

**Civil Engineer Trainee  
Inspector/Assistant to Resident Engineer (10 positions)**

<b>IPR Number:</b>	<b>43641</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-53-201-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>September 3, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>December 2, 2019</b>	<b>Salary:</b>	<b>\$4,275 – \$4,655*</b>

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**Office/Central Bureau/District/Work Address:**

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Project Implementation / 700 E Norris Drive, Ottawa, IL

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**Position Purpose:**

This position is accountable for assisting in the layout, inspection, and documentation required on various highway improvement construction projects.

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**Qualifications:**

**Position Requirements:**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2019 or spring of 2020). (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
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**How to Apply/Remarks:**

Technical Applications PM1080 (rev 8/23/19) 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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

**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.**

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

Applicants will be notified in writing to schedule interviews.

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	January 28, 2019	<b>WORKING TITLE:</b>	Inspector/Assistant Resident Engineer Trainee
<b>POSITION CLASSIFICATION:</b>	Civil Engineer Trainee	<b>OFFICE/BUREAU:</b>	OHPI/Project Implementation
<b>POSITION NUMBER:</b>	PW110-23-53-201-10-01	<b>REGION/DISTRICT:</b>	Region 2/District 3

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***Position Purpose***

This position is accountable for assisting in the layout, inspection, and documentation required on various highway improvement construction projects.

***Dimensions***

Value of Construction Projects: \$100,000 Up

***Nature and Scope***

This position reports to the Senior Resident Engineer but may report to the Resident Engineer or Resident Technician on a project basis. No subordinates report to this position.

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 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.

The functions performed, under the close supervision of the Senior Resident Engineer, include acting as an instrument person on the survey party, inspecting construction operations, such as earthwork, drainage, asphalt or concrete pavements, concrete, steel, and other miscellaneous items involved in road and bridge construction; assisting in the preparation of the necessary reports and documentation for pay items; reducing survey notes, plotting cross sections, computing quantities, and checking computations of others; and assisting the Resident Engineer/Resident Technician on specific construction problems. S/He must exhibit effective communication skills.

The incumbent is governed by the plans and specifications of the project as well as departmental policies. S/He refers major problems or necessary plan changes to the Resident Engineer/Resident Technician. 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.

Internal contacts are with resident engineers/technicians, project engineers and personnel from the district Bureau of Project Implementation. External contacts include contractors. Travel is required to active construction sites.

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

**Principal Accountabilities**

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

**Subordinates of this position** (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Resident Engineer

Position Number: PW114-23-53-201-10-01

**Position Requirements**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college 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
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**Agency Approvals**

  
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Bureau Chief of Personnel Management

  
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Secretary, Department of Transportation