

# Job Title: ENGINEERING TECH I - STUDIES AND PLANS TECHNICIAN - IPR#44931

Agency: Department of Transportation

Closing Date/Time: 04/15/2021

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

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 5

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#44931 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 Studies and Plans 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 assisting the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

This position reports to a Studies and Plans Team Manager. No subordinates report to this position.

The position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the district. These responsibilities may involve performing various assigned duties within the district sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic.

The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Team Manager which may include preparation of

exhibits and maps, completing data collection; assisting in the completing of project reports; computer aided design and drafting (CADD) of typical cross sections, plan and profile sheets, special details and cross sections; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned.

Typical problems encountered by the incumbent include ensuring that details and exhibits are in compliance with prescribed standards and specifications. The incumbent's greatest challenge is to ensure the exhibits and plans sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meetings with the public and other agencies; and checking of earth work and other calculations.

### **(Job Responsibilities continued)**

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The incumbent must perform his/her duties in accordance with the guidelines of the American Association of State Highway Transportation Officials (AASHTO) Design Manual, the Illinois Department of Transportation (IDOT) Policy and Procedural Manual, and design policies and procedures. This position has enough latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Team Manager.

The incumbent has frequent contact with his/her Team Manager. There are occasional contacts outside the squad for obtaining information pertaining to specific problems. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quality, quantity and timeliness of completion of the assigned tasks.

### **Principal Accountabilities**

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1. Drafts detailed layouts of highway improvements which are used in the preparation of complete design plans.
2. Performs routine calculations for quantities.
3. Assists with informational meetings, public hearings, and presentations to describe projects, including the preparation of exhibits and maps.
4. Ensures assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. 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
- District-wide travel with overnight stays
- Overtime

#### Position Desirables

- Working knowledge of math to include trigonometry
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation

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

Work Location: Springfield - 126 E Ash St

Office: Office of Highways Project Implementation/Region 4/District 6/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.