



# 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: February 14, 2018

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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, 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 (9 positions) Inspector  
Region 4/District 6/ Project Implementation  
Office of Highways Project Implementation  
Springfield

Attachments  
42545

\*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 **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

<b>Classification:</b>	<b>Civil Engineer Trainee (9 Positions)</b>	<b>Salary:</b>	<b>\$4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Inspector</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-56-201-10-01</b>	<b>IPR#:</b>	<b>42545</b>

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#### 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

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#### Description Of Duties:

This entry-level position is accountable for the inspection, documentation and safety on highway improvements during the construction phase. This position may perform general Studies and Plans Section work in the winter months.

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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 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 graduates must be provided at time of hire.)
- Valid driver's license

##### Desired:

- Strong oral and written communication skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday (*Winter Hours*); 7:00 am – 3:30 pm / Monday – Friday (*Summer Hours*), 1/2 hour lunch

**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>	August 2015	<b>POSITION:</b>	Inspector
<b>APPROVED BY:</b>	Roger Driskell	<b>OFFICE/DIVISION:</b>	Division of Highways/ Project Implementation
<b>CODE:</b>	PW110-23-56-201-10-01	<b>REPORTS TO:</b>	Resident Engineer

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***Position Purpose***

This position is accountable for for the inspection, documentation and safety on highway improvements during the construction phase. This position may perform general Studies and Plans work in the winter months

***Dimensions***

Number of Projects: 1 to 5, 1 to 10 miles in length

***Nature and Scope***

This position reports to the Resident Engineer or Resident Technician.

As a trainee, the incumbent is involved in the field inspection or inspection supervision of various construction projects. These projects involve material inspection and testing, surveying, resurfacing and new highway construction projects. Each project involves written documentation on a daily basis, and because of the unique nature of each construction project, technical understanding of the construction plans is necessary.

Typical problems faced by the incumbent are technical in nature. These include quantity checks of materials used on construction projects where materials are paid for separately. Technical skills are also needed for infield interpretation of highway construction plans in order to ensure a quality inspection and documentation on various types of construction projects. These projects include resurfacing, new highway construction, material inspection, earthwork and drainage construction. The greatest challenge is to ensure an accurate and timely on-site inspection and documentation of the assigned construction project while maintaining harmonious relations with the contractor's personnel.

This position will personally inspect earthwork, hot-mix asphalt resurfacing, new highway construction projects, grading sections, drainage construction, bridge construction, hot-mix asphalt proportioning and may be a member of a survey or paving crew. The incumbent also is responsible for cross section plotting, computations, note keeping and documentation of all assigned projects. S/He may also do general Studies and Plans work in the winter months.

The incumbent's latitude in decision making is guided by Plans, Special Provisions and Specifications. S/He has some freedom in making the field decisions on certain construction problems within the limitations of the incumbent's engineering background. Instances where interpretation is unclear are referred to the Resident Engineer or Resident Technician. This position is constrained by departmental rules and regulations.

Primary contacts are with contractor personnel. Also, there may be limited contact with property owners, utility companies and the general public. The incumbent may be required to work overtime, travel some distance to the job site, or stay away from home overnight.

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

***Principal Accountabilities***

1. Ensures accurate and thorough inspection and documentation of assigned construction projects.
2. Performs general Studies and Plans work during the winter months.
3. Maintains a harmonious working relationship with contractors, property owners, utility companies and the general public.
4. Performs all duties in a manner conducive to the safety of self and others.
5. Performs other duties as assigned.