

**Civil Engineer Trainee  
Plan Designer (2 positions)**

<b>IPR Number:</b>	<b>43642</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-53-303-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>September 3, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>December 2, 2019</b>	<b>Salary:</b>	<b>\$4,275 – \$4,655*</b>

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

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Program Development / 700 E Norris Drive, Ottawa, IL

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**Position Purpose:**

This position is accountable for assisting a Design Squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

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**Qualifications:**

**Position Requirements:**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2019 or spring of 2020). (Note: Those applying with only a degree must have a minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, applicants must have passed the Fundamentals of Engineering exam)
- Valid driver's license

**Position Desirables:**

- Strong oral and written communication skills
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**How to Apply/Remarks:**

Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

**Unofficial college transcripts must be included with application. Official college transcripts must be submitted upon date of employment. 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.**

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

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.

Applicants will be notified in writing to schedule interviews.

\*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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	January 28, 2019	<b>WORKING TITLE:</b>	Plan Designer
<b>POSITION CLASSIFICATION:</b>	Civil Engineer Trainee	<b>OFFICE/BUREAU:</b>	OHPI/Program Development
<b>POSITION NUMBER:</b>	PW110-23-53-303-10-01	<b>REGION/DISTRICT:</b>	Region 2/District 3

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***Position Purpose***

This position is accountable for assisting a Design Squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

***Dimensions***

Number of Projects:	5 to 15 per year
Value of Construction Projects:	\$3 to \$5 million per year

***Nature and Scope***

This position reports directly to the Design Squad Leader as do other squad members. No subordinates report to this position.

This position operates within a design squad that is responsible for the preparation of design plans and study reports. The drafts prepared by the position are utilized in various reports and plans prepared by the squad and require that a flexible work schedule be maintained in order to accommodate changes in workload and/or a realignment of priorities. This position operates in a nine-county area which is, for the most part, rural but does contain several highly urbanized areas including Kankakee.

Typical problems encountered by the incumbent include ensuring that drafts prepared are in compliance with prescribed standards and specifications. The major challenge of this position is to draft plans and study reports which are clear and concise and completed in a timely manner.

The incumbent is involved in the preparation of plans and study reports for highway and bridge improvements which includes preparing cross sections, profiles, roadways, driveways, sewers, utilities, and other features for highway plans. This position composes plan notes and prepares general notes, summaries of quantities, and plan quantities. The incumbent is required to transfer data from field notes to plan sheets, develop plan and profile sheets, determine areas of drainage, assist in calculating required drainage areas and determine drainage structure size and location, plot cross sections, design minor box culverts, organize detail sheets, and develop cover sheets, calculate and/or check quantity computations, and ensure that all needed documentation of quantities is properly maintained. This position is responsible for ensuring that the layout of each plan sheet is consistent with overall design to ensure that the complete set of plans is clear, concise, and contains the same notations in approximately the same location.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications. Problems relating to alternative approaches to highway design and or deviation from original scope of layout are referred to the Design Squad Leader for further consideration.

The incumbent operates on a project basis and receives all assignments from the Design Squad Leader. In most cases, the incumbent has sufficient latitude in accomplishing prescribed objectives with a minimum of supervision. Drafting assignments which require deviation from generally accepted design standards will normally require input from the Design Squad Leader.

The incumbent's primary contact is with the Design Squad Leader for the purpose of receiving assignments and discussing technical problems. Occasionally, she/he may have contact with other design squads, Bureau of Operations, and Bureau of Project Implementation for the purpose of obtaining information pertaining to specific problems. External contacts may include local, county, and state agencies, and the general public affected by the proposed designs being studied.

The effectiveness of this position will be measured by quantity, quality, and timeliness of drafts produced, quantities calculated, and all other necessary design data that is incorporated into a complete set of highway plans.

**Principal Accountabilities**

1. Responsible for organizing and preparing detailed layouts of highway improvements which are used in preparation of complete sets of design plans.
2. Responsible for preparation, completion, and processing of project study reports that are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.
3. Performs detailed calculations of quantities contained in highway improvement plans.
4. Responsible for ensuring that all design data has been incorporated into the plans.
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.
6. Performs other duties as assigned.

**Subordinates of this position** (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer III  
Working Title: Design Squad Leader  
Position Number: PW113-23-53-303-10-01

**Position Requirements**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois. (Note: Those applying with only a degree must have a minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, applicants must have passed the Fundamentals of Engineering exam)
- Valid driver's license

**Position Desirables**

- Strong oral and written communication skills

**Agency Approvals**

  
Becky Koehler  
Bureau Chief of Personnel Management

  
Matt Magalis By: Becky Koehler  
Secretary, Department of Transportation