

Job Title: ENGINEERING TECH I - DRAFTSPERSON - IPR#46468

Agency : Department of Transportation

Closing Date/Time: 04/17/2023

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

Job Type: Salaried Full Time

County: Madison

Number of Vacancies: 4

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 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 is accountable for assisting in the preparation and development of various contract plans and reports that are used for highway construction, and all related calculations and documentation.

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| Subordinates: | None |
| Number of Contracts: | 5 to 10 annually |
| Contract Value: | Up to \$60 Million Annually |

This position reports to the Design Squad Leader. The Design Squad leader, at his/her discretion may have this position report to another squad member for training purposes. No subordinates report to this position.

This position is accountable for assisting in preparing contract plans and related documentation for highway construction within a district that is both highly urbanized and rural in nature. This requires the incumbent to be aware of both rural and urban design features. In addition, the district is experiencing rapid commercial, industrial and residential growth which precipitates the need to develop new, or rehabilitate existing, highway systems. Due to this growth, plans sheets require extensive and complicated potting of topography and utility facilities. The incumbent shall carry out specific instructions regarding the transferring of data from other sources, such as field survey notes, onto plan sheets using Computer Aided Drafting and Design (CADD) tools. The incumbent must be able to perform acceptable drafting and conduct calculations involving algebra and geometry.

Typical problems involve ensuring all pertinent topographic and design data has been included on all plan sheets in a clear and concise manner. The incumbents' greatest challenge is to provide professional level drafting expertise in the preparation of all drawings.

The incumbent develops detailed plans of proposed improvements as detailed by other squad members, as assigned by the squad leader. The incumbent assists with the transference of survey notes and reviews notes for accuracy to incorporate the survey data onto plan sheets, assists in drafting various plan and detail sheets utilizing sketches drawn by other squad members, reviews drafting done by other squad members to insure accuracy, calculates plan quantities and reviews plan quantity calculations done by others, develops typical details from examples provided, and drafts unique designs of necessary highway appurtenances. To accomplish objectives, the incumbent is required to have a basic knowledge of MicroStation and Geopak. The incumbent shall place topographical data generated from survey data in Geopak onto plans sheets utilizing MicroStation. The incumbent will also use Geopak tin models to plot cross sections. This requires the knowledge and ability to read and interpret survey data from Geopak, produce the topographical file in MicroStation and finally, to produce the plan sheets.

(Job Responsibilities continued)

The incumbents' authority is limited to development of all required basic designs and advises either the squad leader or another squad member, as assigned by the squad leader, of difficulties with interpretation of the Illinois Department of Transportation policies and procedures, Federal Highway Administration Guidelines, and American Association of State Highway and Transportation Officials publications.

In performing the functions of this position, the incumbent may be required to coordinate occasionally with district personnel in Project Support, Land Acquisition, Materials, Locations Studies, Administration, Operations, and Construction. These contacts will only be at the specific instruction of another squad member, as assigned by the squad leader. Occasional travel is required to attend site visits for preparation of plans, and to travel to other bureaus while on rotation assignment.

The incumbent is evaluated according to his/her ability to assist in developing accurate, concise and clear contract plans, project reports, and bridge condition reports, including related calculations and documentation, within established time frames.

Principal Accountabilities

1. Assists in developing and preparing all contract plans and documents assigned in an accurate and timely manner.
2. Assures that all quantities have been properly calculated or reviewed and that proper documentation is available.
3. Utilizes CADD tools to provide accurate and professional level drafting of plan sheets and details.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum OR
 - Two years of technical experience in engineering
- Valid driver's license
- Occasional travel

Position Desirables

- Experience in the use of CADD software applications, with special emphasis on highway design and plan preparation
- Strong oral and written communication skills

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

Work Location: 1102 Eastport Plaza Dr Collinsville, IL 62234-6102

Office: Office of Highways Project Implementation/Region 5/District 8/Program Development

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Technology; Sciences and Natural Resources; Transportation

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](https://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](https://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](https://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
- systems@SIL-P1.ns2cloud.com