



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 (2 pos)

Seasonal Technician Trainee Intern
Office of Highways Project Implementation
Bureau of Operations
Springfield

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 (2 pos) **Salary:** \$11.10 per hour
Position Title: Seasonal Technician Trainee Intern **Union Position:** Yes No
Position Number: PW010-23-75-600-10-44

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Operations/2300 S. Dirksen Parkway, Springfield, 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 a variety of tasks in connection with the investigation, review, planning, and design of various projects within the Bureau of Operations.

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
- Occasional travel

Desired:

- 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

- 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 13, 2017 | POSITION: | Seasonal Technician Trainee Intern |
| APPROVED BY: | Amy Eller | OFFICE: | Highways Project Implementation/ Bureau of Operations |
| CODE: | PW010-23-75-600-10-44 | REPORTS TO: | Organizational and Financial Unit Manager |

Position Purpose

This position is accountable for a variety of tasks in connection with the investigation, review, planning, and design of various projects within the Bureau of Operations.

Dimensions

| | |
|--------------------------|----|
| Annual Projects/Reports: | 10 |
| Annual Meetings: | 10 |
| Special Assignments: | 5 |

Nature and Scope

This position reports to the Organizational and Financial Unit Manager. The incumbent may receive guidance from various Bureau staff on a project basis. .

The incumbent assists with a variety of projects including, but not limited to, Maintenance Operations and Traffic Operations. These programs consist of various platforms such as winter operations, training, roadside maintenance, utilities, Maintenance Management Information System (MMI), maintenance support, maintenance services, and project implementation. S/He assists with analysis, report writing, data collection, review of research in the operations fields, and attendance and note taking at various project meetings.

The greatest challenge and typical problems of this position is to be well organized and be able to follow direction from multiple bureau personnel and work independently to complete the duties assigned to him/her meeting required deadlines.

The incumbent is personally responsible for assisting with the Automated/Connected Vehicle research program and Roadway Designation Resolution requests for the traffic engineering program; assisting with various Roadside Maintenance efforts such as the statewide Integrated Roadside Vegetation Maintenance plan, Operations Monarch Conservation Plan, pollinator and monarch conservation research, and the bi-weekly pollinator report; summarizing various winter maintenance reports dealing with snow removal, roadway weather information system options, deicing technologies, living snow fence data and other winter operations programs utilizing various Microsoft Office programs and MMI; and assisting with the Incident Management and Communications System Manager in the operation and maintenance of the department's StarComm21 wireless communications system.

The incumbent is constrained by applicable departmental regulations and policies. Instances not in accordance with these rules are referred to the supervisor.

Internal contacts include the Central Bureaus of Operation and Design and Environment, district Operations personnel, the Office of Legislative Affairs and the Automated Vehicle/Connected Vehicle Working Group. External contacts are with the Illinois Department of Natural Resources, various federal agencies, and department contractors. Travel is required of this position.

The effectiveness of this position is measured by the timeliness, quality and quantity of the assigned duties.

Principal Accountabilities

1. Assists with the Automated/Connected Vehicle research program and Roadway Designation Resolution requests for the traffic engineering program.
2. Assists with various Roadside Maintenance efforts such as the statewide Integrated Roadside Vegetation Maintenance plan, Operations Monarch Conservation Plan, pollinator and monarch conservation research, and the bi-weekly pollinator report.
3. Summarizes various winter maintenance reports dealing with snow removal, roadway weather information system options, deicing technologies, living snow fence data and other winter operations programs utilizing various Microsoft Office programs and MMI.
4. Assists the Incident Management and Communications System Manager in the operation and maintenance of the department's StarComm21 wireless communications system.
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.
6. Performs other duties as required or assigned.