

# Job Title: ENGINEERING TECH I - SQUAD TECHNICIAN - IPR#44921

Agency: Department of Transportation

Closing Date/Time: 04/15/2021

Salary: \$2,695 - \$4,735 Monthly

Job Type: Salaried Full Time

County: Edgar

Number of Vacancies: 3

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## **HOW TO APPLY:**

**Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. The previous application form revised 10/16/20 will be accepted until May 8, 2021. The previous application form revised 10/16/20 will be accepted until May 8, 2021. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.**

**Please indicate IPR#44921 on the Technical Application PM1080.**

**Applicants may submit college transcripts for completed coursework.**

## **Agency Mission Statement**

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The Illinois Department of Transportation is seeking to hire Squad Technicians.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

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This position is accountable for performing basic tasks associated with designing and preparing studies, plans and specifications for highway facility improvements.

This position reports to the Studies & Plans Squad Leader. No subordinates report to this position.

This position functions within a Studies and Plans squad, which is primarily accountable for accomplishing projects assigned by the Project Engineer. This position is unique in that the geographic area within which this position operates encompasses a 7-county area which for the most part, is rural but contains several highly urbanized areas including Bloomington-Normal, Champaign-Urbana and Danville.

The greatest challenge for this position entails expediting all assigned activities in an accurate and timely manner. A typical problem for this position is to insure the completed output of a project assignment is correct and according to approved standards.

The incumbent is responsible for assisting in all aspects of study and plan preparation including preparation of various engineering analyses and studies, the determination of grade lines, the plotting of field notes on plan and profile and cross section sheets, calculation of quantities, design and drafting using MicroStation and the preparation and verification of earthwork computations.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications. Problems relating to alternative approaches to highway design and/or deviation from original scope of project are referred to the squad leader for further consideration.

Internal contacts include other sections within the Bureau of Program Development for the purpose of obtaining information relative to specific design projects. The incumbent has occasional contact with Land Acquisition regarding right-of-way requirements, Materials for soil survey data, Programming for traffic data and Operations to obtain signing data and information regarding maintenance problems and landscaping. The incumbent's external contacts occur on an occasional basis and may include the Federal Highway Administration (FHWA) and county and municipal officials to provide information regarding highway improvements.

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

### **Principal Accountabilities**

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1. Perform basic cost and quantity calculations to ensure their accuracy and completeness.
2. Prepare accurate design layouts and basic drawings in compliance with prescribed standards and specifications.
3. Accomplish assigned tasks in a timely manner to facilitate the letting of contracts on schedule.
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.

### **Qualifications**

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#### ***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
- Valid driver's license

#### ***Position Desirables***

- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Working knowledge of math to include trigonometry
- Ability to communicate effectively and follow oral and written instructions

Work Hours: 8:00 AM to 4:30 PM Monday - Friday

Work Location: Paris - 13473 II Highway 133

Office: Office of Highways Project Implementation/Region 3/District 5/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

**Collective Bargaining Agreement language applies to this requisition**

**We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.**

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.