



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 Safety Programs & Engineering
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: Engineering Technician I (2 Positions) **Salary:** \$15.85/Hour
Position Title: Seasonal Engineering Technician Intern **Union Position:** Yes No
Position Number: PW011-23-65-800-00-44

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Safety Programs & Engineering / 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.

Under direct supervision, performs tasks in connection with the investigation, planning, design and inspection of engineering projects.

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:

- Understanding of design plans/blueprint reading and ability to perform technical computations in plan preparation
- Knowledge of transportation engineering principles including geometric design and highway capacity calculations
- Ability to communicate effectively and follow oral and written instruction
- Strong technical writing skills
- Strong computer skills and ability to work with Microsoft office (Word, Excel, and PowerPoint)
- Strong communication, problem-solving, decision-making and leadership skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

- ANSI Class 75, 6" or higher, steel toe safety shoes are recommended.
- 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:	Paul Lorton	OFFICE:	Program Development / Bureau of Safety Programs & Engineering
CODE:	PW011-23-65-800-00-44	REPORTS TO:	Bureau Chief

Position Purpose

Under direct supervision, performs tasks in connection with the investigation, planning, design and inspection of engineering projects.

Dimensions

Transportation Management Plan Reviews:	5 – 20
Field Reviews:	1 – 5
File Management:	2000 +
Correspondence:	500+
Highway Safety Program:	\$30 Million Annually
Special Research and Evaluation Projects & Reports:	6-8 Annually
State Agency Projects:	5-6 Annually
Local Agency Projects:	40-50 Annually

Nature and Scope

This position reports to the Bureau Chief of Safety Programs and Engineering. On a project basis, this position receives guidance from assigned bureau staff.

This position performs entry level engineering responsibilities for the Bureau of Safety Programs and Engineering. The incumbent provides engineering assistance for all aspects of highway related design, construction, and maintenance projects. It assists staff in designing and conducting traffic safety related projects. S/He conducts in-depth literature reviews on several traffic safety-related topics and provides summary reports on the findings. This position summarizes data and develops indicators for further analysis of traffic safety issues.

Typical problems include analyzing and evaluating the existing traffic safety related databases to perform descriptive analyses. The greatest challenge is providing descriptive data to highway safety program evaluators and managers within the Bureau of Safety Programs & Engineering. The incumbent will work closely with all data analysts and evaluators to assist them in major data analyses and writing reports on the findings.

This position reviews transportation management plans and provides analysis of expected work zone impact. S/He performs traffic surveys to validate analytical tools. This position performs highway capacity calculations to assess the expected impact of work zone activities to traveling public. It assists in the completion of work zone traffic control reviews and completes technical reports of field surveys and research assignments. This position works with several aggregate level databases, such as crash, health care, roadway, and census at local, state, regional, and national levels; helps coordinate planning, documenting, and implementing activities; and, conducts literature search on traffic safety issues.

Working assignments are routine in nature. All assignments are reviewed frequently to ensure adherence to criteria as is provided by detailed written or oral instructions. This position is constrained by applicable departmental, safety, and federal guidelines. Matters of a unique nature are referred to the supervisor with recommendations.

Internal contacts include the Office of Program Development, district design personnel, district operations personnel, traffic control supervisors, work zone safety engineer and state safety engineer among others to complete the duties assigned. External contacts include trade associations such as the American Transportation Safety Services Association and the Illinois Association of General Contractors among others to complete assigned tasks. Travel may be required.

The effectiveness of this position is measured by the ability to complete assigned tasks in a timely manner.

Principal Accountabilities

1. Performs entry level technical work directly related to the investigation, planning, design and inspection of engineering projects.
2. Performs in-house research and review of roadside hardware and work zone safety products.
3. Performs file management, including scanning, retrieving, filing, and creation of files for record management.
4. Conducts literature reviews on several traffic safety and related topics, such as safety belts, impaired driving, speed, intersection and many other safety issues and provides a summary reports on the findings.
5. Assists other evaluators to design and conduct surveys (e.g., safety belt survey, child seat survey, and behavioral surveys).
6. Performs other duties as assigned or required.
7. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.