



Seasonal Engineering Intern (2 Positions)

Position Number:	PW017-23-75-800-00-44	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Opening Date:	February 24, 2020	Shift:	8:00 am – 4:30 pm
Closing Date:	April 3, 2020	Anticipated Starting Salary:	Monday - Friday \$15.85/Hour

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Safety Programs and Engineering / 2300 S. Dirksen Parkway, Springfield IL

Position Purpose:

The Seasonal Engineering Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 18, 2020, through August 14, 2020.

Under immediate supervision, this position assists with tasks in connection with the investigation, planning, design, and inspection of engineering projects.

Qualifications:

Position Requirements:

- Completion of high school
- Current enrollment in a college engineering program
- Valid driver's license
- Proof of automobile liability insurance required at the time of offer
- Frequent travel within the district
- ANSI Class 75, 6" or higher, steel toe safety shoes
- College transcripts

Position Desirables:

- Understanding of design plans and blueprint readings and ability to perform technical computations for plan preparation
- Knowledge of transportation engineering principles including geometric design and highway capacity calculations
- Ability to communicate effectively and follow oral and written instruction
- Strong technical writing skills
- Strong communication, problem-solving, decision-making, and leadership skills
- Strong computer skills and ability to work with Microsoft Office applications such as Word, Excel, and Power Point

How to Apply/Remarks:

Applicants must submit the materials listed below no later than 4:30 pm on April 3, 2020:

- Signed and completed Application for Seasonal Engineering Intern (PM 2425)
- CMS 284A Authorization for Release of Criminal Information
- CMS 284B Self-Disclosure of Criminal History
- College Transcripts (official or unofficial)

Note: Only education/coursework and experience listed within the application and transcript will be considered for determining eligibility for this position.

Submittal Options:

- Mail or hand deliver the completed application form PM2425, CMS 284A, CMS 284B and College Transcript(s) to: Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764
- Electronically complete and submit the application form PM2425, CMS 284A, CMS 284B and College Transcript(s) via email to: Dot.SummerApplications@Illinois.gov.
- College/Universities may submit College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

Agency Contact: Bureau of Personnel Management, 217/782-5594

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 7, 2020	WORKING TITLE:	Seasonal Engineering Intern
POSITION CLASSIFICATION:	Seasonal Engineering Intern	OFFICE/BUREAU:	Office of Highways Project Implementation / Bureau of Safety Programs and Engineering
POSITION NUMBER:	PW017-23-75-800-00-44	REGION/DISTRICT:	N/A

Position Purpose

Under immediate supervision, this position assists with tasks in connection with the investigation, planning, design, and inspection of engineering projects.

Dimensions

Transportation management plan reviews:	5 - 10 annually
Field reviews:	1 - 5 annually
File management:	1,000 + annually
Highway safety program value:	\$30 million annually
Special research and evaluation projects and reports:	6 - 8 annually
State agency projects:	5 - 6 annually
Local agency projects:	40 - 50 annually

Nature and Scope

This position reports to the Bureau Chief of Safety Programs and Engineering. There are no subordinates reporting to this position.

This position works in an environment of entry level engineering responsibilities for the Bureau of Safety Programs and Engineering. The incumbent provides engineering assistance for all aspects of highway related design, construction, and maintenance projects. The incumbent assists staff with the design of traffic safety related projects, in-depth literature reviews on several traffic safety-related topics, and summary reports on these findings. This position assists with summarizing data and developing indicators for further analysis of traffic safety issues. On a project basis, this position receives guidance from assigned staff.

Typical problems include analyzing and evaluating existing traffic safety related databases to perform descriptive analyses. The greatest challenge is providing descriptive data to highway safety program evaluators and managers. The incumbent will work closely with all data analysts and evaluators to assist them in analyses of major data and writing of reports on the findings.

Under immediate supervision, this position reviews transportation management plans and provides analysis of expected work zone impact. S/He assists with traffic surveys to validate analytical tools. The incumbent assists with highway capacity calculations to assess the expected impact of work zone activities to the traveling public. S/He assists in the completion of work zone traffic control reviews and completes technical reports of field surveys and research assignments. This position works with several aggregate level databases such as crash, health care, roadway, and census data at local, state, regional, and national levels. Additionally, the incumbent helps coordinate planning, documenting, and implementing activities and conducts literature search on traffic safety issues.

The incumbent performs routine work assignments under immediate supervision. All assignments are reviewed frequently to ensure adherence to criteria which is provided by detailed written and/or oral instructions. This position is constrained by applicable departmental, safety, and federal guidelines.

Internal contacts include staff of the Office of Highways Project Implementation, district design personnel, district operations personnel, traffic control supervisors, the Work Zone Safety Engineer, the state safety engineer, and various others to complete the duties assigned. External contacts include trade associations such as the American Transportation Safety Services Association, the Illinois Association of General Contractors and others to complete assigned tasks. Occasional statewide travel which may include overnight stays is required.

The effectiveness of this position is measured by the ability to complete assigned tasks in a timely manner.

Principal Accountabilities

1. Assists with entry level technical work directly related to the investigation, planning, design, and inspection of engineering projects.
2. Assists with in-house research and review of roadside hardware and work zone safety products.
3. Assists with file management including scanning, retrieving, filing, and creating files for record management.
4. Assists with literature reviews on several traffic safety and related topics such as safety belts, impaired driving, speed, intersection, and many other safety issues and provides summary reports on the findings.
5. Assists evaluators to design and conduct surveys including safety belt survey, child seat survey, and behavioral surveys.
6. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer VIII

Working Title: Bureau Chief of Safety Programs and Engineering

Position Number: PW118-23-75-800-00-01

Position Requirements

- Valid driver's license
- Completion of high school
- Current enrollment in a college engineering program
- Occasional statewide travel which may involve overnight stays
- ANSI Class 75, 6" or higher, steel toe safety shoes required by start date
- Proof of automobile liability insurance required at the time of offer

Position Desirables

- Understanding of design plans and blueprint readings and ability to perform technical computations for plan preparation
- Knowledge of transportation engineering principles including geometric design and highway capacity calculations
- Ability to communicate effectively and follow oral and written instruction
- Strong technical writing skills
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Agency Approvals

Becky Koehler

ND

Bureau Chief of Personnel Management

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Secretary, Department of Transportation