

# Job Title: ENGINEERING TECH I - DESIGN TECHNICIAN - IPR#46458

**Agency :** Department of Transportation

**Closing Date/Time:** 04/17/2023

**Salary:** \$2,695 - \$4,735 Monthly

**Job Type:** Salaried Full Time

**County:** Effingham

**Number of Vacancies:** 2

**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire Engineering Technicians (ET I).

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.

The department offers extensive training and career advancement opportunities.

- As a Engineering Technician I, you have the possibility of promoting to an Engineering Technician II within 18-24 months.
- A possibility of promoting to an Engineering Technician III within 30-36 months.

Engineer Technician I's with the Illinois Department of Transportation are trained in a variety of specializations during their career. They work with engineers from diverse backgrounds, experiences, and careers. They are exposed to both external and internal engineering professionals. This program is a unique opportunity to expand your knowledge and career while networking within a vast engineering network. IDOT offers an ideal program to start and expand an engineering career.

Employees also receive a robust benefit package including:

- Monday-Friday work schedule

- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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

### **Job Responsibilities**

This position assists the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, performing and checking of calculations, and other routine tasks. This position is included in the rotational program for Engineers and Engineering Technicians.

Project Studies:	5-20 annually
Contract Plans:	5-20 annually
Contract Value:	\$50,000 to \$1,000,000

This position reports to a Plan Project Squad Engineer. No subordinates report to this position.

This position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the district. These responsibilities involve performing various assigned duties within their section or the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic.

The incumbent is a member of an interdisciplinary study and design team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Squad Leader which may include preparation of exhibits and maps, drafting of plan and profile sheets, calculation of quantities, and checking of quantity calculations and computer data entry.

Typical problems encountered by the incumbent include ensuring that plan details and exhibits comply with prescribed standards and specifications. The incumbent's greatest challenge is to ensure the exhibits and plans sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meetings with the public and other agencies; and checking of other plan calculations.

### **(Job Responsibilities continued)**

The incumbent must perform his/her duties in accordance with the guidelines of the American Association of State Highway and Transportation Officials (AASHTO) Design Manual, the Illinois Department of Transportation Policy and Procedural Manual, and design policies and procedures. This position

has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Plan Project Squad Leader.

The incumbent has frequent contact with his/her Plan Project Squad Engineer. There are occasional contacts outside the squad for obtaining information pertaining to specific problems.

The effectiveness of this position is measured by the quality, quantity and timeliness of completion of the assigned tasks.

### **Principal Accountabilities**

1. Drafts detailed layouts of highway improvements which are used in the preparation of complete design plans.
2. Performs routine calculations for quantities.
3. Assists with informational meetings, public hearings, and presentations to describe projects, including the preparation of exhibits and maps.
4. Ensures assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
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**

- Education/Experience:
  - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum; OR
  - Two years of engineering experience

#### **Position Desirables**

- Working knowledge of math to include trigonometry
- Working knowledge of the preparation of design plans and the ability to utilize Computer Aided Design (MicroStation or AutoCAD), Excel and Word
- Basic skill in the use of engineering field and office instruments
- Ability to communicate effectively and follow oral and written instructions

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

**Work Location:** 400 W Wabash Ave Effingham, IL 62401-2670

**Office:** Office of Highways Project Implementation/Region 4/District 7/Program Development

**Agency Contact:** DOT.CONTACTHR@ILLINOIS.GOV

**Job Family:** Transportation; Sciences and Natural Resources

### **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the **Internal Candidate Application Job Aid**  
Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)