



# 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: September 20, 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 September 25, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, October 25, 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 (2 pos)

Studies & Plans Squad Member Trainee  
Region 4/District 7/Program Development  
Office of Highways Project Implementation  
Effingham

Attachments  
43082

\*Illinois Department of Transportation (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 **Thursday, October 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: 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 (2 Positions)</b>	<b>Salary:</b>	<b>\$4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Studies &amp; Plans Squad Member Trainee</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-57-303-10-01</b>	<b>IPR#:</b>	<b>43082</b>

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

Office of Highways Project Implementation / Region 4 / District 7 / Bureau of Program Development / 400 West Wabash Ave., Effingham, IL

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#### Description Of Duties:

This is an entry-level, trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

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#### Special Qualifications:

##### Required:

- Bachelor of Science in Civil Engineering from an Accreditation Board of Engineering and Technology, Inc. (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 2018/spring 2019)
- 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 winter 2018/spring 2019 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

**THIS IS AN ENTRY-LEVEL POSITION AND IS PART OF A ROTATION PROGRAM.**

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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**

<b>DATE:</b>	September 1, 2018	<b>POSITION:</b>	<i>Studies &amp; Plans Squad Member Trainee</i>
<b>APPROVED BY:</b>	<i>Jeffrey M. South</i>	<b>OFFICE/DIVISION:</b>	<i>OHPI/District 7/Region 4 Program Development</i>
<b>CODE:</b>	<i>PW110-23-57-303-10-01</i>	<b>REPORTS TO:</b>	<i>Plan Project Squad Engineer</i>

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**Position Purpose**

This is an entry-level, trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

**Dimensions**

Project Studies:	2-3 annually
Contract Plans:	2-6 annually \$50,000 to \$60,000,000 in contract value
Public Meetings:	1-2 annually

**Nature and Scope**

This position reports to the Plan Project Squad Engineer but may report to a squad leader on a project basis. No subordinates report to this position.

The position will be enrolled in a rotation program and will be assigned to various sections or bureaus in the district. These responsibilities may involve performing various assigned duties within the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic. Upon completion of the rotation program, the district will work with the incumbent to determine a permanent bureau assignment, which will also take into account bureau needs and their staffing levels. The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the squad leader which may involve review of alternate corridors and alignments for both new highway systems and the reconstruction of existing facilities, and the preparation of contract plans. Contract plans and the special provisions must be accurate, complete, in accordance with design policy and predetermined schedules, and be done in such a manner that the plans and special provisions are clear in construction phasing and sequence to help contractors in preparing bids. The proposed design plans must be coordinated with other agencies so that completed plans may be ready for letting according to schedule.

Typical problems encountered by the incumbent include developing the parameters for the project studies that need to be made, determining what data is available, developing feasible alternates, resolving technical and procedural problems, developing hydraulic design of culverts and ditches, staging construction work to provide adequate working room for the contractor and to ensure convenience and safety for the traveling public, and coordinating the proposed design with the needs of other agencies. The incumbent's greatest challenge is to provide the most cost effective design for the proposed transportation facility within the allotted time frames while weighing engineering design factors along with various social, economic, safety, and environmental factors.

Functions personally performed by the incumbent include: gathering data for project studies and reports; determining design alternatives; evaluating adequacy, right-of-way requirements, costs, and environmental factors; preparing design reports which document the project study; determining grade lines; conducting drainage analysis for storm sewer design; developing special design details; preparing and checking earth work computations; and calculating quantities for all pay items.

The incumbent must perform his/her duties in accordance with the guidelines of the American Association of State Highway and Transportation Officials (AASHTO) Design Manual, the Illinois Department of Transportation (IDOT) Policy and Procedures Manual, and design policies and procedures. This position evaluates alternatives, including solving problems not covered under policies, and makes recommendations to the squad leader.

The incumbent has frequent contact with the district Bureaus of Operations and Project Implementation, as well as virtually every section within Program Development. External contacts are outside agencies and property owners.

The effectiveness of this position is measured by the quality and timeliness of corridor, design, and combined reports, and the completion of contract plans and specifications by prescribed letting dates.

***Principal Accountabilities***

1. Prepares the engineering sections for corridor, design, and combined location studies in an accurate and timely manner.
2. Prepares and recommends alternative designs for location studies.
3. Assists with informational meetings, public hearings, and presentations to describe projects.
4. Ensures plans prepared are accurate, complete, and in compliance with design standards and specifications, and depict the most cost efficient design.
5. Coordinates the activities of other sections within the bureau to ensure plans are completed in time to meet prescribed letting dates.
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.