



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 (9 positions) Inspector
Region 4/District 6/ Project Implementation
Office of Highways Project Implementation
Springfield

Attachments
43113

*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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer Trainee (9 Positions)	Salary:	\$4,275 - \$4,655*
Position Title:	Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-56-201-10-01	IPR#:	43113

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Project Implementation/126 E Ash St, Springfield, IL

Description Of Duties:

This entry-level position is accountable for the inspection, documentation and safety on highway improvements during the construction phase. This position may perform general Studies and Plans Section work in the winter months.

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 (*Winter Hours*); 7:00 am – 3:30 pm / Monday – Friday (*Summer Hours*), 1/2 hour lunch
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:	September 2018	POSITION:	Inspector
APPROVED BY:	Jeffrey M. South	OFFICE/DIVISION:	Office of Highways Project Implementation/ District 6/ Project Implementation
CODE:	PW110-23-56-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for the inspection, documentation, and safety of highway improvements during the construction phase. This position may perform general Studies and Plans work in the winter months.

Dimensions

Number of Projects: 1 to 5, 1 to 10 miles in length

Nature and Scope

This position reports to the Resident Engineer but may report to the Resident Technician on a project basis. No staff reports to this position.

As a trainee, the incumbent is involved in the field inspection or inspection supervision of various construction projects. These projects involve material inspection and testing, surveying, resurfacing, and new highway construction projects. Each project involves written documentation on a daily basis. Due to the unique nature of each construction project, technical understanding of the construction plans is necessary.

Typical problems faced by the incumbent are technical in nature. These include quantity checks of materials used on construction projects where materials are paid for separately. Technical skills are also needed for infield interpretation of highway construction plans in order to ensure that quality inspections and documentation are performed on various types of construction projects. These projects include resurfacing, new highway construction, material inspection, earthwork, and drainage construction. The greatest challenge is to ensure that the assigned construction projects on-site inspection and documentation are accurate and timely, while maintaining harmonious relations with the contractor's personnel.

This position will personally inspect earthwork, hot-mix asphalt resurfacing, new highway construction projects, grading sections, drainage construction, bridge construction, hot-mix asphalt proportioning, and may be a member of a survey or paving crew. The incumbent also is responsible for cross section plotting, computations, note keeping, and documentation of all assigned projects. S/He may also do general Studies and Plans work in the winter months.

The incumbent's latitude in decision making is guided by plans, Supplemental Specifications and Recurring Special Provisions. S/He has some freedom in making the field decisions on certain construction problems within the limitations of the incumbent's engineering background. Instances where interpretation is unclear are referred to the Resident Engineer or Resident Technician. This position is constrained by departmental rules and regulations.

Primary contacts are with contractor personnel. Also, there may be limited contact with property owners, utility companies, and the general public. The incumbent may be required to work overtime, travel some distance to the job site, or be required to stay overnight.

The effectiveness of this position can be measured by the thoroughness of the inspections performed and the accuracy, professionalism, and neatness of required documentation.

Principal Accountabilities

1. Ensures accurate and thorough inspection and documentation of assigned construction projects.
2. Performs general studies and plans work during the winter months.
3. Maintains a harmonious working relationship with contractors, property owners, utility companies, and the general public.
4. Performs all duties in a manner conducive to the safety of self and others.
5. Performs other duties as assigned.