

Seasonal Engineering Intern (1 Position)

Position Number:	PW017-23-75-305-30-44	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 Design and Environment / 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 performs tasks in connection with computer aided design and drafting (CADD) and geographic information systems (GIS) projects while assisting Bureau of Design and Environment and district roadway and bridge design engineers and technicians statewide.

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 CADD and GIS software
 - Familiarity with 2D and 3D model platforms
 - Strong computer skills and ability to work with Microsoft Office, particularly Word, Excel, PowerPoint, and SharePoint
 - Strong communication, problem-solving, decision-making, and leadership skills
 - 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 22, 2020	WORKING TITLE:	Seasonal Engineering Intern
POSITION CLASSIFICATION:	Seasonal Engineering Intern	OFFICE/BUREAU:	Office of Highways Project Implementation / Bureau of Design and Environment
POSITION NUMBER:	PW017-23-75-305-30-44	REGION/DISTRICT:	n/a

Position Purpose

Under immediate supervision, this position performs tasks in connection with computer aided design and drafting (CADD) and geographic information systems (GIS) projects while assisting Bureau of Design and Environment and district roadway and bridge design engineers and technicians statewide.

Dimensions

Annual # of CADD requests: +/-40
Annual # of special details/projects: +/-20

Nature and Scope

This position reports to the Surveys, Mapping and Modeling Section Chief. There are no subordinates reporting to this position.

This position assists central office bureau and district roadway and bridge design engineers and technicians statewide in both information technology (IT)/troubleshooting support and application utilization for all engineering design software utilized at the department.

Typical problems include researching and providing expertise in solving engineering related computer application/information technology (IT) issues and CADD design related issues, recommending improvements to CADD, GIS, survey, and design process deliverables, and developing CADD resources for users in a timely manner. The greatest challenge is the ability to organize CADD and GIS related IT support and design tasks without delay to users.

Under immediate supervision, the incumbent will assist CADD and GIS support staff with IT/troubleshooting support and application utilization for all engineering design software utilized at the department. The incumbent will be assisting CADD and GIS support staff with troubleshooting software, hardware, and survey and design issues as they arise; creating roadway and bridge designs for highway projects in both 2D and 3D model platforms utilizing engineering software; maintaining existing Bureau of Design and Environment manuals including the CADD and Survey manuals; developing training materials for CADD, GIS, and Surveys, Mapping and Modeling Section technical users; and scanning historical aerial survey documents and photos as needed.

The incumbent is under the supervision of the Surveys, Mapping and Modeling Section Chief when completing his/her duties. The incumbent is constrained by departmental policies and procedures.

Internal contacts lie within the Surveys, Mapping and Modeling Section, Bureau of Design and Environment and district roadway and bridge design engineers.

The effectiveness of this position can be measured by the ability to accomplish all assignments in an effective and expeditious manner.

Principal Accountabilities

1. Assists with IT/troubleshooting support and application utilization for engineering design software.
2. Assists with CADD and GIS support staff with troubleshooting software, hardware, and survey and design issues.
3. Assists with creating roadway and bridge designs for highway projects in 2D and 3D model platforms utilizing engineering software.
4. Assists with oversight of existing Bureau of Design and Environment manuals including the CADD and Survey manuals.
5. Assists in the development of training materials for CADD, GIS, and the Survey, Mapping and Modeling Section technical users.
6. Scans historical aerial survey documents and photos.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. 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 VII

Working Title: Surveys, Mapping and Modeling Section Chief

Position Number: PW117-23-75-305-00-01

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 CADD and GIS software
- Familiarity with 2D and 3D model platforms

- Strong computer skills and ability to work with Microsoft Office, particularly Word, Excel, PowerPoint, and SharePoint
- Strong communication, problem-solving, decision-making, and leadership skills
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation