the shop.

The incumbent is constrained by the policy/procedures, plans, specifications, and special provisions of the project. Instances that are not in accordance with these rules are referred to the supervisor.

The incumbent has contact with internal personnel, contractor's personnel, and occasionally with the general public. This position requires frequent travel within the district.

The effectiveness of this position can be measured by the ability to provide accurate and timely assistance to district staff.

Principal Accountabilities

1. Provides administrative, maintenance, and engineering assistance in various locations within the district.
2. Keeps the supervisor informed of any problems encountered or deviations made.
3. Ensures that work performed is in accordance with policy and all specifications.
4. Performs other duties as assigned.
5. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.