

**Seasonal Engineering Intern (24 Positions)**

<b>Position Number:</b>	<b>PW017-23-53-201-10-44</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Opening Date:</b>	<b>February 24, 2020</b>	<b>Shift:</b>	<b>See Remarks</b>
<b>Closing Date:</b>	<b>April 3, 2020</b>	<b>Anticipated Starting Salary:</b>	<b>\$15.85/Hour</b>

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

Office of Highways Project Implementation / Bureau of Project Implementation / Region 2 / District 3 / 700 East Norris Drive, Ottawa, IL

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**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.

This position is accountable for providing engineering assistance for all aspects of highway-related design, construction, and maintenance projects.

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**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:**

Work Schedule: Bureau of Project Implementation – 7:00am – 3:30pm, Monday-Friday; Bureau of Program Development – 8:00am – 4:30pm, Monday-Friday

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](mailto:Dot.SummerApplications@Illinois.gov).
- College/Universities may submit College Transcript(s) in PDF format to: [Dot.SummerApplications@Illinois.gov](mailto:Dot.SummerApplications@Illinois.gov).

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	February 10, 2020	<b>WORKING TITLE:</b>	Seasonal Engineering Intern
<b>POSITION CLASSIFICATION:</b>	Seasonal Engineering Intern	<b>OFFICE/BUREAU:</b>	Office of Highways Project Implementation
<b>POSITION NUMBER:</b>	PW017-23-53-201-10-44	<b>REGION/DISTRICT:</b>	Region 2 / District 3

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***Position Purpose***

This position is accountable for providing engineering assistance for all aspects of highway related design, construction, and maintenance projects.

***Dimensions***

Various Types of Civil Engineering Related Projects

***Nature and Scope***

This position reports to a Resident Engineer/Technician.

This position performs engineering tasks for highway related design, construction, and maintenance projects under the direction of a Resident Engineer/Technician. This position operates within an environment of ensuring that projects are designed and completed in accordance with plans, specifications, and special provisions in a timely manner.

Typical problems will be in following all policies, standards of design, and to ensure accurate inspection of highway related construction projects. The greatest challenge is to ensure that the work assignments are completed accurately and on time.

The incumbent acts as an assistant in design, laboratory or survey work; inspects earthwork, drainage, concrete paving, bituminous resurfacing, bridges, and other engineering related items. The incumbent checks design plans, field notes, plots cross sections, makes field measurements, computations, and reports.

The incumbent is constrained by the plans, specifications, and special provisions of the project and by the policies and procedures of the Bureau of Construction and the Bureau of Design. Instances that are not in accordance with these rules are referred to the Resident Engineer/Technician.

The incumbent has contact with the internal personnel, contractor's personnel, and occasionally with the general public. This position requires frequent travel within the district.

The effectiveness of this position can be measured by the design, inspection, and accuracy/neatness of his/her reports.

***Principal Accountabilities***

1. Provides accurate designs, measurements, computations, and documentation.
2. Keeps the Resident Engineer/Technician informed of any problems encountered or deviations made.
3. Ensures that work performed is in accordance with the specifications.
4. Performs other duties as assigned.

5. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Resident Engineer

Position Number: PW114-23-53-201-10-01

**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
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**Agency Approvals**

Bureau Chief of Personnel Management

Secretary, Department of Transportation