



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 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 (2 pos) Research Engineer Trainee
Office of Planning and Programming
Bureau of Research
Springfield

Attachments
43119

*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 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

Classification:	Civil Engineer Trainee (2 positions)	Salary:	\$4,275 - \$4,655*
Position Title:	Research Engineer Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-10-902-10-01	IPR#:	43119

Office/Central Bureau/District/Work Address:

Office of Planning and Programming / Bureau of Research / 126 East Ash Street, Springfield, IL

Description Of Duties:

This position is accountable for assisting with pavement distress surveys, investigations, data collection and analysis, testing, and inspection of pavements and various treatments utilized in transportation infrastructure.

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 grade point average (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
- Travel in state and may require out-of-state travel

Desired:

- Completed coursework in pavement design and rehabilitation, materials testing, or pavement testing.
- Experience in technical writing and presentations.
- 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:	September 6, 2018	POSITION:	Research Engineer Trainee
APPROVED BY:	LaDonna Rowden	OFFICE/DIVISION:	Office of Planning and Programming/Bureau of Research
CODE:	PW110-23-10-902-10-01	REPORTS TO:	Pavement Management & Analysts Engineer

Position Purpose

This position is accountable for assisting with pavement distress surveys, investigations, data collection and analysis, testing, and inspection of pavements and various treatments utilized in transportation infrastructure.

Dimensions

Programs: All awarded construction contracts

Nature and Scope

This position reports to the Pavement Management & Analysis Engineer. As part of a rotation program, the incumbent may be transferred between various units within the Bureau of Research. No subordinates report to this position.

This position assists with surveys, investigations, data collection and analysis, testing, and inspection of pavements and various treatments utilized in transportation infrastructure. These treatments include hot-mix asphalt (HMA) overlays, Portland cement concrete (PCC) overlays, pavement preservation techniques, or other treatments as required.

A typical problem for the incumbent would be to conduct a study to determine how a specific preservation or rehabilitation treatment performed based on pavement condition and material properties and to prepare a report to document the findings. The greatest challenge to this position is in assisting with the evaluation of treatments used in transportation infrastructure.

This position is responsible for: 1) collecting and/or analyzing pavement condition and performance data; 2) analyzing and correlating field data with pavement maintenance and rehabilitation models; 3) evaluating treatments which exhibit performance problems; 4) surveying various pavement types; 5) assisting in the development and updating of pavement design publications and specifications; 6) assisting in the development of reports for special pavement investigations; 7) reviewing research reports from outside agencies; and 8) assisting with various pavement research.

The incumbent has latitude in accomplishing assigned responsibilities. Problems of an unusual or sensitive nature are referred to the supervisor for resolution. The incumbent is constrained by departmental policies and procedures, as well as state, local, and federal policies and/or procedures.

The incumbent's primary contacts are within the bureau. However, the incumbent may have occasional contact with other departmental bureaus and districts. Outside contacts may include colleges or universities, Federal Highway Administration, industry organizations, and other state Departments of Transportation. The incumbent will occasionally travel throughout the state to obtain field data and assist with problem solving, perform inspections, monitor studies, collect data, and attend conferences and meetings. S/He may be required to travel out-of-state to participate in workshops and seminars

The effectiveness of this position is measured by the success in satisfactorily completing assigned work by scheduled target dates; by the acceptability of collected, analyzed, and summarized data; and by the effective communication of findings through oral and written summaries.

Principal Accountabilities

1. Collects and/or analyzes pavement condition and performance data.
2. Analyzes and correlates field data with pavement maintenance and rehabilitation models.
3. Assists in the development and updating of pavement design publications and specifications.
4. Assists in the development of reports for special pavement investigations and review of research reports.
5. Conducts field surveys of various pavement types used in transportation infrastructure.
6. Prepares memorandums and reports of findings.
7. Travels on an as-needed basis to perform the duties of this position.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.