



**Engineering Technician I (5 positions)
Squad Technician**

Becky Koehler

IPR Number:	44683	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-52-303-10-01	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 2 / District 2 / 819 Depot Ave., Dixon, IL

Position Purpose:

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.

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 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

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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 1, 2019	WORKING TITLE:	Squad Technician
POSITION CLASSIFICATION:	Engineering Technician I	OFFICE/BUREAU:	OHPI/Program Development
POSITION NUMBER:	PW011-23-52-303-10-01	REGION/DISTRICT:	Region Two/District Two

Position Purpose

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.

Dimensions

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

Nature and Scope

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.

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.

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.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical(s)
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Squad Leader

Position Number: PW114-23-52-303-10-01

Position Requirements

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 - 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 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
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Agency Approvals



 Bureau Chief of Personnel Management



 Secretary, Department of Transportation