

Seasonal Engineering Intern (2 Positions)

Position Number:	PW017-23-10-900-00-44	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 Planning and Programming / Bureau of Research / 126 East Ash Street, Springfield, Illinois

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 is accountable for assisting in the testing and/or inspection of hot-mix asphalt and Portland cement concrete pavements as well as analysis of pavement designs and rehabilitation.

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:

- Ability to maintain cooperative relationships with departmental staff
 - Strong oral and written communication skills
 - Working knowledge of spreadsheet, database, and word processing software
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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:	February 16, 2020	WORKING TITLE:	Seasonal Engineering Intern
POSITION CLASSIFICATION:	Seasonal Engineering Intern	OFFICE/BUREAU:	Office of Planning and Programming / Bureau of Research
POSITION NUMBER:	PW017-23-10-900-00-44	REGION/DISTRICT:	n/a

Position Purpose

Under immediate supervision, this position is accountable for assisting in the testing and/or inspection of hot-mix asphalt and Portland cement concrete pavements as well as analysis of pavement designs and rehabilitation.

Dimensions

Programs:	All awarded construction contracts
Equipment values:	\$100,000

Nature and Scope

This position reports to the Bureau Chief of Research. No subordinates report to this position.

This position operates in an environment that teaches methods of quality testing according to prescribed standards under the immediate supervision of a civil engineer or engineering technician. The end result of the work in this position will be the correlation of field performance and design data, recommendations for solving technical problems arising in a job environment, and timely analysis of pavement distress surveys. On a project basis, this position receives guidance from supervising staff.

The challenge for the incumbent in this position is to accurately, safely, and efficiently perform all testing according to prescribed standards and to expand knowledge in pavement designs and rehabilitation treatments.

This position assists with entering contract plan data for mechanistic pavement monitoring, conducting and analyzing pavement distress surveys, testing and evaluating in-place materials which exhibit performance problems, and completing other duties as assigned.

The incumbent performs his/her accountabilities under immediate supervision. This position is constrained by applicable departmental guidelines.

The incumbent's primary internal contacts are within the Bureau of Research. Externally, the incumbent may have occasional contacts with contractors, industry representatives, and the Federal Highway Administration (FHWA). The incumbent may be required to travel statewide; however, no overnight stays will be required.

The effectiveness of this position will be measured by the incumbent's ability to provide, coordinate, and efficiently recommend solutions to technical problems arising in a job environment.

Principal Accountabilities

1. Assists with entering contract plan data for mechanistic pavement monitoring.
2. Assists with pavement distress surveys.
3. Assists with testing and evaluating in-place materials which exhibit performance problems.
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 VIII

Working Title: Bureau Chief of Research

Position Number: PW118-23-10-900-00-01

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

- Ability to maintain cooperative relationships with departmental staff
- Strong oral and written communication skills
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation