

**Civil Engineer Trainee (4 Positions)  
Assistant Squad Engineer**



<b>IPR Number:</b>	<b>44579</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-55-303-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm Monday – Friday</b>
<b>Opening Date:</b>	<b>August 17, 2020</b>		
<b>Closing Date:</b>	<b>November 16, 2020</b>	<b>Salary:</b>	<b>\$4,365 – \$4,785 *</b>

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

Office of Highways Project Implementation / Bureau of Program Development / Region 3 / District 5 / 13473 IL Hwy 133, Paris, Illinois

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**Position Purpose:**

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

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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 2020 or spring of 2021)
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
- Valid driver's license
- Occasional overnight travel and overtime

**Position Desirables:**

- Working knowledge of the routine practices of civil engineering
- Basic skill in the use of engineering field and office instruments
- Ability to make relatively difficult technical computations and estimates
- 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.

**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.

In an attempt to fill the posted positions, IDOT will contact applicants during the posting period to schedule interviews. All postings will result in three interview pools, with application cut off dates of: September 16, 2020, October 16, 2020 and November 16, 2020. Those applicants that have been deemed qualified and have submitted a completed application with all required attachments will be invited to interview accordingly based on the date their application documents are received.

\*Individual salary offers are computed based on an applicant's qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

**DATE:** January 23, 2019      **WORKING TITLE:** Assistant Squad Engineer  
**POSITION CLASSIFICATION:** Civil Engineer Trainee      **OFFICE/BUREAU:** OHPI/Program Development  
**POSITION NUMBER:** PW110-23-55-303-10-01      **REGION/DISTRICT:** Region 3/District 5

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***Position Purpose***

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

***Dimensions***

Project Studies: 1-20 annually  
Contract Plans: 1-20 annually/\$2,000,000 to \$20,000,000 in contract value  
Public Meetings: 1-2

***Nature and Scope***

This position reports to the Senior Squad Leader but may report to the Squad Leader on a project basis. No subordinates report to this position.

The incumbent is a member of the interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Squad leader which may include preparation of exhibits and maps, completing data collection; the completion of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, and special details; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned. This position may rotate to other bureaus within the district as part of a rotational training program.

The greatest challenge for this position includes ensuring that details and exhibits comply with prescribed standards and specifications. A typical problem for this position is to ensure that exhibits and plan sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meeting with the public and other agencies; and, original calculation and checking of earth work and other quantities.

The incumbent must perform his/her duties in accordance with the guidelines of the Illinois Department of Transportation's Bureau of Design and Environment Manual, Bureau of Design and Environment Procedures Memorandums, and the district plan preparation memos. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Squad Leader.

This incumbent has frequent contact with the Squad Leader. There are occasional contacts outside the squad for obtaining information pertaining to specific problems. On occasion the position may require overtime and overnight travel. Districtwide travel is required.

**Assistant Squad Engineer**  
**PW110-23-55-303-10-01**

The effectiveness of this position can be measured by the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

**Principal Accountabilities**

1. Assists the Squad Leader in accomplishing squad activities.
2. Prepares all assigned work accurately and completely.
3. May rotate to other bureaus within the district as part of a rotational training program.
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
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Squad Leader

Position Number: PW114-23-55-303-10-01

**Position Requirements**

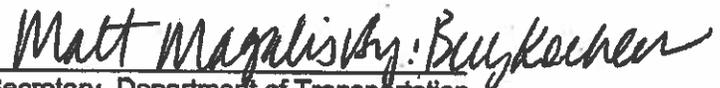
- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (Note: Those applying with only a degree must have a minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, applicants must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

**Position Desirables**

- Strong oral and written communication skills

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation