



# 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 21, 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 Friday, December 22, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, January 23, 2018**. 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

Airport Construction Engineer Trainee  
Aeronautics/Bureau of Airport Engineering  
Office of Intermodal Project Implementation  
Springfield

Attachments  
42427

**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, January 23, 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: 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

<b>Classification:</b>	<b>Civil Engineer Trainee</b>	<b>Salary:</b>	<b>\$4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Airport Construction 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>PW110-23-60-204-00-01</b>	<b>IPR#:</b>	<b>42427</b>

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

Office of Intermodal Project Implementation, Aeronautics/Bureau of Airport Engineering/1 Langhorne Bond Drive, Springfield, IL

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### Description Of Duties:

Under immediate supervision, this position is accountable for assisting in the general supervision of airport construction within Illinois where state, local and/or federal funds are involved.

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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 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 provide at time of hire.)
- Valid driver's license
- Considerable statewide travel

#### Desired:

- Working knowledge of the routine practices of civil engineering; basic skill in the use of engineering field and office instruments
- Ability to write technical reports
- Strong oral and/or written communication skills
- Ability to maintain a harmonious relationship with employees, vendors, and contractors

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

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

**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**

<b>DATE:</b>	September 8, 2017	<b>POSITION:</b>	Airport Construction Engineer Trainee
<b>APPROVED BY:</b>	<i>Ken Martin</i>	<b>OFFICE/DIVISION:</b>	Aeronautics/Airport Engineering
<b>CODE:</b>	PW110-23-60-204-00-01	<b>REPORTS TO:</b>	Construction & Materials Section Chief

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***Position Purpose***

Under direct supervision, this position assists in the general supervision and oversight of airport construction within Illinois where state, local, and/or federal funds are involved. This includes, with close supervision, learning to evaluate job site construction procedures to determine if appropriate flight safety precautions have been taken; assisting at preconstruction conferences to review work progress schedules and construction details, analyzing the need for change orders and coordinating the change order justification and documentation, and reviewing as-built drawings for completeness and accuracy.

***Dimensions***

Job site inspections:	100-200 per year
Annual Value of Projects Supervised:	\$120 million
Number of projects in process:	85-100
Change Orders Processed Annually:	140-150

***Nature and Scope***

This position reports directly to the Section Chief of Airport Construction as does the Airport Construction Field Engineer, Associate Airport Construction Field Engineer, and the Assistant Airport Construction Engineer. This position may indirectly supervise the on-site work activities of contractual Resident Engineers.

This position functions as a trainee in ensuring that the consulting firms are properly supervising the contractor's activities to certify that the project is being constructed in accordance with the plans and specifications. The incumbent visits construction sites and makes inspections with the consulting resident engineer, and if appropriate, the contractor and/or airport sponsor's representative. In the inspection of the construction of these projects, the incumbent observes that the project is being constructed in accordance with the approval plans and specifications. Under the immediate supervision, the incumbent reviews all reports to ensure the reporting of actual on-site conditions.

Typical problems encountered by the incumbent include learning to evaluate job site construction procedures to determine if appropriate flight safety precautions have been taken; assisting at preconstruction conferences to review work progress schedules and construction details; with supervision, analyzing the need for change orders and coordinating the change order justification and documentation. The incumbent's greatest challenge is to learn to monitor the progress of active airport construction projects throughout the state. In the inspection of construction activities, the incumbent learns to work with the resident engineer and the contractor to alleviate any current and future problems. The resolution of each difficulty must be properly coordinated with the resident engineer, the local airport representative, the contractor, the FAA and other appropriate parties.

The incumbent learns to assist in reviewing contractor's, subcontractor's and resident engineer's progress schedules; recognizes construction discrepancies and recommends remedial changes in techniques, procedures and designs; ensures properly documented change orders; reviews requests for stockpiled material allowance; ensures that final inspection punch list items are correct and the project is ready for acceptance; establishes own schedule of on-site visits and meetings; processes and reviews as-built drawings as submitted by the consulting engineer for completed projects; reviews construction reports as submitted by consulting engineers, contracts, subcontractors; and reviews and recommends for payment requests.

The incumbent will act within the engineering guidelines and policies accepted by the Department. On the construction site, the incumbent makes recommendations for construction adjustments.

The incumbent maintains frequent contact with airport operators, consulting engineers, contractors, Federal Aviation Administration and other individuals involved in the airport construction process. Considerable statewide travel is required to perform the duties of this position.

The effectiveness of this position may be evaluated by the incumbent's ability to learn to provide timely responses to resolving construction related problems.

**Principal Accountabilities:**

1. Conducts on-site inspections of airport construction projects to ensure project conformity to plans and specifications.
2. Reviews the work of consultant engineers acting as Resident Engineers on airport projects.
3. Reviews change orders, as-built plans and final punch list items for proper documentation to ensure completion of the project.
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 required or assigned.