



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: September 21, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 25, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, October 24, 2017**. Applications will not be accepted after that time and date.

NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CET (22 pos) Construction Civil Engineer Trainee
Region 1/District 1/Construction
Highways Project Implementation
Schaumburg

Attachments
42266

*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

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 **Tuesday, October 24, 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: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. 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: | Civil Engineer Trainee (22 positions) | Salary: | \$4,665 - \$5,085* |
| Position Title: | Construction Civil Engineer Trainee | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW110-23-51-201-00-01 | IPR#: | 42266 |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Construction/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required. This is a training position.

Special Qualifications:

Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2017/spring 2018)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2017/spring 2018 graduates must be provided at time of hire.)
- Valid driver's license

Desired:

- Strong oral and written communication skills

Shift/Remarks:

Typically 7:00 am - 3:30 pm / Monday - Friday, subject to variance according to district operational needs

THIS IS AN ENTRY-LEVEL POSITION

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*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|-----------------------|-------------------------|-------------------------------------|
| DATE: | September 17, 2015 | POSITION: | Construction Civil Engineer Trainee |
| APPROVED BY: | Ann Berube | OFFICE/DIVISION: | OHPI/District One/Construction |
| CODE: | PW110-23-51-201-00-01 | REPORTS TO: | Resident Engineer |

Position Purpose

This position is accountable for assisting a Resident Engineer in performing the beginning professional layout, inspection, documentation and other construction supervision functions required on various construction projects. This is a training position.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Resident Engineer/Technician as do other engineers and technicians performing inspection duties.

This position, under the direction of the Resident Engineer/Technician provides the contractor with the necessary layout and inspection assistance required on all types of highway construction projects.

Typical problems faced by the incumbent is to ensure correct interpretation of the plans and specifications while inspecting and directing the contractor's performance of the construction work and modifying the planned work to coincide with existing field conditions. The greatest challenge to this position is to assist in providing accurate and timely construction information for the contractor.

The incumbent personally may act as the instrument technician or note keeper on the survey party; inspects construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete and steel structures and other miscellaneous items involved in road and bridge construction; provides the necessary reports; and documentation for pay items; reduces survey notes, plots cross sections, computes quantities, checks computations documents pay items, and others and assists the Resident Engineer on specific construction problems.

The incumbent refers more difficult problems or necessary plan changes to the Resident Engineer, but accepts or rejects materials incorporated in the project on the basis of visual or field tests and assures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contact with resident engineers, project engineers and personnel from the district bureau of Materials, other Bureaus as well as with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layouts, inspections and required documentation.

Principal Accountabilities

1. Provides accurate measurement, computation and documentation of contract items to ensure compliance with plans and specifications.
2. Keeps Resident Engineer informed of any construction problems encountered or changes made.
3. Provides accurate and timely layouts to meet contractor's schedule.
4. Ensures that the items inspected are in accordance with the specifications.
5. Provides records and reports required for project finalization.
6. Performs duties in compliance with department safety rules.
7. Suggests resolutions to construction problems.
8. Performs other duties as assigned.