Job Title: ENGINEERING TECH I - SQUAD TECHNICIAN - IPR#46482

Agency : Department of Transportation
Closing Date/Time: 05/25/2023
Salary: $2,695 - $4,735 Monthly
Job Type: Salaried Full Time
County: Lee
Number of Vacancies: 5
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 providing drafting skills in the preparation of contract plans and provides support in the development of design reports by retrieval of data and preparation of exhibits.

Program Value of Contracts and Studies: $50,000 to $5 Million
Number of Studies and Contracts Worked on Simultaneously: 3 - 5 per year of various lengths

This position reports to the Senior Squad Leader. No subordinate personnel report to this position.

The incumbent of this position performs in an environment of pre-determined and accelerated deadlines. He/She is responsible for providing drafting and lettering skills, and to provide accurate and complete work in a timely manner to ensure his/her part toward meeting these deadlines. He/She is also involved in the preparation of handouts, maps, and displays for public meetings, along with researching and collecting data for preparation of project studies.

Typical problems faced by the incumbent include preparing detailed drafts and sketches of proposed geometric layouts and compiling data from a variety of sources for inclusion in highway studies and improvement plans. Preparing design layouts and drawings which are complete and accurate is the greatest challenge to this position.

The incumbent is personally responsible for providing drafting and lettering skills. He/She prepares drawings and checks arithmetic of quantity calculations. Functions personally performed by the incumbent include retrieving data from as-built plans, survey books, and files; preparing exhibits for reports and public meetings; plotting survey data from field notes; preparing layouts of vertical and horizontal alignments, computing horizontal and vertical curve data; preparing special displays or forms for supervisors use; sorting and binding report material; assisting in field surveys and/or investigations; and setting up displays and/or arranging a room for public meetings. The incumbent works on a project basis and receives assignments from his/her supervisor. If problems arise, the incumbent must report them to the supervisor for a resolution.

The incumbent is required to operate within the guidelines of the department standards and specifications. He/She must also closely adhere to the directions of his/her supervisors.

(Job Responsibilities continued)

Internal contacts include other sections within the district Bureau of Program Development for obtaining information relative to specific design projects and regarding right-of-way requirements. He/She has occasional contact with the district Bureau of Operations for signing requirements and to obtain information regarding maintenance problems and landscaping requirements, and with the district Bureau of Project Implementation for soil survey data. External contacts include local, county, and state agencies and the public affected by the proposed designs being studied. Occasional travel is required.

The performance of this position can best be measured by the quality and quantity of work produced and the ability to work as an efficient and effective team member.

Principal Accountabilities

1. Provides complete and accurate drawings in a timely manner to ensure his/her part in meeting schedules.
2. Verifies arithmetical quantity calculations to ensure accurate engineer cost estimates.
3. Assists in obtaining accurate survey data to ensure the effectiveness of designs.
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 engineering experience
- Valid driver's license
- Occasional travel

Position Desirables

- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations, reading of design plans, and ability to utilize computer aided design and drafting (CADD) software
- Working knowledge of math to include trigonometry
- Ability to communicate effectively and follow oral and written instructions

Work Hours: 8:00 AM - 4:30 PM Monday-Friday
Work Location: 819 Depot Ave Dixon, IL 61021-3546
Office: Office of Highways Project Implementation/Region 2/District 2/Program Development
Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV
Job Family: Transportation; Environmental & Natural Resources; 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