



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 Research
Office of Planning & Programming
Springfield

Attachments



**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: **PW011-23-10-900-00-44**

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Research/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 testing and/or inspection of hot-mix asphalt and portland cement concrete pavements as well as analysis of pavement designs and rehabilitation treatments.

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
- Working knowledge of spreadsheet and word processing software

Shift/Remarks:

7:30 am – 4:00 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:	February 1, 2017	POSITION:	Seasonal Engineering Technician Intern
APPROVED BY:	LaDonna Rowden	OFFICE:	Planning & Programming/ Bureau of Research
CODE:	PW011 23-10-900-00-44	REPORTS TO:	Bureau Chief

Position Purpose

This position is accountable for assisting in the testing and/or inspection of hot-mix asphalt and portland cement concrete pavements as well as analysis of pavement designs and rehabilitation treatments.

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, while assigned to the Pavement Technology System, this position receives guidance from the Pavement Design or Pavement Management and Analysis Engineers.

This position is responsible for learning methods of quality testing according to prescribed standards. The end result of the work in this position will be the correlation of field performance and design data, recommendations for solving technical problems arising in a job environment, and timely analysis of pavement distress surveys.

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 pavement designs and rehabilitation treatments.

This position is responsible for: 1) reviewing construction plans and typical sections; 2) maintaining and analyzing pavement performance data; 3) testing and evaluating in-place materials which exhibit performance problems; 4) exploring new and advanced pavement design and rehabilitation strategies; and 5) assisting in conducting field inspections and pavement distress surveys.

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. Other departmental contacts encountered during various work assignments include other central bureau and district staff. Externally the incumbent may have occasional contacts with contractors, industry representatives, and Federal Highway Administration. 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. Reviews construction plans and typical sections to gather data and analyze pavement performance.
2. Assists in conducting field inspections and pavement distress surveys.
3. Travels on an as-needed basis to perform the duties.
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.