

# Job Title: ENGINEERING TECH I - DISTRICT CADRE TECHNICIAN - IPR#45362

**Agency:** Department of Transportation

**Closing Date/Time:** 12/03/2021

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

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 7

**Plan/BU:** NR916

**“Interested applicants must apply for this position on the Work for Illinois website, [www.work.illinois.gov](http://www.work.illinois.gov). Please direct any questions to the Agency Contact listed below.”**

**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 SuccessFactors. 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 District Cadre Technicians.

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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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 performing entry level tasks associated with the inspection and layout of highway construction projects. This is a full-time permanent, entry-level position that is a part of a district-wide rotation program.

This position reports to the Senior Construction Inspection Engineer and may report to the Resident Technician on a project basis. No staff reports to this position.

This position falls under the district's Cadre Development and Training (CDAT) rotation program and is a part of the district's continuing efforts to provide employees with quality training and education. This program provides a training and educational opportunity where technicians rotate between the district's nine (9) bureaus, for a 12-month assignment (depending on start date). The objectives of the CDAT program are to provide technicians with a variety of assignments to improve their skills, receive on-the-job training, broaden their knowledge by working in different bureaus, and gain valuable experience in their chosen field.

During the Bureau of Construction rotation, while under the direction of the Resident Engineer, the District Cadre Technician position performs entry level tasks associated with the inspection and layout of highway construction projects.

Typical problems encountered in this position includes ensuring the completeness and accuracy of

field notes, cross-sections, and associated mathematical computations; and ensuring that inspected materials meet applicable specifications. The greatest challenge to this position is providing complete and accurate field notes, documentation, and mathematical computations.

This position personally inspects highway work for acceptability, reviews and interprets plans and specifications, plots cross sections, makes routine mathematical computations of which some may be complex, and inspects surfaces for correct dimensions and proper drainage.

The incumbent makes decisions with precisely defined guidelines that are routine in nature and under the direct supervision of the Resident Engineer and/or Technician.

The incumbent maintains contact with contractor personnel and on a limited basis with the public in construction areas and should present a good image for the department. Occasional travel and overtime may be required.

The effectiveness of this position will be determined by the accuracy and neatness of reports.

### **Principal Accountabilities**

1. Provides accurate and efficient work as a member of a survey crew.
2. Keeps an accurate and legible record of inspections, field measurements, and documentation of contract pay items in accordance with department procedures.
3. Keeps Resident Engineer/Technician informed on status and/or problems of contractor's work.
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**

- 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
- Occasional overtime and district and state-wide travel

#### **Position Desirables**

- Working knowledge of roadway construction inspection, preparation and reading of design plans
- Experience utilizing CADD (MicroStation or AutoCAD), GIS software, route surveys or materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

**Work Hours:** 7:00 AM - 3:30 PM Monday-Friday (30-minute lunch)

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Construction

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

**Job Function:** 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 [work.Illinois.gov](http://work.Illinois.gov) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the work.Illinois.gov 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<sup>[KS(1)]</sup> and review the Internal Candidate Application Job Aid [HERE](#)<sup>[KS(2)]</sup>

Non-State employees: on work.Illinois.gov – click “Application Procedures” in the footer of every page of the website.