



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 20, 2018

Attached are the Position Summary Sheet and Position Description for the Seasonal Engineering Technician Intern position listed below. Please post this vacancy announcement February 22, 2018, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Wednesday, March 14, 2018**. 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 Wednesday, March 14, 2018.

- Signed and completed Application for Seasonal Engineering Technician Intern (PM2425)
- 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 (PM2425, 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.

ET I

Seasonal Engineering Technician Intern
Bureau Design and Environment
Office of Program Development
Springfield

Attachments

Signed and completed Application for Seasonal Engineering Technician Intern (PM2425), 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 Wednesday, March 14, 2018.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineer Technician I **Salary:** \$15.85/Hour
Position Title: Seasonal Engineering Technician Intern **Union Position:** Yes No
Position Number: PW011-23-65-309-30-44

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Design and Environment / 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

The Seasonal Engineering Technician Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 16, 2018 through August 15, 2018.

Under immediate supervision, performs tasks in connection with the planning, design, or construction phase of various projects.

Special Qualifications:**Required:**

- A minimum of 30 semester hours/45 quarter hours of college courses in engineering
- Official transcripts*
- At least 18 years old within the calendar year of hire

Desired:

- Understanding of design plans/blueprint reading and the ability to perform necessary technical computations in plan preparation
- Education in math to the level of trigonometry
- Strong computer skills and ability to work with Microsoft Office (Word, Excel, PowerPoint and SharePoint)
- Strong communication, problem-solving, decision-making and leadership skills
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*IDOT considers official college transcripts as 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:	February 16, 2018	POSITION:	Seasonal Engineering Technician Intern
APPROVED BY:	Jack Elston	OFFICE:	Office of Program Development / Bureau of Design and Environment
CODE:	PW011-23-65-309-30-44	REPORTS TO:	Electrical and Mechanical Chief

Position Purpose

Under immediate supervision, performs tasks in connection with the planning, design, or construction phase of various projects.

Dimensions

Electrical Plan Design and Review	25-30 Annually
Value of Electrical Plans	\$5 Million Annually
Materials Review	600 Items Annually
Field Inspections	10-20 Annually

Nature and Scope

This position reports to the Electrical and Mechanical Chief.

This position assists in the timely completion of assignments for simple electrical and lighting plans and contract documents within district timeframes set to meet letting schedules for general highway improvement projects. This includes establishing priorities and managing multiple assignments to meet project deadlines plus communicating problems to the supervisor in order to continue making progress. This is essential to the proper execution of project assignments. In addition, this position must be capable of multitasking and ensuring goals and deadlines are met.

Typical problems include assisting with the various phases of design for projects assigned. Routine evaluation of invoices, multiple spreadsheets and calculations are required. The greatest challenge is understanding and correctly applying all appropriate lighting and electrical design guidelines and departmental policies.

This position assists with the conversion of project design and management spreadsheets using ProjectWise. Duties also include invoice processing, voltage drop calculations, and spreadsheet automation. In addition, the incumbent assists in the update of the unit's SharePoint site and in the development process of circuit diagrams and assists with project file updating and pump station database management.

Internal contacts lie within the incumbent's direct line of supervision; however, occasional contacts may include other internal and external staff to complete the duties assigned.

The effectiveness of this position can be measured by the ability to accomplish all assignments in an effective and expeditious manner.

Principal Accountabilities

1. Performs tasks in connection with the electrical and mechanical unit, in connection with the planning, design, or construction phase of various projects.
2. Performs voltage drop calculations.
3. Assists in the update of the unit's SharePoint site.
4. Performs file management, including scanning, retrieving, filing, and creation of files for record management.
5. Maintains pump station database.
6. Assists engineers on electrical and lighting design projects.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.