



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 22, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, February 5, 2016**. Applicants will not be accepted after that time and date.

**NOTE: College transcripts must be included with application. Please include IPR number on the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET I (4 pos)

Draftsperson  
Region 5/District 8/Program Development  
Highways  
Collinsville

Attachments  
40773

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, February 5, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: College transcripts must be included with application. Please include IPR number on the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician I (4 Positions)</b>	<b>Salary Range:</b>	<b>\$2,640 - \$3,750</b>
<b>Position Title:</b>	<b>Draftsperson</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW011-23-58-303-30-01</b>	<b>IPR#:</b>	<b>40773</b>

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

Highways / Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive - Collinsville, IL

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**Description Of Duties:**

This position is accountable for assisting in the preparation and development of various contract plans and reports used for highway construction and all related calculations and documentation.

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**Special Qualifications:**

***The following criteria is desired:***

- An Associate Degree from an accredited two-year civil engineering technology program, or knowledge, skill, and mental development equivalent to two years of college in pre-engineering or civil engineering technology
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Ability to communicate effectively and follow oral and written instructions

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**Shift/Remarks:**

8:00 am - 4:30 pm / Monday - Friday, subject to variance according to district operational needs.  
**A current transcript must be submitted with application.**

**\*THIS IS AN ENTRY-LEVEL POSITION\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 2015	<b>POSITION:</b>	Draftsperson
<b>APPROVED BY:</b>	<u>Francis Opfer</u>	<b>DIVISION:</b>	Dist. 8/Program Development Studies & Plans Section
<b>CODE:</b>	PW011-23-58-303-30-01	<b>REPORTS TO:</b>	Senior Design Reviewer

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**POSITION PURPOSE:**

This position is accountable for assisting in the preparation and development of various contract plans and reports that are used for highway construction, and all related calculations and documentation.

**DIMENSIONS:**

Subordinates:	None
Number of Contracts:	5 to 10 Annually
Contract Value:	Up to \$60 Million Annually

**NATURE AND SCOPE:**

This position reports to the Senior Design Reviewer as do a number of other Studies & Plans Section positions. The Squad Leader, at his/her discretion, may have this position report to another squad member for training purposes, e.g. Senior Designer.

This position is accountable for assisting in preparing contract plans and related documentation for highway construction within a District that is both highly urbanized and rural in nature. This requires the incumbent to be aware of both rural and urban design features. In addition, the District is experiencing rapid commercial, industrial, and residential growth, which precipitates the need to develop new, or rehabilitate existing, highway systems. Due to this growth, plans sheets require extensive and complicated plotting of topography and utility facilities. The incumbent shall carry out specific instructions with regard to the transferring of data from other sources, e.g. field survey notes, onto plan sheets using Computer Aided Drafting and Design tools. The incumbent must be able to perform acceptable drafting and conduct calculations involving algebra and geometry.

The incumbent is required to assure that all pertinent topographic and design data has been included on all plan sheets in a clear and concise manner. The incumbent assists with the transference of survey notes and reviews notes for accuracy in order to incorporate the survey data onto plan sheets, assists in drafting various plan and detail sheets utilizing sketches drawn by other squad members, reviews drafting done by other squad members to insure accuracy, calculates plan quantities, and reviews plan quantity calculations done by others.

In order to accomplish the above, the incumbent is required to have a basic knowledge of MicroStation and Geopak. The incumbent shall place topographical data – generated from survey data in Geopak – onto plans sheets utilizing MicroStation. The incumbent will also use Geopak tin models to plot cross sections. This requires the knowledge and ability to read and interpret survey data from Geopak, produce the topographical file in MicroStation, and, finally, to produce the plan sheets.

The incumbent is also required to develop detailed plans of proposed improvements as detailed by other squad members, as assigned by the squad leader. The incumbent's greatest challenge is to provide professional level drafting expertise in the preparation of all drawings.

POSITION DESCRIPTION  
ENGINEERING TECHNICIAN I  
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The incumbent will review drafting performed by other squad members to ensure accuracy, will develop quantities for various pay items (or will review quantities calculated by others), will develop typical details from examples provided, and will draft unique designs of necessary highway appurtenances.

The incumbent's authority is limited to development of all required basic designs and advises either the squad leader or another squad member, as assigned by the squad leader of difficulties with interpretation of the Illinois Department of Transportation Policies and Procedures, FHWA Guidelines and AASHTO Publications.

In performing the functions of this position, the incumbent may be required to coordinate occasionally with personnel in Project Support, Land Acquisition, Materials, Location Studies, Administration, Operations, and Construction. These contacts will only be at the specific instruction of another squad member, as assigned by the squad leader.

The incumbent is evaluated according to his/her ability to assist in developing accurate, concise, and clear contract plans, project reports, and bridge condition reports - including related calculations and documentation - within established time frames.

PRINCIPAL ACCOUNTABILITIES:

1. Assists in developing and preparing all contract plans and documents assigned in an accurate and timely manner.
2. Assures that all quantities have been properly calculated or reviewed and that proper documentation is available.
3. Utilizes Computer Aided Drafting and Design tools to provide accurate and professional level drafting of plan sheets and details.
4. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.