



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET I (6 pos)

Inspector
Region 2/District 3/Project Implementation
Highways Project Implementation
Ottawa

Attachments
41898

Technical Applications [PM1080 rev 6/1/17](#)****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 **Friday, July 21, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician I (6 Positions)	Salary:	\$2,640 - \$3,750
Position Title:	Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-53-201-10-01	IPR#:	41898

Office/Central Bureau/District/Work Address:

OHPI / Region 2 / District 3 / Bureau of Project Implementation / 700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position provides engineering assistance in the layout of highway construction improvement projects. The position ensures the contractor provides quality improvement in accordance with plans, specifications, and special provisions in a timely manner.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel to active construction sites

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS IS AN ENTRY-LEVEL POSITION

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/9/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 7, 2013	POSITION:	Inspector
APPROVED BY:	<u>Richard Nesti</u>	OFFICE:	District #3/Highways Project Implementation
POSITION CODE:	PW011-23-53-201-10-01	REPORTS TO:	Resident Engineer/Technician

POSITION PURPOSE:

This position provides engineering assistance to the Resident Engineer in the inspection and layout of highway construction improvement projects.

DIMENSIONS:

Dollar Value of Construction Projects: \$100,000 up
Number of Projects Annually: 1 and up as needed

NATURE AND SCOPE:

This position reports to the Resident Engineer/Technician as do two to four other technical employees.

This position provides inspection and assists in the layout of construction projects under the direction of the Resident Engineer/Technician. The position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications, and special provisions in a timely manner.

Typical problems will be in following the specifications to ensure accurate inspection and working with other crew members in construction staking.

The incumbent will personally act as a rodperson or chainperson for necessary survey work, inspect earthwork, drainage, concrete paving, bituminous resurfacing, and other related items. The incumbent will also check and reduce field notes, plot cross sections, make field measurements, computations and reports necessary. Requires travel to active construction sites.

The incumbent is constrained by the plans, specifications, and special provisions of the project and by the policies and procedures of the Bureau of Project Implementation. Instances that are not in accordance with these rules are referred to the Resident Engineer/Technician. He/She may be assigned the routine care of state-owned vehicles and survey equipment.

The incumbent has contact with other members of his/her crew, contractor's personnel, and occasionally with the public.

The effectiveness of this position can be measured by the inspections performed and the accuracy and neatness of his/her reports.

He/She also may be assigned the routine care of state-owned vehicles and survey equipment.

PRINCIPAL ACCOUNTABILITIES:

1. Keeps accurate and legible records of inspections, field measurements, and documentation of contract.
2. Keeps the Resident Engineer informed on status and/or problems of contractor's work.
3. Provides accurate and efficient measurements and construction staking as a member of the survey crew.
4. Responsible for performing duties in accordance with departmental safety policies.