

# Job Title: ENGINEERING TECH I - ASSISTANT SHOP PLANS TECHNICIAN - IPR#46473

**Agency :** Department of Transportation

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

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

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**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**

Under supervision, this position assists with reviews of shop drawings of bridges and traffic structures for compliance with contract plans and the Illinois Department of Transportation (IDOT) Standard Specifications, distributes and archives approved shop drawings, performs data entry to maintain a computer database reflecting current shop drawing and fabrication information, utilizes computer aided design and drafting (CADD) operations in preparing standard traffic structure base sheets for contract plans and the Sign Structures Manual development.

Shop drawings reviewed: 50 per year

Shop drawings processed: 500 per year

This position reports to the Shop Plans and Traffic Structures Group Engineer. There are no subordinates reporting to this position.

This position operates within an environment responsible for reviewing, processing, archiving, and monitoring assignments of all shop drawing reviews submitted to the Shop Plans and Steel Fabrication Unit. The incumbent utilizes CADD in the preparation of standard traffic structure base sheets for contract plans and the Sign Structures Manual development.

Typical problems faced by the incumbent include providing timely and accurate interpretations of contract plan requirements, evaluating and correcting shop drawings submitted to the department, monitoring submittals to the Shop Plans and Steel Fabrication Unit, assisting with shop drawing digital archiving and the retrieval of those files, and the reviewing and archiving of fabrication packages. The greatest challenges to this position are keeping up-to-date on current structural details, specifications, and fabrication processes; and utilizing computer and manual mathematical analysis methods to evaluate geometric and dimensional drawing accuracy.

Under supervision, the incumbent reviews shop drawings for compliance with contract plans and the Standard Specifications. Shop drawings cover elastomeric bearings, fixed bearings, anchor bolts, miscellaneous structural steel, steel and aluminum overhead sign structures, prestressed/precast concrete "I" and deck beams, wide flange beams, and bridge rails. Shop drawings are received via paper hardcopies or digitally as emails. Shop drawing dimensions, material specifications, and quantities are reviewed for accuracy. S/He provides information and guidance regarding shop drawing preparation and reviews procedures and interpretation of common applicable Standard Specifications upon request. S/He utilizes CADD in preparing applicable standard base sheets for contract plans and manual development. The incumbent is responsible for performing data entry to maintain and update a computer database containing statewide shop drawing information. Detailed information derived from service bulletins, contract plans, and special provisions is entered to ensure that all shop drawings

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

submitted to the department are reviewed in accordance with the contract requirements. The incumbent is responsible for the initial processing of all shop drawings submitted to the Shop Plans and Steel Fabrication Unit and monitoring the reviews of those shop drawings. Information regarding shop drawing review status and procedures is provided to fabricators, contractors, consultants, and departmental personnel upon request. S/He maintains files on the IDOT fabrication in progress and assists in microfilming shop drawings.

The incumbent has minimal latitude to accomplish responsibilities and refers matters of a non-routine nature to the Shop Plans and Traffic Structures Group Engineer for resolution. S/He is constrained by applicable departmental, state, and federal rules and recommendations. Minimal statewide and out-of-state travel with overnight stays is required.

The incumbent has internal contact with other Bureau of Bridges and Structures personnel, other bureaus, and district personnel. Externally, the incumbent has occasional contact with contractors, fabricators, and suppliers.

The effectiveness of this position can be measured by the timely completion and accuracy of assignments that include shop drawing review, shop drawing records maintenance, processing shop drawings reviewed by consultants, and standard base sheet preparation for contract plans and manual development.

### **Principal Accountabilities**

1. Utilizes mathematical and print reading skills to review shop drawings of structures for compliance with contract plans and Standard Specifications.
2. Performs data entry to maintain and update a computer database containing information on shop drawings submitted to the department or consultants for review in accordance with the Standard Specifications and contract requirements.
3. Initially processes all shop drawings submitted to the Shop Plans and Steel Fabrication Unit and monitors proper assignment of shop drawing reviews.
4. Provides shop drawing review status and procedural information to fabricators, contractors, consultants, and departmental personnel upon request.
5. Assists in digital archiving of shop drawings and the retrieval of archived shop drawings.
6. Utilizes CADD in the development of standard base sheets for contract plans and manuals.
7. Assists in the reviewing and archiving of fabrication packages.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. 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
- Valid driver's license
- Minimal statewide and/or out-of-state travel with overnight stays

### **Position Desirables**

- Proficiency with Microsoft Office software
- Proficiency with MicroStation or other CADD software
- Strong oral and written communication skills
- Good organizational skills and the ability to maintain cooperative relationships

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

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

**Office:** Office of Highways Project Implementation/Bureau of Bridges & Structures

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

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

## **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)