



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 4, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, January 5, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, January 19, 2018**. 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 (6 positions) Junior Construction Inspection Technician
Region 4/District 6/Project Implementation
Office of Highways Project Implementation
Springfield

Attachments
42398

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, January 19, 2018, 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:	Junior Construction Inspection Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-56-201-10-01	IPR#:	42398

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Project Implementation / 126 E Ash St, Springfield, IL

Description Of Duties:

This position is responsible for the inspection and documentation of highway improvements. This position may be assigned to a rotation program and/or may be assigned to various sections or bureaus in the District during the winter months.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel with occasional overnight stays

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

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday (30 minute lunch)

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM.

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.

*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:	December 11, 2017	POSITION:	Junior Construction Inspection Technician
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	Office of Highways Project Implementation/Region 4/District 6/ Bureau of Project Implementation
CODE:	PW011-23-56-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for the inspection and documentation of highway improvements. This position may be assigned to a rotation program and/or may be assigned to various sections or bureaus in the District during the winter months.

Dimensions

Number of Projects: 1 to 3, 1-10 miles in length

Nature and Scope

This position reports to the Resident Engineer/Technician as do other engineers/technicians.

This position is involved in the inspection and documentation of all types of construction projects. These projects include new construction as well as widening and resurfacing projects. The incumbent is involved in all phases of the projects from construction surveying to material inspection and documentation.

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 sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic.

Typical problems faced by the incumbent are primarily technical in nature but occasionally may require the incumbent to serve as party chief. Technical skills are required for the in-field interpretation of road and highway plans as they relate to the actual in-field situations. These skills are used to compute quantities of materials used and to perform construction surveys and inspections. The greatest challenge of this position is to ensure an accurate on-site inspection and documentation while at the same time maintaining a harmonious relationship with contractor personnel.

The incumbent personally inspects earthwork, hot-mix asphalt resurfacing, portland cement concrete paving, and bridge construction. This position also works on a survey crew, plots cross sections, performs computations, and performs documentation on assigned projects.

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

The incumbent operates within the guidelines of the Plans, Special Provisions and Standard Specifications for Road and Bridge Construction. S/He resolves minor construction problems. Other problems are referred to the Resident Engineer/Technician. This position is constrained by departmental regulations.

The incumbent has contact with contractor personnel and occasionally with the general public. S/He may be required to travel a considerable distance to the job site and/or stay away overnight.

The effectiveness of this position can be measured by the thoroughness of the inspections performed and the neatness of required documentation.

Principal Accountabilities

1. Ensures an accurate and thorough inspection and documentation of assigned construction projects.
2. Performs construction surveys and inspections.
3. Performs general design or planning work during winter months.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.