



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 20, 2017

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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

Research Engineer Trainee  
Office of Planning and Programming  
Bureau of Research  
Springfield

Attachments  
42272

\*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](mailto: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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee</b>	<b>Salary:</b>	<b>\$4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Research Engineer Trainee</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-10-902-10-01</b>	<b>IPR#:</b>	<b>42272</b>

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### Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Research/126 E. Ash, Springfield, IL

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### Description Of Duties:

This position is accountable for assisting with pavement distress surveys, investigations, data collection and analysis, testing, and inspection of pavements and various treatments utilized in transportation infrastructure.

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### 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. (Original transcripts including graduation date for winter 2017/spring 2018 graduates must be provided at time of hire.)
- Valid driver's license
- Statewide and occasional out-of-state travel

#### Desired:

- Working knowledge of distress surveys, investigations, data collection and analysis, testing, and inspection of pavements
- Ability to maintain cooperative relationships with departmental staff
- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS IS AN ENTRY LEVEL POSITION AND IS PART OF A ROTATION PROGRAM**

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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**

<b>DATE:</b>	August 19, 2016	<b>POSITION:</b>	Research Engineer Trainee
<b>APPROVED BY:</b>	<i>LaDonna Rowden</i>	<b>OFFICE/DIVISION:</b>	Office of Planning and Programming/Bureau of Research
<b>CODE:</b>	PW110-23-10-902-10-01	<b>REPORTS TO:</b>	Pavement Management and Analysis Engineer

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***Position Purpose***

This position is accountable for assisting with pavement distress surveys, investigations, data collection and analysis, testing, and inspection of pavements and various treatments utilized in transportation infrastructure.

***Dimensions***

Programs: All awarded construction contracts

***Nature and Scope***

This position reports to the Pavement Management and Analysis Engineer. As a part of a rotation program, the incumbent may be transferred between various units within the Bureau of Research.

The greatest challenge to this position is in assisting with the evaluation of treatments used in transportation infrastructure. A typical problem for the incumbent would be to conduct a study to determine how a specific preservation or rehabilitation treatment performed based on pavement condition and material properties and to prepare a report to document the findings.

This position assists with surveys, investigations, data collection and analysis, testing, and inspection of pavements and various treatments utilized in transportation infrastructure. These treatments include hot-mix asphalt (HMA) overlays, portland cement concrete (PCC) overlays, pavement preservation techniques, or other treatments as required.

This position is responsible for; 1) collecting and/or analyzing pavement condition and performance data; 2) analyzing and correlating field data with pavement maintenance and rehabilitation models; 3) evaluating treatments which exhibit performance problems; 4) surveying various pavement types; 5) assisting in the development and updating of pavement design publications and specification; 6) assisting in the development of reports for special pavement investigations; 7) reviewing research reports from outside agencies, and 9) assisting with various pavement research.

The incumbent will occasionally travel throughout the state to obtain field data and assist with problem solving, perform inspections, monitor studies, collect data, and attend conferences and meetings. S/He may be required to travel out-of-state to participate in workshops and seminars.

The incumbent's primary contacts are within the bureau. However, the incumbent may have occasional contact outside the bureau with other state Departments of Transportation, universities, and other department bureaus and districts.

The effectiveness of this position is measured by the success in completing the assigned work by scheduled target dates; by the acceptability of collected, analyzed and summarized data; and by the effective communication of findings through oral and written summaries.

***Principal Accountabilities***

1. Collects and/or analyzes pavement condition and performance data.
2. Analyzes and correlates field data with pavement maintenance and rehabilitation models.
3. Assists in the development and updating of pavement design publications and specifications.
4. Assists in the development of reports for special pavement investigation and review of research reports.
5. Conducts field surveys of various pavement types used in transportation infrastructure.
6. Prepares memorandums and reports of findings.
7. Travels on an as-needed basis to perform the duties of this position.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.