



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

|                         |                              |                        |   |
|-------------------------|------------------------------|------------------------|---|
| <b>IPR Number:</b>      | <b>44618</b>                 | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW110-23-58-303-30-01</b> | <b>Shift:</b>          | <b>8:00 am – 4:30 pm<br/>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 5 / District 8 / 1102 Eastport Plaza Drive, Collinsville, IL

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**Position Purpose:**

This position is accountable for preparing and developing various contract plans that are used for highway construction and all related calculations and documentations.

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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

**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.

**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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

|                                 |                        |                         |                          |
|---------------------------------|------------------------|-------------------------|--------------------------|
| <b>DATE:</b>                    | January 14, 2019       | <b>WORKING TITLE:</b>   | Design Trainee           |
| <b>POSITION CLASSIFICATION:</b> | Civil Engineer Trainee | <b>OFFICE/BUREAU:</b>   | OHPI/Program Development |
| <b>POSITION NUMBER:</b>         | PW110-23-58-303-30-01  | <b>REGION/DISTRICT:</b> | Region 5/District 8      |

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***Position Purpose***

This position is accountable for preparing and developing various contract plans that are used for highway construction and all related calculations and documentations.

***Dimensions***

|                           |                    |
|---------------------------|--------------------|
| Design/Project Reports:   | 5 to 10 annually   |
| Annual Value of Projects: | \$3 - \$30 Million |

***Nature and Scope***

This position reports to the Senior Designer Reviewer. No subordinates report to this position.

This position is accountable for preparing contract plan sheets and related documentation for highway construction within a district that is both highly urbanized and rural in nature. This requires the incumbent to deal with urban and rural design standards. In addition, the district is experiencing rapid commercial, industrial, and residential growth which necessitates the need to develop new or rehabilitate existing highway systems in congested areas which complicates the task of highway design.

The incumbent is required to assure that all pertinent topographic and design data has been included on all plan sheets in a clear and concise manner. The incumbent's greatest challenge is keeping abreast of the latest design guidelines and policies in order that plan preparation can proceed in an effective manner and within established schedules.

The incumbent is required to interpret data from topography and digital terrain model files generated from raw survey data; develop horizontal and vertical alignments, existing and proposed cross sections, proposed design conditions, construction details, earthwork and other minor quantities and schedules utilizing Computer Aided Drafting and Design (CADD) tools; complete minor drainage evaluations for the location and size of the various drainage facilities; assure that all necessary computations and correspondence are properly documented; participate in field inspections; and generally assist the Senior Designer-Reviewer in the supervision and completion of contract documents.

The incumbent's authority is limited to development of all required basic designs and advises the Senior Designer-Reviewer of difficulties with interpretation of the Illinois Department of Transportation Policies and Procedures, Federal Highway Administration (FHWA) guidelines, and American Association of State Highway and Transportation Officials (AASHTO) publications.

In performing the functions of this position, the incumbent is required to communicate with personnel in the district Project Support, Land Acquisition, Materials, Location Studies, and Construction sections.

The incumbent is evaluated according to his/her ability to develop accurate, concise, and clear contract plans, related calculations, and documentation within established time frames.

**Principal Accountabilities**

1. Develops, prepares, and coordinates all contract plans assigned in an accurate and timely manner.
2. Assures that all quantities have been properly calculated or reviewed and that proper documentation is available.
3. Assists in the training and supervision of temporarily assigned personnel
4. Utilizes CADD tools for plan preparation, calculation, and documentation.
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**

| Position Classification | Position Number | Working Title | Authorized Identical |
|-------------------------|-----------------|---------------|----------------------|
| N/A                     |                 |               |                      |

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Senior Designer-Reviewer

Position Number: PW113-23-58-303-30-02

**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  
Secretary, Department of Transportation