



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 12, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, June 25, 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 (5 pos)

Junior Construction Inspector
Region 5/District 8/Project Implementation
Office of Highways Project Implementation
Collinsville

Attachments
42903

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 **Monday, June 25, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician I (5 Positions)	Salary:	\$2,640 - \$3,750*
Position Title:	Junior Construction Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-58-201-10-01	IPR#:	42903

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 8/Bureau of Project Implementation/1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

The incumbent performs inspections to ensure the specifications such as inspection and documentation of earthwork, drainage, concrete and bituminous paving, and structures are being adhered to; and assists in the layout of construction projects, performs routine inspection of construction operations and materials and provides for associated documentation required. The position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications, and special provisions ensuring the accuracy of all layouts and documentation on each assigned construction project.

Special Qualifications:

Required:

- Valid driver's license
- Occasional 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 math to include trigonometry
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Working knowledge of materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

Typically: 8:00 am - 4:30 pm / Monday - Friday

THIS IS AN ENTRY LEVEL POSITION THAT IS PART OF A ROTATIONAL PROGRAM.

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:	March 2018	POSITION:	Junior Construction Inspector
APPROVED BY:	Lora Rensing	OFFICE/DIVISION:	Dist. 8/Project Implementation Construction
CODE NO.	PW011-23-58-201-10-01	REPORTS TO:	Resident Engineer/Technician

POSITION PURPOSE:

This position provides engineering assistance to the Resident Engineer in the layout, inspection, and documentation of highway construction projects.

DIMENSIONS:

Subordinates:	0 to 2 Technician Trainees
Number of Construction Projects:	Various
Value of Projects:	Various

NATURE AND SCOPE:

This position reports to the Resident Engineer or designated representative. On a rotational basis, supervision may be under additional staff.

This position assists in the layout of construction projects, performs routine inspection of construction operations and materials, and provides for associated documentation required. 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.

A typical problem includes resolving discrepancies with contractor personnel on routine problems involving the inspection of construction layout and materials. The major challenge of this position entails ensuring the accuracy of all layouts and documentation on each assigned construction project.

The incumbent performs inspections to ensure the specifications are being adhered to. These include inspection and documentation of earthwork, drainage, concrete and bituminous paving, structures, and other items of similar scope. The incumbent will also check and produce field notes, plot cross sections, make field measurements and computations, and perform other related duties assigned by the Resident Engineer.

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

The incumbent has contact with other members of the crew, contractor's personnel and occasionally with the public. Travel is required.

The effectiveness of this position can be measured by the accuracy and timeliness of the layout provided, the quantity and quality of the inspections performed and the accuracy and neatness of the documentation submitted.

PRINCIPAL ACCOUNTABILITIES:

1. Provides accurate and efficient measurements and construction staking as a member of the survey crew.
2. Keeps accurate and legible record of inspection, field measurements and documentation of contract.
3. Keeps the Resident Engineer/Technician informed on status and/or problems of contractor's work.
4. Maintains records as directed by the Resident Engineer.
5. The incumbent is expected to perform in a satisfactory manner while on temporary assignment to other bureaus.
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 assigned.