



**Civil Engineer Trainee (23 positions)**

**Civil Engineer Trainee**

<b>IPR Number:</b>	<b>43718</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-51-201-00-01</b>	<b>Shift:</b>	<b>7:00 am – 3:30 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 – \$5,085*</b>	

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

Office of Highways Project Implementation / Bureau of Construction / Region 1 / District 1 / 201 W. Center Ct., Schaumburg, IL

**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.

**Qualifications:**

**Position Requirements:**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college **OR** must be a licensed Engineer Intern 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 GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering exam.)
- Valid driver's license

**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](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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	June 2019	<b>WORKING TITLE:</b>	Civil Engineer Trainee
<b>POSITION CLASSIFICATION:</b>	Civil Engineer Trainee	<b>OFFICE/BUREAU:</b>	OHPI/Bureau of Construction
<b>POSITION NUMBER:</b>	PW110-23-51-201-00-01	<b>REGION/DISTRICT:</b>	Region One/District One

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***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. This program provides a training and educational opportunity where engineers rotate between three (3) of the nine (9) district bureaus, for a year-long assignment (depending on when they start). 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.

During the Bureau of Construction rotation, while under the direction of the Resident Engineer, the 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.
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.

**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 IV

Working Title: Resident Engineer

Position Number: PW114-23-51-201-00-01

**Position Requirements**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college prior to date of employment OR must be a licensed Engineer Intern in the state of Illinois (
- 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.)
- Valid driver's license

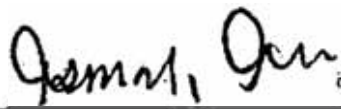
**Position Desirables**

- Strong oral and written communication skills

**Agency Approvals**



Bureau Chief of Personnel Management



Secretary, Department of Transportation