



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 20, 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 (2 pos)

Inspection Engineer Trainee
Region 5/District 9/Project Implementation
Office of Highways Project Implementation
Carbondale

Attachments
43112

*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 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

Classification:	Civil Engineer Trainee (2 Positions)	Salary:	\$4,275 - \$4,655*
Position Title:	Inspection Engineer Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-59-201-10-01	IPR#:	43112

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 5 / District 9 / Bureau of Project Implementation / 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvement projects in a training capacity.

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
- Extensive travel with some overnight stays; overtime
- Ability to perform physically demanding outdoor work in a variety of conditions including, but not limited to, inclement weather, active construction sites and roadways open to traffic; and work in confined spaces, climb steep terrain, wade in water, deal with animals, insects, rodents, and snakes

Desired:

- Strong oral and written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday (Construction Hours), subject to variance according to district operational needs and placement during rotation program.

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM. FINAL ASSIGNMENT WILL BE BASED ON OPERATIONAL NEEDS.

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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:	September 7, 2018	POSITION:	Inspection Engineer Trainee
APPROVED BY:	<u>Keith Roberts</u>	OFFICE/DIVISION:	OHPI/Region 5/District 9/Project Implementation
CODE:	PW110-23-59-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvement projects in a training capacity.

Dimensions

Value of Construction Projects: \$100,000 up

Nature and Scope

This position reports to a Resident Engineer, but based on staffing levels and operational needs may report to a Resident Technician and/or a Senior Resident Engineer. There are no permanent subordinate reporting positions.

This position trains to provide necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of recognizing quality improvements in accordance with plans, specifications and special provisions.

Typical problems faced by the incumbent is in the interpretation of the plans and specifications while inspecting the contractor's work. The greatest challenge is to balance the application of highway engineering principles to field conditions.

The functions performed by the incumbent include operating surveying equipment, inspecting the contractor's operations involved in road and bridge construction, providing the necessary reports and documentation for pay items, reducing survey notes, computing quantities, operating engineering software and assisting the Resident Engineer on specific construction problems. He/she also performs in the capacity of the Resident Engineer on small and uncomplicated construction contracts.

The incumbent is governed by the plans, specifications and departmental policies. He/She refers major problems or plan changes to the Resident Engineer. He/She can accept or reject materials on the basis of visual or field tests and helps to assure that all materials have been properly inspected prior to being incorporated into the project. This position desires an Engineer Intern License but requires a Bachelor of Science degree in engineering from an Accreditation Board for Engineering and Technology (ABET) accredited university; a valid driver's license; extensive travel within the district and occasional outside, which could include overnight stays; possible overtime required outside normal work shift hours and weekends; the ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents and snakes; and at times, perform physically demanding outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sights and roadways open to traffic. Shift schedule changes may be required to work overnight shifts based on contractor's schedule.

The incumbent has contact with Resident Engineers, Supervising Field 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 documentation provided by the incumbent to the Resident Engineer.

Principal Accountabilities

1. Provides accurate and timely layouts, measurements, computation and documentation of contract items.
2. Assists the Resident Engineer in construction supervision and informs him of any construction problems encountered or changes made.
3. Ensures that items inspected are in accordance with the specifications.
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.