



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: December 1, 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 December 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, December 18, 2017**. Applications 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.**

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

ET I (3 pos)

Inspector  
Region 2/District 2/Project Implementation  
Highways Project Implementation  
Dixon

Attachments  
42361

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 **Monday, December 18, 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician I (3 Positions)</b>	<b>Salary:</b>	<b>\$2,640 - \$3,750</b>
<b>Position Title:</b>	<b>Inspector</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW011-23-52-201-10-01</b>	<b>IPR#:</b>	<b>42361</b>

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

OHPI / Region 2 / District 2 / Bureau of Project Implementation / 819 Depot Avenue, Dixon, IL

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### Description Of Duties:

This position assists in the layout, inspection, and documentation of records; and ensures that contractors provides quality improvement in a timely manner.

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### Special Qualifications:

#### **Required:**

- Valid driver's license

#### **Desired:**

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Ability to communicate effectively and follow oral and written instructions

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**THIS IS AN ENTRY-LEVEL POSITION.**

**PLEASE PROVIDE AN OFFICIAL COLLEGE TRANSCRIPT FOR COMPLETED COURSEWORK.**

**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 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>	November 1, 2015	<b>POSITION:</b>	Inspector
<b>APPROVED BY:</b>	<i>Paul Loete</i>	<b>OFFICE/DIVISION:</b>	District 2 - Project Implementation
<b>CODE:</b>	PW011-23-52-201-10-01	<b>REPORTS TO:</b>	Resident Engineer/Technician

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***Position Purpose***

This position is accountable for assisting in the layout, inspection, and the documentation of records.

***Dimensions***

Number of Projects:	1 – 3
Value of Contract:	\$100,000 and up

***Nature and Scope***

This position reports to the Resident Engineer/Technician as may 1-4 Civil Engineers and/or Engineering Technicians. No subordinates report to this position.

This position operates in an environment of ensuring that the contractor provides a quality improvement in a timely manner. This position assists in the layout, inspection, measurement, and the documentation of contract pay items.

Typical problems of this position include becoming knowledgeable of standards and specifications of the contract pay items involved with each particular contract and the documentation procedures and requirements. The greatest challenge is to provide accurate and timely inspection of work being performed to ensure contract compliance and a quality improvement.

The incumbent personally performs tasks of a technical nature. He/She assists with the necessary survey operations in the capacity designed by the supervisor. He/She inspects the construction procedures involved with pavement patching, bituminous widening and/or resurfacing, concrete and metal pipe installation, aggregate base course and shoulder placement, and other related items. The incumbent will also check and reduce field notes; plot cross sections; and make field measurements, computations, and reports, as necessary. He/She assists with the layout, inspection, and documentation of contract pay items. If qualified and designated to do so, he/she will also perform and document on-site material testing such as percent air entrainment, percent moisture, bituminous mix temperature, concrete slump, concrete strength, etc.

The incumbent must refer all but the routine problems to the Resident Engineer/Technician or his/her designated assistant. He/She operates under a strict set of rules and precedents, and has little latitude to exceed them. The incumbent is also guided by State and Federal rules and regulations, and the plans and specifications of the particular project.

The incumbent's primary contact is the Resident Engineer/Technician in providing supportive services.

The incumbent is evaluated on the dependable and timely performance of the above duties.

### ***Principal Accountabilities***

1. Provides inspections and keeps accurate records of inspection, field measurements, and documentation of contract pay items.
2. Keeps the Resident Engineer informed on status and/or problems on contractor's work.
3. Assists with construction layout and staking through accurate measurement and placement to assist in ensuring improvements are performed in accordance with the contract plans.
4. Responsible for maintaining a safe work environment.
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.