

# Job Title: CIVIL ENGINEER TRAINEE - STUDIES & PLANS ENGINEER TRAINEE - IPR#45312

Agency: Department of Transportation

Closing Date/Time: 09/27/2021

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

Job Type: Salaried Full Time

County: Jackson

Number of Vacancies: 2

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## **HOW TO APPLY:**

Technical Applications PM1080 (rev 8/21/21) 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 by the closing date listed above. The previous application form revised 3/8/21 will be accepted until October 2, 2021. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

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.

Please indicate IPR#45312 on the Technical Application PM1080.

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire Studies & Plans Engineer Trainees. 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 working closely with the other squad members to prepare plans, specifications, estimates and project reports for highway improvements. As an entry level position, the incumbent calculates and checks plan quantities and maintains detailed documentation of the computations.

This position reports to the Studies and Plans Engineer; however, based on staffing levels and operational needs, they may report to a Project Engineer, Bridge and Hydraulics Engineer, Geometrics Engineer or Studies and Plans Engineer/Technician Squad Leader. There are no subordinate positions.

This position functions within a studies and plans squad that is responsible for the preparation of design plans and project reports. The position is entry level and requires working closely with the studies and plans squad leader and other squad members.

Typical problems encountered by the incumbent include ensuring that plan drawings and quantity schedules are accurate and in compliance with prescribed standards and specifications. The major challenges of this position are to work within the studies and plans squad to produce project reports and concise plans on time and within the budget.

The incumbent works under the supervision of a studies and plans squad leader and works closely with the other squad members to prepare plans, specifications, estimates and project reports for highway improvements. This position utilizes Excel, Word and CADD software in the preparation of the plans, specifications, estimates, and project reports. The incumbent calculates and checks plan quantities and maintains detailed documentation of the computations.

The incumbent receives work assignments from the studies and plans squad leader and works closely with the other squad members to complete task assignments. Work that deviates from the typical standards will require input from the studies and plans squad leader or project engineer.

The incumbent's primary contact is with the district studies and plans squad leader for the purpose of receiving assignments and discussing technical problems. This position requires occasional travel which could include overnight stays and overtime.

The effectiveness of this position can be measured by quantity, quality, accuracy and timeliness of plans, reports and calculations produced.

### **Principal Accountabilities**

1. Prepares basic plans, and project reports for highway improvements and assists the design squad with more complex projects.
2. Ensures that assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
3. Completes special assignments and studies as assigned.
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.

### **Qualifications**

#### Position Requirements

- Education/Experience:
  - Completion of a bachelor's degree 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 fall 2021 or spring 2022)
  - Minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, must have passed Fundamentals of Engineering exam
- Valid driver's license
- Occasional travel which could include overnight stays; overtime
- Entry-level position that is part of a rotation program; final assignment will be based on operational needs

#### Position Desirables

- Strong oral and written communication skills

Work Hours: 8:00 AM to 4:30 PM Monday-Friday

Work Location: Carbondale - 2801 W Murphysboro Rd

Office: Office of Highways Project Implementation/Region 5/District 9/Program Development

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

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.