

# Job Title: ENGINEERING TECH I - DISTRICT CADRE TECHNICIAN - IPR#44930

Agency: Department of Transportation

Closing Date/Time: 04/15/2021

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

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 10

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#44930 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 District Cadre 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 entry level tasks associated with the inspection and layout of highway construction projects. This is a full-time permanent, entry-level position that is a part of a district-wide rotation program.

This position reports to the Senior Construction Inspection Engineer and may report to the Resident Technician on a project basis. No staff reports to this position.

This position falls under the district's Cadre Development and Training (CDAT) rotation program and is a part of the district's continuing efforts to provide employees with quality training and education. This program provides a training and educational opportunity where technicians rotate between the district's nine (9) bureaus, for a 12-month assignment (depending on start date). The objectives of the CDAT program are to provide technicians with a variety of assignments to improve their skills, receive on-the-job training, broaden their knowledge by working in different bureaus, and gain valuable experience in

their chosen field.

During the Bureau of Construction rotation, while under the direction of the Resident Engineer, the District Cadre Technician position performs entry level tasks associated with the inspection and layout of highway construction projects.

Typical problems encountered in this position includes ensuring the completeness and accuracy of field notes, cross-sections, and associated mathematical computations; and ensuring that inspected materials meet applicable specifications. The greatest challenge to this position is providing complete and accurate field notes, documentation, and mathematical computations.

This position personally inspects highway work for acceptability, reviews and interprets plans and specifications, plots cross sections, makes routine mathematical computations of which some may be complex, and inspects surfaces for correct dimensions and proper drainage.

The incumbent makes decisions with precisely defined guidelines that are routine in nature and under the direct supervision of the Resident Engineer and/or Technician.

The incumbent maintains contact with contractor personnel and on a limited basis with the public in construction areas and should present a good image for the department. Occasional travel and overtime may be required.

The effectiveness of this position will be determined by the accuracy and neatness of reports.

### **Principal Accountabilities**

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1. Provides accurate and efficient work as a member of a survey crew.
2. Keeps an accurate and legible record of inspections, field measurements, and documentation of contract pay items in accordance with department procedures.
3. Keeps Resident Engineer/Technician informed on status and/or problems of contractor's work.
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
- Occasional overtime and district and state-wide travel

#### Position Desirables

- Working knowledge of roadway construction inspection, preparation and reading of design plans
- Experience utilizing CADD (MicroStation or AutoCAD), GIS software, route surveys or materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

Work Hours: 7:00 AM to 3:30 PM Monday - Friday (30 minute lunch)

Work Location: Schaumburg - 201 Center Ct

Office: Office of Highways Project Implementation/Region 1/District 1/Construction

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.