



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 of Materials
Office of Highways Project Implementation
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: Engineering Technician I (4 positions) **Salary:** \$15.85/Hour
Position Title: Seasonal Engineering Technician Intern **Union Position:** Yes No
Position Number: PW011-23-75-700-00-44

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Materials/126 E. Ash Street, 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.

This position is accountable for assisting in the quality testing and/or inspection of hot-mix asphalt, portland cement concrete, portland cement concrete products, metal and miscellaneous products, or other materials as required.

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
- Travel

Desired:

- Ability to maintain cooperative relationships with departmental staff
- Strong oral and written communication skills
- Knowledge of materials testing and laboratory testing equipment
- Strong computer skills

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**

DATE:	January 31, 2017	POSITION:	Seasonal Engineering Technician Intern
APPROVED BY:	Brian Pfeifer	OFFICE:	Highways Project Implementation/ Bureau of Materials
CODE:	PW011-23-75-700-00-44	REPORTS TO:	Engineer of Materials

Position Purpose

This position is accountable for assisting in the quality testing and/or inspection of hot-mix asphalt, portland cement concrete, portland cement concrete products, metal and miscellaneous products, or other materials as required.

Dimensions

Programs	All awarded construction contracts
Equipment Values:	\$1,500,000

Nature and Scope

This position reports to the Bureau Chief. On a project basis, this position will receive guidance from the Hot-Mix-Asphalt (HMA) Operations, Concrete Technology, Concrete Products, Central Office Geotechnical, Metals and Miscellaneous Products, or Technical and Product Studies Engineers.

This position is responsible for learning methods of quality testing according to prescribed standards and how to accurately and safely perform tests, record results, and maintain equipment in a sound workable condition.

The challenge for the incumbent in this position is to accurately, safely and efficiently perform all testing according to prescribed standards and to further knowledge in the field of materials testing.

This position is responsible for: 1) performing special and routine materials tests; 2) analyzing and correlating jobsite data with laboratory developed data; 3) testing and evaluating in-place materials which exhibit performance problems; 4) inspections of various materials producers; and 5) assisting in conducting field inspections and pavement distress surveys. The end result of the work in this position will be the correlation of laboratory and field data, recommendations for solving technical problems arising in a job environment, and timely inspections of materials producer's products.

The work is usually generated by the incumbent's supervisor. This position is constrained by applicable departmental guidelines. Matters of a unique nature are referred to the supervisor with recommendations.

The incumbent's primary contacts are within the bureau. Externally the incumbent may have occasional contacts with HMA and portland cement concrete producers, PCC products producers, and other materials producers. the incumbent may travel throughout the state to obtain field data and assist with problem solving or perform inspections.

The effectiveness of this position will be measured by the incumbent's ability to provide, coordinate, and efficiently administer solutions to technical problems arising in a job environment.

Principal Accountabilities

1. Conducts correlation of field/laboratory test results to ensure the applicability of laboratory developed results to field situations.
2. Performs inspections of materials producer's products.
3. Travels on an as-needed basis to perform the duties of this position.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as required or assigned.