

Job Title: CIVIL ENGINEER TRAINEE - INSPECTOR/ASSISTANT RESIDENT ENGINEER (TRAINEE) - IPR#45363

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

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

Job Type: Salaried Full Time

County: Madison

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#45363 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Inspector/Assistant Resident 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 the layout, inspection, documentation and supervision required on various highway improvement construction projects.

This position reports to the Senior Resident Engineer. This position reports to Resident Engineers or Resident Technicians on a project basis. Upon occasion, this position may supervise one or more technicians. On a seasonal basis, this position is assigned to other bureaus.

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 in the interpretation of the 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.

Typical duties include serving in all capacities on survey crews; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking the computations of others; and assisting the Senior Resident Engineer on specific construction programs. The above duties will be performed under the guidance and supervision of the Senior Resident Engineer or designated assistant. On a seasonal basis, this position is assigned to other bureaus and receives appropriate level activities. The incumbent may supervise one or more technicians intermittently to help in surveying and/or inspection.

The incumbent is governed by the plans and specifications of the project. S/He refers major problems or necessary plan changes to the Senior Resident Engineer. 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. The incumbent is governed by the departmental safety code and is expected to perform the assigned work in such a manner as to ensure the safety of themselves, fellow workers and the public.

The incumbent has frequent contact with the Senior Resident Engineer, contractor personnel, other departmental personnel on the project, personnel from the district Bureau of Operations and Materials Section, and the public. Travel may be required.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and documentation provided by the incumbent.

Principal Accountabilities

1. Provides accurate and timely layouts.
2. Provides accurate measurement, computation, and documentation of contract items.
3. Keeps Senior Resident Engineer informed of any construction problems encountered or changes made.
4. Ensures that the items inspected are in accordance with the specifications.
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

- 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 2.5 cumulative GPA in engineering related courses. If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.
- Valid driver's license
- Travel

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

Work Location: Collinsville - 1102 Eastport Plaza Dr

Office: Office of Highways Project Implementation/Region 5/District 8/Project Implementation

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.