



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 20, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 25, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, October 25, 2018**. Applications will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications is 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.

CET (4 pos)

Plan Designer
Region 2/District 3/Program Development
Office of Highways Project Implementation
Ottawa

Attachments
43091

*IDOT considers official college transcripts to be 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.

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 **Thursday, October 25, 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: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications is 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:	Civil Engineer Trainee (4 Positions)	Salary:	\$4,275 - \$4,655*
Position Title:	Plan Designer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-53-303-10-01	IPR#:	43091

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 E. Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for assisting a design squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

Special Qualifications:

Required:

- Bachelor of Science in Civil Engineering from an Accreditation Board of Engineering and Technology, Inc. (ABET) accredited university prior to date of employment or must be a Licensed Engineer Intern in the state of Illinois (includes those expecting to graduate in winter 2018/spring 2019)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (official transcripts indicating graduation date for winter 2018/spring 2019 graduates must be provided at time of hire)
- Valid driver's license

Desired:

- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday
THIS IS AN ENTRY-LEVEL POSITION.

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*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:	August 2017	POSITION:	Plan Designer
APPROVED BY:	<i>Kevin Marchek</i>	OFFICE:	OHPI / Region 2 / District 3
CODE:	PW110-23-53-303-10-01	REPORTS TO:	Design Squad Leader

POSITION PURPOSE

This position is accountable for assisting a Design Squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

DIMENSIONS

Subordinate Personnel:	None
Number of Projects:	5 to 15 per Year
Value of Construction Projects:	\$3 to \$5 Million per Year

NATURE AND SCOPE

This position reports directly to the Design Squad Leader as do other squad members. No subordinates report to this position.

This position operates within a design squad that is responsible for the preparation of design plans and study reports. The drafts prepared by the position are utilized in various reports and plans prepared by the squad and require that a flexible work schedule be maintained in order to accommodate changes in workload and/or a realignment of priorities. This position operates in a nine county area which is, for the most part, rural but does contain several highly urbanized areas including Kankakee.

Typical problems encountered by the incumbent include ensuring that drafts prepared are in compliance with prescribed standards and specifications. The major challenge of this position is to draft plans and study reports which are clear and concise and completed in a timely manner.

The incumbent is involved in the preparation of plans and study reports for highway and bridge improvements which includes preparing cross sections, profiles, roadways, driveways, sewers, utilities, and other features for highway plans. This position composes plan notes and prepares general notes, summaries of quantities, and plan quantities. The incumbent is required to transfer data from field notes to plan sheets, develop plan and profile sheets, determine areas of drainage, assist in calculating required drainage areas and determine drainage structure size and location, plot cross sections, design minor box culverts, organize detail sheets, and develop cover sheets, calculate and/or check quantity computations, and ensure that all needed documentation of quantities is properly maintained. This position is responsible for ensuring that the layout of each plan sheet is consistent with overall design to ensure that the complete set of plans is clear, concise, and contains the same notations in approximately the same location.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications. Problems relating to alternative approaches to highway design and or deviation from original scope of layout are referred to the Design Squad Leader for further consideration.

The incumbent operates on a project basis and receives all assignments from the Design Squad Leader. In most cases, the incumbent has sufficient latitude in accomplishing prescribed objectives with a minimum of supervision. Drafting assignments which require deviation from generally accepted design standards will normally require input from the Design Squad Leader.

The incumbent's primary contact is with the Design Squad Leader for the purpose of receiving assignments and discussing technical problems. Occasionally, she/he may have contact with other design squads, Bureau of Operations, and Bureau of Project Implementation for the purpose of obtaining information pertaining to specific problems. External contacts may include local, county, and state agencies, and the general public affected by the proposed designs being studied.

The effectiveness of this position will be measured by quantity, quality, and timeliness of drafts produced, quantities calculated, and all other necessary design data that is incorporated into a complete set of highway plans.

PRINCIPAL ACCOUNTABILITIES

1. Responsible for organizing and preparing detailed layouts of highway improvements which are used in preparation of complete sets of design plans.
2. Responsible for preparation, completion, and processing of project study reports that are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.
3. Performs detailed calculations of quantities contained in highway improvement plans.
4. Responsible for ensuring that all design data has been incorporated into the plans.
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.