

**Civil Engineer Trainee (2 Positions)
Inspection Engineer Trainee**

IPR Number:	43691	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-59-201-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	September 3, 2019		Monday – Friday
Closing Date:	December 2, 2019	Salary:	\$4,275 – \$4,655 *

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Project Implementation / Region Five / District Nine / 201 West Murphysboro Road, Carbondale, Illinois

Position Purpose:

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvement projects in a training capacity.

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 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
- Extensive travel which could include overnight stays; overtime
- Ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents and snakes; perform physically demanding outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic
- Shift schedule changes may be required to work overnight shifts based on contractor's schedule
- Entry-level position that is part of a rotation program; final assignment will be based on operational needs

Position Desirables:

- Strong oral and written communication skills

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 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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 1, 2019	WORKING TITLE:	Inspection Engineer Trainee
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI/Project Implementation
POSITION NUMBER:	PW110-23-59-201-10-01	REGION/DISTRICT:	Region 5/District 9

Position Purpose

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvement projects in a training capacity.

Dimensions

Value of Construction Projects: \$100,000 up

Nature and Scope

This position reports to a Resident Engineer, but based on staffing levels and operational needs, may report to a Resident Technician and/or Senior Resident Engineer. There are no subordinate reporting positions.

This position trains to provide necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of recognizing quality improvements in accordance with plans, specifications and special provisions.

Typical problems faced by the incumbent are in the interpretation of the plans and specifications while inspecting the contractor's work. The greatest challenge is to balance the application of highway engineering principles to field conditions.

The functions performed by the incumbent include operating surveying equipment, inspecting the contractor's operations involved in road and bridge construction, providing the necessary reports and documentation for pay items, reducing survey notes, computing quantities, operating engineering software and assisting the Resident Engineer on specific construction problems. He/She also performs in the capacity of the Resident Engineer on small and uncomplicated construction contracts.

The incumbent is governed by the plans, specifications and department policies. He/She refers major problems or plan changes to the Resident Engineer. He/She can accept or reject materials on the basis of visual or field tests and helps to ensure that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contact with Resident Engineers, Supervising Field Engineers and personnel from the district Bureau of Materials, as well as with contractors and the public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and documentation provided by the incumbent to the Resident Engineer.

Principal Accountabilities

1. Provides accurate and timely layouts, measurements, computation and documentation of contract items.
2. Assists the Resident Engineer in construction supervision and informs him/her of any construction problems encountered or changes made.
3. Ensures that items inspected are in accordance with the specifications.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
NA			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Resident Engineer

Position Number: PW113-23-59-201-10-01

Position Requirements

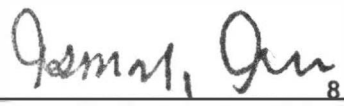
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- Valid driver's license
- Extensive travel with some overnight stays; overtime
- Ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents and snakes; perform physically demanding outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic
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Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation