

Job Title: CIVIL ENGINEER TRAINEE- PLAN DESIGNER - IPR#45330

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

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

Job Type: Salaried Full Time

County: LaSalle

Number of Vacancies: 3

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.

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 27, 2021, October 27, 2021 and November 29, 2021. 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.

Please indicate IPR#45330 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Plan Designers.

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 a Design Squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

This position reports directly to the Design Squad Leader as do other squad members. No subordinates report to this position.

This position operates within a design squad that is responsible for the preparation of design plans and study reports. The drafts prepared by the position are utilized in various reports and plans prepared by the squad and require that a flexible work schedule be maintained in order to accommodate changes in workload and/or a realignment of priorities. This position operates in a nine-county area which is, for the most part, rural but does contain several highly urbanized areas including Kankakee.

Typical problems encountered by the incumbent include ensuring that drafts prepared are in compliance with prescribed standards and specifications. The major challenge of this position is to draft plans and study reports which are clear and concise and completed in a timely manner.

The incumbent is involved in the preparation of plans and study reports for highway and bridge improvements which includes preparing cross sections, profiles, roadways, driveways, sewers, utilities, and other features for highway plans. This position composes plan notes and prepares general notes, summaries of quantities, and plan quantities. The incumbent is required to transfer data from field notes to plan sheets, develop plan and profile sheets, determine areas of drainage, assist in calculating required drainage areas and determine drainage structure size and location, plot cross sections, design minor box culverts, organize detail sheets, and develop cover sheets, calculate and/or check quantity computations, and ensure that all needed documentation of quantities is properly maintained. This position is responsible for ensuring that the layout of each plan sheet is consistent with overall design to ensure that the complete set of plans is clear, concise, and contains the same notations in approximately the same location.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications. Problems relating to alternative approaches to highway design and or deviation from original scope of layout are referred to the Design Squad Leader for further consideration.

The incumbent operates on a project basis and receives all assignments from the Design Squad Leader. In most cases, the incumbent has sufficient latitude in accomplishing prescribed objectives with a minimum of supervision. Drafting assignments which require deviation from generally accepted design standards will normally require input from the Design Squad Leader.

(Job Responsibilities continued)

The incumbent's primary contact is with the Design Squad Leader for the purpose of receiving assignments and discussing technical problems. Occasionally, she/he may have contact with other design squads, Bureau of Operations, and Bureau of Project Implementation for the purpose of obtaining information pertaining to specific problems. External contacts may include local, county, and state agencies, and the general public affected by the proposed designs being studied.

The effectiveness of this position will be measured by quantity, quality, and timeliness of drafts produced, quantities calculated, and all other necessary design data that is incorporated into a complete set of highway plans.

Principal Accountabilities

1. Responsible for organizing and preparing detailed layouts of highway improvements which are used in preparation of complete sets of design plans.
2. Responsible for preparation, completion, and processing of project study reports that are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.
3. Performs detailed calculations of quantities contained in highway improvement plans.
4. Responsible for ensuring that all design data has been incorporated into the plans.
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 degree in engineering from an ABET accredited college OR Master's degree in engineering or Engineer Intern License in the state of Illinois.
 - includes those expecting to graduate in fall 2021 or spring 2022
- 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

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

Work Location: Ottawa - 700 E Norris Dr

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