



# 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 is 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

Civil Engineer Trainee  
Bureau of Operations  
Office of Highways Project Implementation  
Springfield

Attachments  
43116

\*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 is 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</b>	<b>Salary:</b>	<b>\$ 4,275 - \$4,655*</b>
<b>Position Title:</b>	<b>Civil Engineer Trainee</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-75-600-00-01</b>	<b>IPR:</b>	<b>43116</b>

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

Office of Highways Project Implementation / Bureau of Operations / 2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for a variety of tasks in connection with the investigation, review, planning, and design of engineering projects within the Bureau of Operations.

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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
- Occasional in-state travel with overnight stays

##### Desired:

- Working knowledge of the routine practices of civil engineering
- Working knowledge of Microsoft Office Suite programs such as Word, Excel, Access and PowerPoint
- Analytical ability to solve routine engineering problems
- Ability to communicate effectively and follow oral and written instructions
- 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 10, 2018	<b>POSITION:</b>	Civil Engineer Trainee
<b>APPROVED BY:</b>	Amy Eller	<b>OFFICE:</b>	Highways Project Implementation/ Bureau of Operations
<b>CODE:</b>	PW110-23-75-600-00-01	<b>REPORTS TO:</b>	Engineer of Operations

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***Position Purpose***

This position is accountable for a variety of tasks in connection with the investigation, review, planning, and design of engineering projects within the Bureau of Operations.

***Dimensions***

Annual Projects/Reports:	20
Annual Meetings:	20
Special Assignments:	5

***Nature and Scope***

This position reports to the Engineer of Operations. As part of a rotation program, the incumbent may be transferred between the various Sections (Traffic Operations, Maintenance Operations, Day Labor, and Transportation Infrastructure Security) within the bureau. On a project basis, this position receives guidance from assigned bureau staff. There are no subordinates reporting to this position.

Under direct supervision the incumbent assists with a variety of engineering projects including, but not limited to, the following programs: StarComm21 statewide wireless communications system; Maintenance Operations; Day Labor; Traffic Operations; and Emergency Management. These programs consist of various platforms such as permitting, weight enforcement, winter operations, training, roadside maintenance, utilities, Asset Management Program (AMP); maintenance support, maintenance services, project implementation, engineering and standards, and communications operation and maintenance.

The greatest challenge and typical problems of this position is to be well organized and be able to follow direction from multiple bureau personnel and work independently to complete the duties assigned to him/her meeting required deadlines.

Serving as a Civil Engineer Trainee, s/he assists with engineering analysis, report writing, data collection, review of research in the operations fields, attendance and note taking at various project meetings, and communications system operation and maintenance.

The incumbent is constrained by applicable departmental regulations and policies. Instances not in accordance with these rules are referred to the supervisor.

As a trainee, the incumbent has limited freedom and latitude in accomplishing his/her responsibilities. S/He is encouraged to seek and evaluate guidance from the section managers to carry out the functions of this position. Only matters of a highly sensitive or critical nature are referred to the Engineer of Operations for resolution.

Contacts within the department include the Bureaus of Operations, Design and Environment, the Office of Legislative Affairs, district Bureau of Operations personnel, district communications personnel, and the Automated Vehicle/Connected Vehicle Working Group. External contacts are with the Illinois State Police, Illinois Department of Natural Resources, engineering consultants, permit customers, various federal agencies, and department contractors. Occasional travel with possible overnight stays is required of this position.

The effectiveness of this position is measured by the timeliness, quality and quantity of the assigned duties.

***Principal Accountabilities***

1. Under direct supervision assists with the Automated/Connected Vehicle research program and Roadway Designation Resolution requests for the traffic engineering program.
2. Under direct supervision assists with various roadside maintenance efforts such as the statewide Integrated Roadside Vegetation Maintenance plan, Operations Monarch Conservation Plan, pollinator and monarch conservation research, and the bi-weekly pollinator report.
3. Under direct supervision, summarizes various winter maintenance reports dealing with snow removal, roadway weather information system options, deicing technologies, living snow fence data, and other winter operations programs utilizing various Microsoft Office programs and AMP.
4. Under direct supervision, assists the Incident Management and Communications System Manager in the operation and maintenance of the department's StarComm21 wireless communications system.
5. Under direct supervision, assists the Weight Enforcement Engineer with the activities of the weight enforcement program.
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 required or assigned.