



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 Operations
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 (2 Positions) **Salary:** \$15.85/Hour
Position Title: Seasonal Engineering Technician Intern **Union Position:** Yes No
Position Number: PW011-23-75-600-00-44

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 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 a variety of tasks in connection with the investigation, review, planning, and design of engineering projects within the Bureau of Operations.

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:

- Working knowledge of the routine practices of civil engineering
- Working knowledge of communication systems technology
- Working knowledge of Microsoft Office Suite programs such as Word, Excel, Access and PowerPoint
- Analytical ability to solve routine engineering problems
- 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 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:	Amy Eller	OFFICE:	Highways Project Implementation/ Bureau of Operations
CODE:	PW011-23-75-600-00-44	REPORTS TO:	Engineer of Operations

Position Purpose

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

Dimensions

StarComm21 Communications System Inventory:	\$45 Million
Annual Projects/Reports:	20
Annual Meetings:	20
Special Assignments:	5

Nature and Scope

This position reports to the Engineer of Operations. On a project basis, this position receives guidance from assigned bureau staff.

The incumbent assists with a variety of engineering projects including, but not limited to, the following programs: StarComm21 statewide wireless communications system; Maintenance Operations; Day Labor; Traffic Operations; and Emergency Management. These programs consist of various platforms such as permitting, weight enforcement, winter operations, training, roadside maintenance, utilities, Maintenance Management Information System (MMI), maintenance support, maintenance services, project implementation, engineering and standards, and communications operation and maintenance.

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.

S/He assists with engineering analysis, report writing, data collection, review of research in the operations fields, attendance and note taking at various project meetings, and communications system operation and maintenance.

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

Contacts within the Department include the Bureaus of Operation, Design and Environment, Legislative Affairs, District Operations personnel, district communications personnel, and the Automated Vehicle/Connected Vehicle Working Group. External contacts are with the Illinois State Police, Illinois Department of Natural Resources, engineering consultants, permit customers, 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.