



# 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) Assistant Squad Leader  
Region 3/District 5/ Program Development  
Office of Highways Project Implementation  
Paris

Attachments  
43110

\*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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee (3 Positions)</b>	<b>Salary:</b>	<b>\$4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Assistant Squad Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-55-303-10-01</b>	<b>IPR#:</b>	<b>43110</b>

---

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

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

---

### Description Of Duties:

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

---

### 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
- Occasional overnight travel and overtime

#### Desired:

- Strong oral and written communication skills

---

### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**THIS IS AN ENTRY-LEVEL POSITION AND MAY BE PART OF A ROTATIONAL PROGRAM.**

**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.**

\*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>	6/11/18	<b>POSITION:</b>	Assistant Squad Engineer
<b>APPROVED BY:</b>		<b>OFFICE/DIVISION:</b>	OHPI/Region 3/District 5/Bureau of Program Development
<b>CODE:</b>	PW110-23-55-303-10-01	<b>REPORTS TO:</b>	Senior Squad Leader

---

***Position Purpose***

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

***Dimensions***

Project Studies:	1-20 annually
Contract Plans:	1-20 annually/\$2,000,000 to \$20,000,000 in contract value
Public Meetings:	1-2

***Nature and Scope***

This position reports to the Senior Squad Leader but may report to the Squad Leader on a project basis.

The incumbent is a member of the 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 include preparation of exhibits and maps, completing data collection; the completion of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, and special details; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned. This position may rotate to other bureaus within the district as part of a rotational training program.

The greatest challenge for this position includes ensuring that details and exhibits are in compliance with prescribed standards and specifications. A typical problem for this position is to ensure that exhibits and plan sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meeting with the public and other agencies; and, original calculation and checking of earth work and other quantities.

The incumbent must perform his/her duties in accordance with the guidelines of the Illinois Department of Transportation's Bureau of Design and Environment Manual, Bureau of Design and Environment Procedures Memorandums, and the district plan preparation memos. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Squad Leader.

This incumbent has frequent contact with the Squad Leader. There are occasional contacts outside the squad for the purpose of obtaining information pertaining to specific problems. On occasion the position may require overtime and overnight travel. Districtwide travel is required.

The effectiveness of this position can be measured by the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

***Principal Accountabilities***

1. Responsible for assisting the Squad Leader in accomplishing squad activities.
2. Responsible for the accuracy and completeness of all assigned work.
3. May rotate to other bureaus within the district as part of a rotational training program.
4. Performs other duties as assigned.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.