



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 1, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 5, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, June 18, 2018**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET III (3 positions) Squad Technician
Region 3/District 5/Program Development
Office of Highways Project Implementation
Paris

Attachments
42871

Technical Applications [PM1080 rev 6/1/17](#)****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 **Monday, June 18, 2018, 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 III (3 Positions)	Salary:	\$3,840 - \$5,308*
Position Title:	Squad Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-55-303-10-01	IPR#:	42871

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 5/Bureau of Program Development/13473 IL Hwy 133 W., Paris, IL

Description Of Duties:

This position is accountable for assisting the Senior Squad Leader in the preparation of studies, design plans, specifications, drawings and special provisions for proposed highway improvements.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

Desired:

- An associate degree from an accredited two-year civil engineering technology program or completion of two years of college in pre-engineering or civil engineering technology
- Five years' experience in the performance of a variety of technical activities relating to civil engineering, of which three years should be in preparation of design reports, contract plans and specifications for highway improvement projects
- Ability to maintain cooperative relationships with departmental and industry staff
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	3/7/2018	POSITION:	Squad Technician
APPROVED BY:		OFFICE/DIVISION:	OHPI/Region 3/District 5/Bureau of Program Development
CODE:	PW013-23-55-303-10-01	REPORTS TO:	Sr. Squad Leader/Squad Leader

Position Purpose

This position is accountable for assisting the Senior Squad Leader in the preparation of studies, design plans, specifications, drawings and special provisions for proposed highway improvements.

Dimensions

Number of Projects:	2-6 Annually
Annual Project Value:	\$100,000 - \$5,000,000 per year

Nature and Scope

This position reports to a Senior Squad Leader or Squad Leader. This position may have up to two technical personnel reporting to him or her during the winter months.

This position functions within a design squad which is primarily accountable for accomplishing projects assigned by the Project Engineer. This position is unique in that the incumbent may work independently in developing completed studies and plans or may assist the squad leader in coordinating the squad's study and plan preparation activities. This position will accomplish these accountabilities with the assistance of one or two engineers and technicians assigned to the squad or at times may work independently on assignments provided by the squad leader to produce a complete study and set of plans. The geographic area within which this position operates encompasses a seven-county area which for the most part, is rural but contains several highly urbanized areas including Bloomington-Normal, Champaign-Urbana and Danville.

The greatest challenge of this position is to incorporate data that properly balances engineering requirements, costs, and community acceptance into a study then into a complete set of plans and to ensure that the process is accomplished in compliance with prescribed deadlines. Typical problems include providing input to the Senior Squad Leader regarding cost restrictions on improvements, changes in specifications, letting date schedules and seasonal personnel fluctuations.

The incumbent provides input and assists the squad leader in all aspects of study and plan preparation including the determination of grade lines, drainage requirements, and special details required for complete designs. The incumbent prepares general and/or special provisions to explain special design details or construction procedures; calculates quantities for all pay items to ensure accuracy and completeness; plots field notes on plan, profile, and cross section sheets; prepares and verifies earthwork computations to obtain the most economical and adaptable designs and conducts field reviews of affected sections before, during, and after construction. The incumbent makes presentations at coordination meetings, sets right-of-way limits, and attends public hearings and public information meetings. The incumbent assists in developing alternative locations, treatments, and courses of action and recommends approaches to solving problems to the squad leader.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed federal, state and departmental policies, procedures, guidelines, standards and specifications. This, in conjunction with input from the Sr. Squad Leader and Project Engineer, serves as the basic restrictions to the incumbent's ability to make decisions.

Internal contacts include other sections within the Bureau of Program Development, the Bureau of Operations, and the Bureau of Project Implementation. The incumbent's external contacts occur on an occasional basis and may include the public, FHWA, and county and municipal officials to provide information regarding highway improvements. Travel is required within the district.

The position's effectiveness can be measured in its ability to render clear and accurate studies and plans, to perform calculations accurately, to prepare special provisions accurately and to meet deadlines imposed by construction letting schedules.

This position requires an incumbent with technical training and experience. He/She must be knowledgeable in design standards and be able to perform a variety of calculations.

Principal Accountabilities

1. Responsible for providing detailed, cost effective studies and plans documents in a timely and accurate manner as assigned in accordance with policies, procedures, design standards and specifications.
2. Maintains occasional contacts in a professional manner with the public and with local officials.
3. Provides solicited and unsolicited input for the improvement of policy, procedures, details, specifications, and other technical and management matters.
4. Works closely with other sections and district bureaus to assure plans are completed and reviewed in time to meet assigned deadlines.
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.