



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 21, 2018

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 (3 positions) Civil Engineer Trainee
Region 3/District 5/ Project Implementation
Office of Highways Project Implementation
Paris

Attachments
43109

*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 **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.



Position Summary Sheet

An Equal Opportunity Employer

Classification:	Civil Engineer Trainee (3 Positions)	Salary Range:	\$4,275 - \$4,655*
Position Title:	Civil Engineer Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-55-201-10-01	IPR#:	43109

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 assistance to the Resident Engineer in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

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

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**

DATE:	August 30, 2018	POSITION:	Civil Engineer Trainee
APPROVED BY:	Kensil Garnett	OFFICE/DIVISION:	OHPI/Region 3/District 5/Project Implementation/Construction
CODE:	PW110-23-55-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for providing assistance to the Resident Engineer in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

Dimensions

Dollar Value of Construction Projects: \$100,000 to \$2,000,000

Nature and Scope

This position reports to the Resident Engineer. There are no subordinates reporting to this position.

This position, under the direction of the Resident Engineer, provides the contractor with the necessary layout and inspection required on highway improvement construction projects. This 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 faced by the incumbent are in the interpretation of the plans and specifications while inspecting and directing the contractor's personnel in compliance with the specifications. The greatest challenge is to balance the application of civil engineering principles to field conditions.

The functions performed by the incumbent include: acting as an instrument man on the survey party; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing the necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking computations of others; assisting the Resident Engineer on specific construction problems. The incumbent is responsible for total compliance with the provisions of the departmental Safety Code and for cooperating with every aspect of the department's Employee Safety Program so that operations can be done in a manner which ensures the safety of himself/herself, fellow workers, and the public.

The incumbent is governed by the specifications of the project. S/He refers major problems or necessary plan changes to the Resident Engineer. S/He does, however, accept or reject materials incorporated in the project on the basis of visual or field tests, and ensures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers, project engineers and personnel from the district Bureau of Materials, as well as with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and reports provided by the incumbent.

Principal Accountabilities

1. Provides accurate measurement, computation and documentation of contract items.
2. Keeps the Resident Engineer informed of any construction problems encountered or changes made.
3. Ensures that the times inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Performs duties other duties as assigned.
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.