

Job Title: ENGINEERING TECH III - STUDIES AND PLANS TEAM TECHNICIAN - IPR#45832

Agency : Department of Transportation

Closing Date/Time: 05/25/2023

Salary: \$3,920 - \$6,775 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 3

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

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 Studies and Plans Team 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.

The department offers extensive training and career advancement opportunities. 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 preparing corridor, design and combined studies, and for preparing contract plans and specifications for highway improvement projects.

Subordinates:	1-3 direct (Winter rotation and seasonal technical programs)
Project Studies:	3-6 annually
Contract Plans:	2-10 annually
Contract Value:	\$50,000 to \$2,000,000
Public Meetings:	2-3 annually

This position reports to the Studies and Plans Team Manager, but may report to the Studies and Plans Team Engineer on a project basis. No subordinates report to this position, however the incumbent may supervise seasonal employees on a project basis.

The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function may involve review of alternate corridors and alignments for both new highway systems and the reconstruction of existing facilities. Social, economic, aesthetic and environmental relationships of the proposed alternatives are evaluated for the preparation of various reports and for presentation at informational meetings and public hearings. The approved reports from this stage are the basis for preparation of contract plans and specifications. Contract plans and the special provisions must be accurate, complete, in accordance with design policy and predetermined schedules, and be done in such a manner that the plans and special provisions are clear in construction phasing and sequence to help contractors in preparing bids. The proposed design plans must be coordinated with other agencies so that completed plans may be ready for letting according to schedule.

Typical problems encountered by the incumbent include developing the parameters for the project studies that need to be made, determining what data is available, developing feasible alternates, resolving technical and procedural problems, anticipating public reaction to the project proposals, staging construction work to provide adequate working room for the contractor while ensuring convenience and safety for the traveling public, and coordinating the proposed design with the needs of other agencies. The incumbent's greatest challenge is to provide the most cost-effective design for the proposed transportation facility within the allotted time frames while weighing engineering design factors along with various social, economic, safety and environmental factors. The incumbent will utilize Computer Aided Design and Drafting (CADD) - MicroStation to develop contract plans. CADD is used for all design related plan development and is an important tool used by all.

(Job Responsibilities continued)

Functions personally performed by the incumbent include gathering of data for project studies and reports; determining alternative alignments and design alternatives; evaluating adequacy, right-of-way requirements, costs, and environmental factors; preparing corridor, design and combined reports which document the project study; determining grade lines; developing special design details; preparing and checking earth work computations; calculating quantities for all pay items, and preparing general notes and special provisions to clearly explain design and construction procedures.

The incumbent must perform duties in accordance with the guidelines of the American Association of State Highway and Transportation Officials (AASHTO) Design Manual, the Illinois Department of Transportation (IDOT) Policy and Procedures Manual, and design policies and procedures. It is often necessary to make judgements as to which guidelines are applicable. This position evaluates alternatives, including solving problems not covered under policies, and makes recommendations to the Team Manager/Engineer.

The incumbent has frequent contact with the district bureaus of Operations and Implementation, as well as every section within the district Bureau of

Project Development. Coordination outside the department is with consulting engineers, outside agencies, property owners, and railroad companies. This position may require overtime.

The effectiveness of this position is measured by the quality and timeliness of corridor, design and combines reports, and the completion of contract plans and specifications by prescribed letting dates.

Principal Accountabilities

1. Prepares the engineering sections for corridor, design and combined location studies in an accurate and timely manner.
2. Prepares and recommends alternative designs for location studies.
3. Reviews location studies prepared by consultants and other agencies for completeness according to policy and procedures
4. Assists with informational meetings, public hearings, and presentations to describe projects.
5. Ensures plans prepared are accurate, complete, and in compliance with design standards and specifications and depict the most cost-effective design.
6. Coordinates the activities of other sections within the bureau to ensure plans are completed to meet prescribed dates.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. 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 PLUS thirty months of engineering experience; OR
 - Six years of engineering experience
- Overtime

Position Desirables

- Ability to conduct engineering research and to write technical reports
- Strong oral and written communication skills

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

Work Location: 126 E Ash St Springfield, IL 62704-4766

Office: Office of Highways Project Implementation/Region 4/District 6/Program Development

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Science, Technology, Engineering & Mathematics

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 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 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 – 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