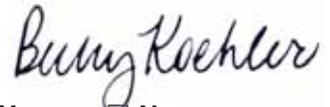


**Engineering Technician I (1 position)  
Assistant CADD & Design Technician**



<b>IPR Number:</b>	<b>44647</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW011-23-75-904-83-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm Monday – Friday</b>
<b>Opening Date:</b>	<b>October 1, 2020</b>		
<b>Closing Date:</b>	<b>October 30, 2020</b>	<b>Salary:</b>	<b>\$2,695 – \$4,735 *</b>

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**Office/Central Bureau/District/Work Address:**

Office of Highways Project Implementation / Bureau of Bridges and Structures / 2300 S. Dirksen Parkway, Springfield, IL

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**Position Purpose:**

This position is accountable for basic computer-aided design and drafting (CADD) system operations required to produce the structural design drawings utilized in the construction of bridge and traffic structures.

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**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:**

- Basic knowledge of the principles and practices of civil or structural engineering
  - Basic knowledge in the operation of MicroStation or AutoCAD
  - Basic knowledge in geometry, college algebra, and trigonometry
  - Good oral and written communication skills
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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](mailto: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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 15, 2019	<b>WORKING TITLE:</b>	Assistant Computer-aided Design and Drafting (CADD) and Design Technician
<b>POSITION CLASSIFICATION:</b>	Engineering Technician I	<b>OFFICE/BUREAU:</b>	Office of Highways Project Implementation / Bureau of Bridges and Structures
<b>POSITION NUMBER:</b>	PW011-23-75-904-83-01	<b>REGION/DISTRICT:</b>	n/a

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***Position Purpose***

This position is accountable for basic computer-aided design and drafting (CADD) system operations required to produce the structural design drawings utilized in the construction of bridge and traffic structures.

***Dimensions***

Annual projects:	4 - 10.
Contract value:	\$1,500,000 - \$2,500,000

***Nature and Scope***

This position reports to the Computer-aided Design and Drafting (CADD) Manager. There are no subordinates reporting to this position.

This position operates in an environment of CADD operations for structural design drawings, drafting of structural plans of simple structures, and the revisions to simple design drawings due to new design policies. This position is responsible for the drafting of simple structural details prepared by an engineer for final plan completion.

Typical problems faced by the incumbent include the ability to keep abreast of CADD operations and to increase knowledge in structural policies. The greatest challenge faced by the incumbent is the requirement to provide simple structural drawings for inclusion in structural design plans.

The incumbent is responsible for the production of structural design drawings of simple structure plans. S/He is responsible for the interpretation of engineering notes and computations in the production of structural drawings. The incumbent also has the responsibility to complete standard base sheets from rough sketches prepared by a bridge designer.

The incumbent operates with immediate supervision and must refer to the superior for resolution problems concerning departmental policies and/or drawing discrepancies. S/He is guided by the American Association of State Highway Transportation Officials (AASHTO) specifications and current interim specifications and applicable departmental policies.

The incumbent has contact with other Bureau of Bridges and Structures staff.

The effectiveness of this position can be measured by the incumbent's ability to utilize CADD and the timely and accurate completion of the assigned tasks.

**Principal Accountabilities**

1. Produces plans for simple structures.
2. Produces structural base sheets.
3. Keeps abreast of the CADD system and increases knowledge in structural policies.
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.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

**Supervisor of this position**

Immediate Supervisor Position Classification: Engineering Technician V

Working Title: Computer-aided Design and Drafting Manager

Position Number: PW015-23-75-904-83-01

**Position Requirements**

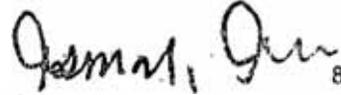
- Education/Experience
  - Two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum OR
  - Two years of engineering experience.

**Position Desirables**

- Basic knowledge of the principles and practices of civil or structural engineering
- Basic knowledge in the operation of MicroStation or AutoCAD
- Basic knowledge in geometry, college algebra, and trigonometry
- Good oral and written communication skills

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation