

Job Title: CIVIL ENGINEER TRAINEE- CIVIL ENGINEER TRAINEE - IPR#45361

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

Salary: \$4,365 - \$5,220 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 20

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#45361 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Civil 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 assisting a Resident Engineer in performing the beginning professional layout, inspection, documentation, and other construction supervision functions required on various construction projects. This is a full-time permanent, entry-level position that is a part of a district-wide rotation program.

This position reports to the Resident Engineer and may report to the Resident Technician on a project basis. No staff reports to this position.

This position falls under the district's Development and Training – Engineers (DATE) rotation program and is a part of the district's continuing efforts to provide employees with quality training and

education. This program provides a training and educational opportunity where engineers rotate between three (3) of the nine (9) district bureaus, for a year-long assignment (depending on when they start). The objectives of the DATE program are to provide engineers with a variety of assignments to improve their skills, receive on-the-job training, broaden their knowledge by working in different bureaus, and gain valuable experience in their chosen field.

During the Bureau of Construction rotation, while under the direction of the Resident Engineer, the Civil Engineer Trainee position provides the contractor with the necessary layout and inspection assistance required on all types of highway construction projects.

Typical problems faced by the incumbent include ensuring the correct interpretation of the plans and specifications, while inspecting and directing the contractor's performance of the construction work and modifying the planned work to coincide with existing field conditions. The greatest challenge to this position is helping to provide accurate and timely construction information for the contractor.

This position personally acts as the instrument technician or note keeper on the survey party; inspects construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete and steel structures and other miscellaneous items involved in road and bridge construction; provides necessary reports; reduces survey notes, plots cross sections, computes quantities, checks computations, and documents pay items and others; and assists the Resident Engineer on specific construction problems.

The incumbent refers more difficult problems or necessary plan changes to the Resident Engineer but accepts or rejects 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.

The incumbent has contact with resident engineers, project engineers, personnel from the district Bureau of Materials, other bureaus, contractors, and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layouts, inspections, and required documentation.

Principal Accountabilities

1. Provides accurate measurement, computation, and documentation of contract items to ensure compliance with plans and specifications.
2. Keeps Resident Engineer informed of any construction problems encountered or changes made.
3. Provides accurate and timely layouts to meet contractor's schedule.
4. Ensures that the items inspected are in accordance with the specifications.
5. Provides records and reports required for project finalization.
6. Suggests resolutions to construction problems.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. 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 - 4:15 PM Monday - Friday (45-minute lunch)

Work Location: Schaumburg - 201 Center Ct

Office: Office of Highways Project Implementation/Region 1/District 1/Construction

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.