

**Civil Engineer Trainee (7 Positions)  
Inspector/Assistant Resident Engineer Trainee**

|                         |                              |   |   |
|-------------------------|------------------------------|---|---|
| <b>IPR Number:</b>      | <b>44169</b>                 | <b>Union Position:</b>                  | <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>Position Number:</b> | <b>PW110-23-54-201-10-01</b> | <b>Shift:</b>                           | <b>8:00 am – 4:30 pm<br/>Monday – Friday</b>                                      |
| <b>Opening Date:</b>    | <b>January 27, 2020</b>      | <b>Anticipated<br/>Starting Salary:</b> | <b>\$4,275 – \$4,655 *</b>  |
| <b>Closing Date:</b>    | <b>April 24, 2020</b>        |   |   |

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

Office of Highways Project Implementation / Bureau of Project Implementation / Region Three / District Four / 401 Main Street, Peoria, IL

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**Position Purpose:**

This position is accountable for assisting in the layout, inspections, and documentation required on various highway improvement 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 the spring of 2020)
- 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
- District-wide travel

**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: February 26, 2020, March 26, 2020 and April 24, 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>                    | June 20, 2019          | <b>WORKING TITLE:</b>   | Inspector/Assistant Resident Engineer Trainee |
| <b>POSITION CLASSIFICATION:</b> | Civil Engineer Trainee | <b>OFFICE/BUREAU:</b>   | OHPI/Bureau of Project Implementation         |
| <b>POSITION NUMBER:</b>         | PW110-23-54-201-10-01  | <b>REGION/DISTRICT:</b> | Region 3/District 4                           |

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***Position Purpose***

This position is accountable for assisting in the layout, inspections, and documentation required on various highway improvement construction projects.

***Dimensions***

|                                 |                  |
|---------------------------------|------------------|
| Subordinate Personnel:          | None             |
| Value of Construction Projects: | \$200,000 and up |

***Nature and Scope***

This position reports to the Senior Resident Engineer but may also report to a Resident Engineer on a project basis. No subordinates report to this position.

This position assists in providing the contractor with the necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of ensuring that the contractor provides a quality improvement in a timely manner in accordance with plans, specifications, and special provisions. This position rotates to other bureaus within the district as part of the rotational training program.

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

The incumbent acts as an instrument person on the survey party; inspects construction operations such as earthwork, drainage, asphalt, or concrete pavements, concrete, steel, and other miscellaneous items involved in road and bridge construction; provides reports and documentation for pay items; reduces survey notes; computes quantities; checks computations of others; and assists the Senior Resident Engineer on specific construction problems. This position will complete other tasks as assigned which fall within the scope of these duties.

The incumbent is governed by the plans and specifications of the project. The incumbent refers major problems or necessary plan changes to the Senior Resident Engineer. The incumbent accepts or rejects materials incorporated in the project on the basis of visual or field tests and ensures that all material has been inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers, project engineers, and personnel from the district's Materials Section as well as with contractors and the general public. This position requires districtwide travel.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection, and reports provided by the incumbent.

**Principal Accountabilities**

1. Provides accurate measurement, computation, and documentation of contract items.
2. Keeps Senior Resident Engineer informed of any construction problems encountered or deviations made.
3. Ensures that the items inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Rotates to other bureaus within the district as part of the rotational training program.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. 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 Resident Engineer  
Position Number: PW114-23-54-201-10-01

**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
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
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**Position Desirables**

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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation