

# Job Title: CIVIL ENGINEER TRAINEE-INSPECTOR/ASSISTANT TO RESIDENT ENGINEER - IPR#45664

**Agency:** Department of Transportation

**Closing Date/Time:** 05/16/2022

**Salary:** \$4,365 - \$4,785 Monthly

**Job Type:** Salaried Full Time

**County:** LaSalle

**Number of Vacancies:** 10

**Plan/BU:** NR916

**\*\*\*\*\*COLLEGE TRANSCRIPTS ARE REQUIRED FOR THIS JOB POSTING\*\*\*\*\***

Please attach **COLLEGE TRANSCRIPTS** (official or unofficial) to the **MY DOCUMENTS** section of your application. You **WILL NOT** be considered for the position if you do not attach college transcripts.

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through SuccessFactors. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Inspector/Assistant to Resident Engineers. The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

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

Value of Construction Projects: \$100,000 Up

This position reports to the Senior Resident Engineer but may report to the Resident Engineer or Resident Technician 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.

Typical problems faced by the incumbent are the interpretation of 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 functions performed, under the close supervision of the Senior Resident Engineer, include acting as an instrument person on the survey party, inspecting construction operations, such as earthwork, drainage, asphalt or concrete pavements, concrete, steel, and other miscellaneous items involved in road and bridge construction; assisting in the preparation of the necessary reports and documentation for pay items; reducing survey notes, plotting cross sections, computing quantities, and checking computations of others; and assisting the Resident Engineer/Resident Technician on specific construction problems. S/He must exhibit effective communication skills.

The incumbent is governed by the plans and specifications of the project as well as departmental policies. S/He refers major problems or necessary plan changes to the Resident Engineer/Resident Technician. S/He does, however, accept or reject 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.

Internal contacts are with resident engineers/technicians, project engineers and personnel from the district Bureau of Project Implementation. External contacts include contractors. Travel is required to active construction sites.

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.
3. Ensures that the items inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
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.

### **Qualifications**

#### **Position Requirements**

- Completion of a bachelor's in engineering from an ABET accredited college OR a master's degree in engineering OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in the spring of 2022)
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed Fundamentals of Engineering exam)
- Valid driver's license

#### **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

**Work Hours:** 7:00 AM - 3:30 pm (1/2 hour lunch) (40 hours/week) Monday-Friday

**Work Location:** 700 E Norris Dr Ottawa, IL 61350-1628

**Office:** Office of Highways Project Implementation/Region 2/District 3/Bureau of Project Implementation

**Agency Contact:** DOT.CO.BPM.EmploymentApplications@Illinois.gov

**Job Function:** Transportation

## **APPLICATION INSTRUCTIONS**

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the work.Illinois.gov homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: [Log in to the career portal for State employees \[KS\(1\)\]](#) and review the [Internal Candidate Application Job Aid HERE \[KS\(2\)\]](#)

Non-State employees: on work.Illinois.gov – click “Application Procedures” in the footer of every page of the website.