



# Illinois Department of Transportation

## Memorandum

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

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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](mailto:Dot.SummerApplications@Illinois.gov). College/Universities must submit Official College Transcript(s) in PDF format to: [Dot.SummerApplications@Illinois.gov](mailto: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  
Region 4/District 7/Project Implementation  
Office of Highways Project Implementation  
Effingham

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:** Engineering Technician I (6 Positions)      **Salary:** \$15.85/Hour  
**Position Title:** Seasonal Engineering Technician Intern      **Union Position:**  Yes  No  
**Position Number:** PW011-23-57-201-10-44

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 4 / District 7 / Bureau of Project Implementation / 400 W. Wabash Ave., Effingham, IL

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#### 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.

This position is accountable for providing engineering assistance for all aspects of highway related design, construction, and maintenance projects.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- 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
- Frequent travel within the district

##### 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
- Knowledge of materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

- 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 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**

<b>DATE:</b>	February 10, 2017	<b>POSITION:</b>	Seasonal Engineering Technician Intern
<b>APPROVED BY:</b>	<u>Jeffrey South</u>	<b>OFFICE:</b>	OHPI/Region 4/District 7
<b>CODE:</b>	PW011-23-57-201-10-44	<b>REPORTS TO:</b>	Senior Resident Engineer

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***Position Purpose***

This position is accountable for providing engineering assistance for all aspects of highway related design, construction, and maintenance projects.

***Dimensions***

Various Types of Civil Engineering Related Projects

***Nature and Scope***

This position reports to a Senior Resident Engineer. On a project basis, may receive guidance from assigned bureau staff.

This position performs engineering tasks for highway related design, construction, and maintenance projects under the direction of a Resident Engineer/Technician. This position operates within an environment of ensuring that projects are designed and completed in accordance with plans, specifications, and special provisions in 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 design, laboratory or survey work; inspects earthwork, drainage, concrete paving, bituminous resurfacing, bridges, and other engineering related items. The incumbent checks design plans, field notes, plots cross sections, makes field measurements, computations, and reports.

The incumbent is constrained by the plans, specifications, and special provisions of the project and by the policies and procedures of the Bureau of Construction and the Bureau of Design. Instances that are not in accordance with these rules are referred to the Resident Engineer/Technician.

The incumbent has contact with the 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 design, inspection, and accuracy/neatness of his/her reports.

***Principal Accountabilities***

1. Provides accurate designs, measurements, computations, and documentation.
2. Keeps the Resident Engineer/Technician informed of any problems encountered or deviations made.
3. Ensures that work performed is in accordance with the specifications.
4. Perform other duties as assigned.
5. Perform all duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.