

Job Title: SEASONAL ENGINEERING INTERN - BUREAU OF OPERATIONS

Agency: Department of Transportation

Closing Date/Time: 03/31/2023

Salary: 15.85 / Hour

Job Type: Hourly Full Time

County: Sangamon

Number of Vacancies: 1

*******COLLEGE TRANSCRIPTS ARE REQUIRED FOR THIS JOB POSTING*******

Please attach **COLLEGE TRANSCRIPTS** (official or unofficial) to the **MY DOCUMENTS** section of your application. You **WILL NOT** be considered for the position if you do not attach college transcripts.

All applicants who want to be considered for this position **MUST** apply electronically through **SuccessFactors**. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered. Interviews will not be conducted for these positions, only the education/coursework and experience listed with the application and transcript will be considered for determining eligibility and selection.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Seasonal Engineering Interns for the summer of 2023. The Seasonal Engineering Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 16, 2023, through August 15, 2023.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

We invite qualified applicants to apply to become part of our team for the summer of 2023. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

Under immediate supervision, this position is accountable for a variety of tasks in connection with the investigation, review, planning, and design of engineering projects within the Bureau of Operations.

This position reports to the Engineer of Operations. There are no subordinates reporting to this position.

This position is in an environment that assists with a variety of engineering projects including but not limited to the following areas: StarComm21 statewide wireless communications system, maintenance operations, day labor, traffic operations, and emergency management. These programs involve various activities such as permit distribution, weight enforcement, winter operations, training, roadside maintenance, utilities, asset management, maintenance support, maintenance services, project implementation, engineering and standards, and communications and maintenance. On a project basis, this position receives guidance from assigned staff.

The greatest challenge of this position is to be well organized, able to follow direction from multiple staff, and able to complete the duties assigned within required deadlines.

Under immediate supervision, this position assists with engineering analysis, report writing, data collection, review of research in the operations fields, attendance and note taking at various project meetings, and communications system operation and maintenance. S/He assists with several tasks

including Roadway Designation Resolution requests and roadside maintenance efforts such as the statewide Integrated Roadside Vegetation Maintenance Plan, Operations Monarch Conservation Plan, pollinator and monarch conservation research, and the bi-weekly pollinator report. The incumbent assists the Incident Management and Communications Systems Manager in the operation and maintenance of the department's StarComm21 wireless communications system. S/He summarizes various winter maintenance reports dealing with snow removal, roadway weather information system options, deicing technologies, living snow fence data, and other winter operations programs utilizing various Microsoft Office programs and the current asset management program.

(Job Responsibilities continued)

The incumbent performs his/her accountabilities under immediate supervision. This position is constrained by applicable departmental regulations and policies.

Contacts within the department include staff in the Bureau of Operations, Bureau of Design and Environment, Office of Legislative Affairs, district operations personnel, and district communications personnel. External contacts are with the Illinois State Police, Illinois Department of Natural Resources, engineering consultants, permit customers, various federal agencies, and department contractors. This position requires statewide travel which may involve overnight stays.

The effectiveness of this position is measured by the timeliness, quality, and quantity of results regarding the assigned duties.

Principal Accountabilities

1. Assists with Roadway Designation Resolution requests for the traffic engineering program.
2. Assists with various roadside maintenance efforts such as the statewide Integrated Roadside Vegetation Maintenance Plan, Operations Monarch Conservation Plan, pollinator and monarch conservation research, and the bi-weekly pollinator report.
3. Summarizes various winter maintenance reports dealing with snow removal, roadway weather information system options, deicing technologies, living snow fence data, and other winter operations programs utilizing various Microsoft Office programs and the current asset management program.
4. Assists the Incident Management and Communications Systems Manager in the operation and maintenance of the department's StarComm21 wireless communications system.
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.

Qualifications

Position Requirements

- Valid driver's license
- Completion of high school or GED
- Current enrollment in a college engineering program
- Statewide travel which may require overnight stays
- ANSI Class 75, 6" or higher, steel toe safety shoes
- Automobile liability insurance

Position Desirables

- Working knowledge of the routine practices of civil engineering
- Working knowledge of communication systems technology
- Working knowledge of Microsoft Office programs including Word, Excel, Access, and PowerPoint
- Analytical ability to solve routine engineering problems
- Ability to communicate effectively and follow oral and written instructions

Work Hours: 8:00 AM - 4:30 PM; Monday - Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation/Bureau of Operations

Agency Contact: Dot.SummerApplications@Illinois.gov

Job Function: Transportation