

# Job Title: CIVIL ENGINEER TRAINEE - DISTRICT 3

**Agency :** Department of Transportation

**Closing Date/Time:** 05/31/2023

**Salary:** \$4,605-\$5,205 Monthly

**Job Type:** Salaried Full Time

**County:** LaSalle

**Number of Vacancies:** 13

**Plan/BU:** NR916 - Protech Teamsters

**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 the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.**

**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 Civil Engineer Trainees (CET).

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.

The department offers extensive training and career advancement opportunities.

- As a Civil Engineer Trainee, you have the possibility of promoting to a Civil Engineer I within 7-9 months.
- A possibility of promoting to a Civil Engineer II within 12-24 months.
- A possibility of promoting to a Civil Engineer III within 24 to 30 months.

Civil Engineer Trainees with the Illinois Department of Transportation are trained in a variety of specializations during the program. They work with engineers from diverse backgrounds, experiences, and careers. They are exposed to both external and internal engineering professionals. This program is a unique opportunity to expand your knowledge and career while networking within a vast engineering network. IDOT offers an ideal program to start and expand an engineering career.

Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.

- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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**

Under immediate supervision, this position performs technical work of a civil engineering nature in connection with the planning, design, construction and operation of transportation infrastructure. This position serves as a civil engineer trainee position for the department. Specific assignments will be made based on location (district or central office) and candidate qualifications at time of employment offer.

Number of Projects: Varies

Value of Construction Projects: Varies

This position reports to an assigned supervisor. No subordinates report to this position.

The assigned position operates in a training environment. The incumbent will gain broadened experience in civil engineering areas such as planning, design, construction and operation of transportation infrastructure. The functions of this position vary based on the assigned area within the department.

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.

A Civil Engineer Trainee located in a specific district may assist in preparing environmental studies, geometric analyses, hydraulic analyses, design plans, special provisions, cost estimates and time estimates on highway improvement projects in accordance with current standards, specifications, policy procedures and good engineering practice. They may assist in construction layout, inspections, materials testing, computations and documentation required on various transportation construction projects ensuring projects are completed in compliance with specifications and provisions. They may also assist in bridge inspections, documenting bridge deficiencies, and preparing field notes for bridge repair projects. When located in a specific district, the incumbent rotates to various bureaus within the district as part of the rotational training program.

A Civil Engineer Trainee located in the central office may be assigned to the Bureau of Bridges and Structures, Materials, Operations, Safety Programs and Engineering, or Aeronautics. A Civil Engineer Trainee in the central Bureau of Bridges and Structures may assist in the structural analysis and detailed design required in the production of structural contract plans utilized in the construction of bridge and traffic structures. They may assist in analyzing and designing superstructures, substructure, foundations, retaining walls, culverts and other traffic structures. They may assist in performing hydrologic and hydraulic analysis for highway stream crossings. They may assist in preparing and/or reviewing structure geotechnical reports and foundation and geotechnical aspects for structures. A Civil Engineer located in the central office Bureau of Materials may assist in conducting tests and analyses concerning materials investigations, developing and updating materials specifications, performing

### **(Job Responsibilities continued)**

inspections of materials producers, and evaluating and administering experimental features. A Civil Engineer located in the central office Bureau Operations may assist in developing and implementing policy and procedures associated with oversize/overweight vehicle permitting, vehicle weight enforcement, winter operations, roadside maintenance, accommodating utilities. A Civil Engineer located in the central office Bureau of Safety Programs and Engineering may assist in developing and administering programs for the improvement of vehicular, bicycle, and pedestrian safety. A Civil Engineer located in the central office Division of Aeronautics may assist with engineering tasks for airport projects within Illinois by reviewing engineering reports, plans, specifications, engineering agreements and recommending solution methods for complex designs or assist with the initiation, scope, coordination, development, review, and financial management of various airport planning projects and project specific environmental surveys, studies, and determinations for all airport project developments.

The incumbent is governed by applicable specifications and departmental policies. S/He refers major problems or issues to their supervisor.

Internal contacts are with Illinois Department of Transportation personnel. External contacts include contractors,

consultant engineers, other government agencies, and the general public. The incumbent may be required to work overtime, travel some distance to the job site, or be required to stay overnight.

The effectiveness of this position will be measured by the timeliness and accuracy of completed assignments provided by the incumbent.

## **Principal Accountabilities**

1. Provides timely and accurate measurements, analyses, computations, and documentation related to assigned tasks.
2. Keeps supervisor informed of any problems encountered.
3. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
4. 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 (includes those expecting to graduate in the next 12 months) 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**

- 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 A.M. - 3:30 P.M or 8:00 A.M. - 4:30 P.M. Monday-Friday (hours vary based on position)

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

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

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Sciences and Natural Resources

**Note to Applicants:** To be considered for multiple CET position locations, you must apply to each posted CET position that you are interested in. There will only be one interview for all CET positions that you applied for during this posting period. If you applied for multiple CET postings, you will be asked for your location preference at the time of interview.

## **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 [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) 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 and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)