

Seasonal Engineering Intern (1 Position)

Position Number:	PW017-23-75-904-20-44	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Opening Date:	February 24, 2020	Shift:	8:00 am – 4:30 pm Monday – Friday
Closing Date:	April 3, 2020	Anticipated Starting Salary:	\$15.85/Hour

Office/Central Bureau/District/Work Address:

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

Position Purpose:

The Seasonal Engineering Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 18, 2020, through August 14, 2020.

Under immediate supervision, this position assists in the structural analysis and detailed design required in the production of structural contract plans utilized in the construction of simple bridge and traffic structures.

Qualifications:

Position Requirements:

- Completion of high school
- Current enrollment in a college engineering program
- Valid driver's license
- Proof of automobile liability insurance required at the time of offer
- Frequent travel within the district
- ANSI Class 75, 6" or higher, steel toe safety shoes
- College transcripts

Position Desirables:

- Understanding of design plans/blueprint reading and the ability to perform necessary technical computations in plan preparation
 - Education in math to the level of trigonometry
 - Strong computer skills
 - Knowledge of materials testing and laboratory testing equipment
 - Ability to communicate effectively and follow oral and written instructions
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How to Apply/Remarks:

Applicants must submit the materials listed below no later than 4:30 pm on April 3, 2020:

- Signed and completed Application for Seasonal Engineering Intern (PM 2425)
- CMS 284A Authorization for Release of Criminal Information
- CMS 284B Self-Disclosure of Criminal History
- College Transcripts (official or unofficial)

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

Submittal Options:

- Mail or hand deliver the completed application form PM2425, CMS 284A, CMS 284B and College Transcript(s) to: Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764
- Electronically complete and submit the application form PM2425, CMS 284A, CMS 284B and College Transcript(s) via email to: Dot.SummerApplications@Illinois.gov.
- College/Universities may submit College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 8, 2020	WORKING TITLE:	Seasonal Engineering Intern
POSITION CLASSIFICATION:	Seasonal Engineering Intern	OFFICE/BUREAU:	Office of Highways Project Implementation / Bureau of Bridges and Structures
POSITION NUMBER:	PW017-23-75-904-20-44	REGION/DISTRICT:	n/a

Position Purpose

Under immediate supervision, this position assists in the structural analysis and detailed design required in the production of structural contract plans utilized in the construction of simple bridge and traffic structures.

Dimensions

Annual projects: 3
Contract value: \$1.5 million

Nature and Scope

This position reports to the In-house Bridge Design Unit Chief. There are no subordinates reporting to this position.

This position operates in an environment of developing and applying skills required to perform reviews of the structural analysis and design of simple structures. Under immediate supervision, this position processes bridge contract plans, assists in processes to determine bridge load capacities, and helps prepare estimates.

Typical problems faced by the incumbent may include the resolution of simple engineering problems and the utilization of learned structural theory to practical applications in structural design. The greatest challenge faced by the incumbent is utilizing technical knowledge to design and analyze simple types of structures which incorporate all departmental design policies ensuring they are cost effective and are structurally sound.

The incumbent assists in processing bridge contract plans, preparing estimates, helping with bridge standards and manual development, assisting in processes to determine bridge load capacities, and assisting with inspections.

The incumbent performs his/her accountabilities under immediate supervision. The incumbent is guided by the American Association of State Highway Transportation Officials (AASHTO) specifications and current interim specifications and applicable departmental policies.

The incumbent has internal contact with personnel within the Bureau of Bridges and Structures.

The effectiveness of this position can be measured by the timely completion of assigned projects, the structural and analytical expertise displayed in the analysis and design of projects and the incumbent's ability to solve structural engineering problems in the office.

Principal Accountabilities

1. Assists with processing bridge contract plans.

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2. Assists with the preparation of estimates.
3. Assists with processes to determine bridge load capacities.
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: Civil Engineer VI
Working Title: In-house Bridge Design Unit Chief
Position Number: PW116-23-75-904-20-01

Position Requirements

- Completion of high school
- Current enrollment in a college engineering program
- Valid driver's license
- Automobile liability insurance
- Frequent travel within the district
- ANSI Class 75, 6" or higher, steel toe safety shoes

Position Desirables

- Understanding of design plans/blueprint reading and the ability to perform necessary technical computations in plan preparation
- Education in math to the level of trigonometry
- Strong computer skills
- Knowledge of materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation