



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: May 18, 2017

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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 Friday, May 19, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, June 2, 2017**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET I (2 positions)    Studies & Plans Technician  
Region 4/District 6/ Program Development  
Office of Highways Project Implementation  
Springfield

Attachments  
41408

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, June 2, 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: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician I (2 Positions)</b>	<b>Salary Range:</b>	<b>\$2,640 - \$3,750</b>
<b>Position Title:</b>	<b>Studies &amp; Plans Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW011-23-56-303-40-01</b>	<b>IPR#:</b>	<b>41408</b>

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

Office of Highways Project Implementation/Region Four/District Six/Bureau of Program Development, 126 E Ash, Springfield, IL

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#### Description Of Duties:

This position assists the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

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#### Special Qualifications:

##### **Required:**

- Overnight travel; overtime

##### **Desired:**

- An associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Ability to communicate effectively and follow oral and written instructions
- Working knowledge of math to include trigonometry
- Working knowledge of the preparation and reading of design plans
- Working knowledge of CADD (Microstation or AutoCadd)
- Working knowledge of route surveys
- Knowledge of roadway construction and materials/laboratory testing equipment

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#### Shift/Remarks:

Typically 8:00 am - 4:30 pm / Monday-Friday

**\*THIS IS AN ENTRY-LEVEL POSITION SUBJECT TO A ROTATION PROGRAM.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	November 2015	<b>POSITION:</b>	Studies & Plans Technician
<b>APPROVED BY:</b>	<i>Roger Driskell</i>	<b>OFFICE/DIVISION:</b>	Division of Highways/ District 6/ Program Development
<b>CODE:</b>	PW011-23-56-303-40-01	<b>REPORTS TO:</b>	Studies and Plans Team Manager

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***Position Purpose***

This position is accountable for assisting the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

***Dimensions***

Project Studies:	2-3 annually
Contract Plans:	2-6 annually \$2,000,000 to \$20,000,000 in contract value
Public Meetings:	1-2 annually

***Nature and Scope***

This position reports to a Senior Studies & Plans Team Engineer / Manager, or Studies & Plans Team Engineer / Manager, as do 1 to 5 other design team members. There are no subordinates reporting to this position.

The position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the District. These responsibilities may involve performing various assigned duties within the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Constructions, Materials, Local Roads, Maintenance, Bridges, and Traffic.

The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Team Manager which may include preparation of exhibits and maps, completing data collection; assisting in the completing of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, special details and cross sections; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned.

Typical problems encountered by the incumbent include ensuring that details and exhibits are in compliance with prescribed standards and specifications. The incumbent's greatest challenge is to ensure the exhibits and plans sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meetings with the public and other agencies; and checking of earth work and other calculations.

The incumbent must perform his/her duties in accordance with the guidelines of the AASHTO Design Manual, the IDOT Policy and Procedural Manual, and design policies and procedures. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Team Manager.

The incumbent has frequent contact with his/her Team Manager. There are occasional contacts outside the squad for the purpose of obtaining information pertaining to specific problems. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quality, quantity and timeliness of completion of the assigned tasks.

***Principal Accountabilities***

1. Drafts detailed layouts of highway improvements utilizing CADD, which are used in the preparation of complete design plans.
2. Performs routine calculations for quantities.
3. Assists with informational meetings, public hearings, and presentations to describe projects, including the preparation of exhibits and maps.
4. Ensures assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
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 assigned.