



Becky Koehler

**Engineering Technician I (5 Positions)
Studies and Plans Technician**

IPR Number:	44656	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-56-303-40-01	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 6 / 126 E Ash St.
Springfield, Illinois

Position Purpose:

This position is accountable for assisting the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

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
- Districtwide travel with occasional overnight stays
- Overtime

Position Desirables:

- Working knowledge of math to include trigonometry
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation

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:	October 16, 2019	WORKING TITLE:	Studies and Plans Technician
POSITION CLASSIFICATION:	Engineering Technician I	OFFICE/BUREAU:	Office of Highways Project Implementation / Bureau of Program Development
POSITION NUMBER:	PW011-23-56-303-40-01	REGION/DISTRICT:	Region 4/District 6

Position Purpose

This position is accountable for assisting the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

Dimensions

Project Studies:	2-3 annually
Contract Plans:	2-6 annually
Contract Value:	\$2,000,000 to \$20,000,000
Public Meetings:	1-2 annually

Nature and Scope

This position reports to a Studies and Plans Team Manager. No subordinates report to this position.

The position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the district. These responsibilities may involve performing various assigned duties within the district 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 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 Team Manager which may include preparation of exhibits and maps, completing data collection; assisting in the completing of project reports; computer aided design and drafting (CADD) of typical cross sections, plan and profile sheets, special details and cross sections; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned.

Typical problems encountered by the incumbent include ensuring that details and exhibits are in compliance 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 earth work and other calculations.

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

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The incumbent has frequent contact with his/her Team Manager. There are occasional contacts outside the squad for obtaining information pertaining to specific problems. This position may require overtime and overnight travel.

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: Engineering Technician IV

Working Title: Studies and Plans Team Manager

Position Number: PW014-23-56-303-40-01

Position Requirements

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- Valid driver's license
- District-wide travel with overnight stays
- Overtime

Position Desirables

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Agency Approvals

Becky Koehler
Bureau Chief of Personnel Management

James, Jim
Secretary, Department of Transportation