



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 15, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, May 16, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 30, 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) Squad Technician
Region 3/District 4/Program Development
Office of Highways Project Implementation
Peoria

Attachments
41866

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 by **Tuesday, May 30, 2017, 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

Classification:	Engineering Technician I (2 Positions)	Salary:	\$2,640 - \$3,750
Position Title:	Squad Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-54-303-10-01	IPR#:	41866

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 3 / District 4 / Bureau of Program Development / 401 Main, Peoria, IL

Description Of Duties:

This position performs basic studies and plans activities.

Special Qualifications:

Required:

- Valid driver's license

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
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations, reading of design plans, and ability to utilize CADD (MicroStation or Auto CADD)
- Working knowledge of math to include trigonometry
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 28, 2017	POSITION:	Squad Technician
APPROVED BY:	<i>Kensil Garnett</i> <hr/> Kensil Garnett, Regional Engineer	OFFICE/DIVISION:	OHPI/Region 3/District 4 Bureau of Program Development
CODE:	PW011-23-54-303-10-01	REPORTS TO:	Senior Squad Leader/Squad Leader

Position Purpose

This position is accountable for performing very basic studies and plans activities.

Dimensions

Various Studies and Plans Activities

Nature and Scope

This position reports to the Senior Squad Leader or Squad Leader as do other Squad Engineers and/or Squad Technicians. No subordinates report to this position.

This position is accountable for providing assistance to Senior Squad Leader or Squad Leader on the accomplishment of studies and plans activities. This position rotates to other bureaus within the district as part of the rotational training program.

The greatest challenge for this position entails ensuring all work assigned and completed meets department standards and procedures. A typical problem is to determine plan quantities through computations accurately and on time.

The incumbent is personally accountable for drawing and plotting plans, profiles, cross-sections, and detail sheets; making minor computations, gathering data for project studies and reports, and assisting the other designers on various planning and design activities.

The incumbent's activities are reviewed very closely by the Senior Squad Leader or Squad Leader. The incumbent is constrained by all Departmental policies.

The incumbent has regular and frequent contact with the Senior Squad Leader or Squad Leader. Travel is required within the district.

The effectiveness of this position can be measured on the ability of the incumbent to accomplish all assignments in the effective and efficient manner.

Principal Accountabilities

1. Performs basic planning and design activities.
2. Performs basic mathematical computations.
3. Gathers data for project studies and plans.
4. Rotates to other bureaus within the district as part of the rotational training program.
5. Performs other duties as assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.