

**Engineering Technician I (2 Positions)
Design Technician**



IPR Number:	44658	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-57-303-10-01	Shift:	8:00 am – 4:30 pm Monday – Friday
Opening Date:	October 1, 2020		
Closing Date:	October 30, 2020	Salary:	\$2,695 – \$4,735 *

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Program Development / Region 4 / District 7 / 400 West Wabash, Effingham, Illinois

Position Purpose:

This position assists the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, performing and checking of calculations, and other routine tasks. This position is included in the rotational program for Engineers and Engineering Technicians.

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

Position Desirables:

- Working knowledge of math to include trigonometry
 - Working knowledge of the preparation of design plans and the ability to utilize Computer Aided Design (MicroStation or AutoCAD), Excel and Word
 - Basic skill in the use of engineering field and office instruments
 - Ability to communicate effectively and follow oral and written instructions
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How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Applicants may submit college transcripts for completed coursework.

Please be advised that if a high volume of applications is received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

Applicants will be notified in writing to schedule interviews.

*Individual salary offers are computed based on an applicant's qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 1, 2019	WORKING TITLE:	Design Technician
POSITION CLASSIFICATION:	Engineering Technician I	OFFICE/BUREAU:	OHPI/Program Development
POSITION NUMBER:	PW011-23-57-303-10-01	REGION/DISTRICT:	Region 4/District 7

Position Purpose:

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Dimensions:

Project Studies:	5-20 annually
Contract Plans:	5-20 annually
Contract Value:	\$50,000 to \$1,000,000

Nature and Scope:

This position reports to a Plan Project Squad Engineer. No subordinates report to this position.

This position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the district. These responsibilities involve performing various assigned duties within their section or the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic.

The incumbent is a member of an interdisciplinary study and design team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Squad Leader which may include preparation of exhibits and maps, drafting of plan and profile sheets, calculation of quantities, and checking of quantity calculations and computer data entry.

Typical problems encountered by the incumbent include ensuring that plan details and exhibits comply with prescribed standards and specifications. The incumbent's greatest challenge is to ensure the exhibits and plans sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meetings with the public and other agencies; and checking of other plan calculations.

The incumbent must perform his/her duties in accordance with the guidelines of the American Association of State Highway and Transportation Officials (AASHTO) Design Manual, the Illinois Department of Transportation Policy and Procedural Manual, and design policies and procedures. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Plan Project Squad Leader.

The incumbent has frequent contact with his/her Plan Project Squad Engineer. There are occasional contacts outside the squad for obtaining information pertaining to specific problems.

The effectiveness of this position is measured by the quality, quantity and timeliness of completion of the assigned tasks.

Principal Accountabilities:

1. Drafts detailed layouts of highway improvements which are used in the preparation of complete design plans.
2. Performs routine calculations for quantities.
3. Assists with informational meetings, public hearings, and presentations to describe projects, including the preparation of exhibits and maps.
4. Ensures assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Plan Project Squad Engineer

Position Number: PW113-23-57-303-10-01

Position Requirements

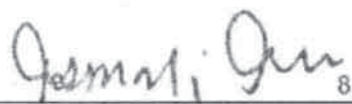
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Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation