



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 13, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 16, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, March 16, 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 (3 pos)

Assistant Structural Design & Review Trainee
Bureau of Bridges & Structures
Office of Program Development
Springfield

Attachments
42532

*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 by **Friday, March 16, 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

| | | | |
|-------------------------|---|------------------------|---|
| Classification: | Civil Engineer Trainee (3 Positions) | Salary: | \$4,275 - \$4,655* |
| Position Title: | Assistant Structural Design & Review Trainee | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW110-23-65-904-10-01 | IPR#: | 42532 |

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Bridges and Structures/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position assists in the structural analysis and detailed design required for the production of structural contract plans utilized in the construction of simple bridge and traffic structures and for the review of simple construction shoring, bracing, and temporary structure designs prepared by contractors. Work may also include preparation of bridge repair plans, load ratings and bridge standards.

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 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. (Official transcripts indicating graduation date for spring 2018 must be provided at time of hire.)

Desired:

- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS IS AN ENTRY-LEVEL POSITION.

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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**

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|---------------------|-----------------------|--------------------|--|
| DATE: | 9/7/2017 | POSITION: | Assistant Structural Design & Review Trainee |
| APPROVED BY: | Carl Puzey | OFFICE: | Office of Program Development/ Bureau of Bridges and Structures |
| CODE: | PW110-23-65-904-10-01 | REPORTS TO: | Structural Design & Review Group Engineer |

Position Purpose

This position assists in the structural analysis and detailed design required in the production of structural contract plans utilized in the construction of simple bridge and traffic structures and for the review of simple construction shoring, bracing, and temporary structure designs prepared by contractors. Work may also include preparation of bridge repair plans, load ratings and bridge standards.

Dimensions

| | |
|-----------------|-------------|
| Annual Projects | 3 |
| Contract Value | \$1.500.000 |

Nature and Scope

This position reports to the Structural Design & Review Group Engineer as do the Senior Structural Design & Review Engineer, the Structural Design & Review Engineer, the Associate Structural Design & Review Engineer, and the Assistant Structural Design & Review Engineer. No subordinates report to this position.

This position operates in an environment of performing the structural analysis and design for simple structures while exercising sound engineering judgment and displaying knowledge of structural engineering theory. The incumbent also reviews, analyzes, and recommends approval/disapproval of shoring, bracing, and temporary structure designs submitted by contractors.

Typical problems faced by the incumbent include the resolution of simple engineering problems and the utilization of learned structural theory to practical applications in structural design. The greatest challenge faced by the incumbent is utilizing technical knowledge to design and analyze simple types of structures which incorporate all departmental design policies, are cost effective and are structurally sound.

The incumbent is personally responsible for determining the various types of loads which will be applied to structures including the dead loads, live loads, truck impacts, truck braking and centrifugal forces, wind loads, thermal forces, earth pressures, buoyancies, shrinking loads, ice pressures, and earthquake forces. The incumbent calculates internal forces including the moments, shears, and axial loads of each individual structural member. S/He determines the size of structural members, performs fatigue analysis, and calculates deflections. S/He prepares design details, unique design notes, geometry, and quantity calculations. S/He also directs and approves the preparation of final design plans. The incumbent assists in field investigations in order to evaluate structural problems and reviews designs prepared by others to ensure completeness and structural adequacy.

The incumbent must refer to the superior for guidance in design methods and accepted design details, policies, specifications, and procedures. The incumbent is guided by AASHTO specifications and current interim specifications and applicable departmental policies.

The incumbent has contact with other units within the section and other sections within the bureau.

The effectiveness of this position can be measured by the structural and analytical expertise displayed in the analysis and design of projects and the incumbent's ability to solve structural engineering problems in the office and in the field and by the timely completion of assigned projects.

Principal Accountabilities

1. Develops and analyzes simple structure designs which incorporate current methods and technology.
2. Performs design computations required in the preparation and review of structural contract plans.
3. Reviews structure designs prepared by others for completeness and structural adequacy.
4. Reviews and recommends approval/disapproval of contractor proposals for shoring, bracing, and temporary structures.
5. Assists in performing field investigations.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required or assigned.