



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 30, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 31, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 13, 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 (7 positions) Inspector
Region 3/District 5/Project Implementation
Office of Highways Project Implementation
Paris

Attachments
42807

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, June 13, 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.



Position Summary Sheet

An Equal Opportunity Employer

Classification:	Engineering Technician I (7 Positions)	Salary:	\$2,640 - \$3,750*
Position Title:	Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-55-201-10-01	IPR#:	42807

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 5/Bureau of Project Implementation/13473 IL Hwy 133, Paris, IL

Description Of Duties:

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

Special Qualifications:

Required:

- Valid driver's license

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

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

THIS IS AN ENTRY LEVEL POSITION.

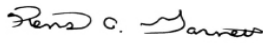
PLEASE PROVIDE AN OFFICIAL TRANSCRIPT FOR COMPLETED COURSEWORK.

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:	January 24, 2018	POSITION:	Inspector
APPROVED BY:		OFFICE/DIVISION:	OHPI/R 3 District 5/ Bureau of Project Implementation
CODE:	PW011-23-55-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

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

Dimensions

Dollar Value of Construction Projects: \$300,000 - \$10,000,000

Nature and Scope

This position reports to the Resident Engineer and to the Resident Technician on a project by project basis.

This position provides assistance in the inspection and layout of construction projects under the direction of the Resident Engineer and of the Resident Technician on a project by project basis. The 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.

Typical problems will be in following the specifications to ensure accurate inspection and working with other crew members in construction staking.

The incumbent will personally act as a rodman or chainman for necessary survey work, inspects earthwork, drainage, concrete paving, bituminous resurfacing, and other related items. The incumbent also checks and reduces field notes, plots cross sections, and 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 and to the Resident Technician on a project by project basis.

The incumbent has contact with other members of his/her crew, contractor's personnel and occasionally with the public.

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

Principal Accountabilities

1. Keeps accurate and legible records of inspections, field measurements, and documentation of contracts.
2. Keeps the Resident Engineer and Resident Technician informed regarding status and/or problems of contractor's work on a project by project basis.
3. Provides accurate and efficient measurements and construction staking as a member of the survey crew.
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.