



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 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 10, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, January 24, 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 pos)

Inspector
Region 3/District 4/Project Implementation
Highways Project Implementation
Peoria

Attachments
42408

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 **Wednesday, January 24, 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.



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:	PW011-23-54-201-10-01	IPR#:	42408

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 3 / District 4 / Bureau of Project Implementation / 401 Main, Peoria, IL

Description Of Duties:

This position is accountable for providing engineering assistance to the Resident Engineer in the inspection and layout of highway construction improvement projects.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

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
- Working knowledge of route survey and roadway construction
- Working knowledge of materials testing and laboratory testing equipment
- Working knowledge of math to include trigonometry
- 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.

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.

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	February 28, 2017	POSITION:	Inspector
APPROVED BY:	<i>Kensil Garnett</i> <hr/> Kensil Garnett, Regional Engineer	OFFICE/DIVISION:	OHPI/Region3/District 4 Bureau of Project Implementation
CODE:	PW011-23-54-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for providing engineering assistance to the Resident Engineer in the inspection and layout of highway construction improvement projects.

Dimensions

Dollar Value of Construction Projects: \$400,000 up

Nature and Scope

This position reports to the Resident Engineer as do one to six other technical employees.

This position performs inspection and assists in the layout of construction projects under the direction of the Resident Engineer. This 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. This position rotates to other bureaus within the district as part of the rotational training program.

Typical problems will be in following the specifications to ensure accurate inspection and working with other crew members in construction staking. The greatest challenge is to ensure that the work assignment is completed on time.

The incumbent acts as an assistant in survey work; inspects earthwork, drainage, concrete paving, bituminous resurfacing, and other related items. The incumbent checks field notes, plots cross sections, makes field measurements, computations, and reports.

The incumbent is constrained by the plans, specifications, and special provisions of the project and by the policies and procedures of the Bureau of Construction. Instances that are not in accordance with these rules are referred to the Resident Engineer.

The incumbent has contact with the members of his/her crew, contractor's personnel, and occasionally with the general public. Travel is required within the district.

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

Principal Accountabilities

1. Provide accurate measurements, computations, and documentation of contract items.
2. Keep the Resident Engineer informed of any construction problems encountered or deviations made.
3. Ensure that the items inspected are in accordance with the specifications.
4. Provide accurate and efficient measurements and construction staking as a member of the survey crew.
5. Rotates to other bureaus within the district as part of the rotational training program.
6. Perform other duties as assigned.
7. Perform all duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.