



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 (18 pos) Construction Civil Engineer Trainee
Region 1/District 1/Construction
Office of Highways Project Implementation
Schaumburg

Attachments
43127

*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 (18 Positions)	Salary:	\$4,665 - \$5,085*
Position Title:	Construction Civil Engineer Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-51-201-00-01	IPR#:	43127

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region One / District One / Bureau of Construction / 201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for assisting a Resident Engineer in performing the beginning professional layout, inspection, documentation and other construction supervision functions required on various construction projects. This is a full-time permanent, entry-level position that is a part of a district-wide rotation program.

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:

Typically, 7:00 am – 3:30 pm / Monday – Friday, subject to variance according to bureau assignment and district operational needs
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**

DATE:	September, 2018	POSITION:	Construction Civil Engineer Trainee
APPROVED BY:	Paul Gregoire	OFFICE/DIVISION:	OHPI/Region One/District One/Bureau of Construction
CODE:	PW110-23-51-201-00-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for assisting a Resident Engineer in performing the beginning professional layout, inspection, documentation and other construction supervision functions required on various construction projects. This is a full-time permanent, entry-level position that is a part of a district-wide rotation program.

Dimensions

Indeterminate

Nature and Scope

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

This position falls under the district's Development and Training – Engineers (DATE) rotation program and is a part of the district's continuing efforts to provide employees with quality training and education. The objectives of the DATE program are to provide engineers with a variety of assignments to improve their skills, receive on-the-job training, broaden their knowledge by working in different bureaus, and gain valuable experience in their chosen field.

Under the direction of the Resident Engineer, the Construction Civil Engineer Trainee position provides the contractor with the necessary layout and inspection assistance required on all types of highway construction projects.

Typical problems faced by the incumbent include ensuring the correct interpretation of the plans and specifications, while inspecting and directing the contractor's performance of the construction work, and modifying the planned work to coincide with existing field conditions. The greatest challenge to this position is helping to provide accurate and timely construction information for the contractor.

This position personally acts as the instrument technician or note keeper on the survey party; inspects construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete and steel structures and other miscellaneous items involved in road and bridge construction; provides necessary reports; reduces survey notes, plots cross sections, computes quantities, checks computations, and documents pay items and others; and assists the Resident Engineer on specific construction problems.

The incumbent refers more difficult problems or necessary plan changes to the Resident Engineer but accepts or rejects materials incorporated in the project based on visual or field tests and ensures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contact with resident engineers, project engineers, personnel from the district Bureau of Materials, other bureaus, contractors, and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layouts, inspections, and required documentation.

Principal Accountabilities

1. Provides accurate measurement, computation, and documentation of contract items to ensure compliance with plans and specifications.
2. Keeps Resident Engineer informed of any construction problems encountered or changes made.

Construction Civil Engineer Trainee

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3. Provides accurate and timely layouts to meet contractor's schedule.
4. Ensures that the items inspected are in accordance with the specifications.
5. Provides records and reports required for project finalization.
6. Suggests resolutions to construction problems.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.