

**Civil Engineer Trainee
Construction Inspection Engineer (5 positions)**

IPR Number:	43680	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-52-303-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	September 3, 2019		Monday – Friday
Closing Date:	December 2, 2019	Salary:	\$4,275 – \$4,655*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 2 / Bureau of Project Implementation / 819 Depot Ave. Dixon, IL

Position Purpose:

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

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:

- 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 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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 18, 2019	WORKING TITLE:	Construction Inspection Engineer
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI/Bureau of Project Implementation
POSITION NUMBER:	PW110-23-52-201-10-01	REGION/DISTRICT:	Region 2/District 2

Position Purpose

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

Dimensions

Subordinate Personnel:	Direct - None Indirect - 1-2 on an as-needed basis
Value of Construction Projects:	\$10,000 - \$20 Million

Nature and Scope

This position reports to the Resident Engineer. This position may be assigned to a resident technician on a project-by-project basis. When this occurs, the incumbent would report to the resident technician. There are no direct subordinates reporting to this position, but h/she may supervise one to two technicians on direct assignments.

This position assists in providing the contractor with the necessary layout, direction, and inspection required on highway improvement and/or construction projects. His/Her position operates within an environment which ensures the contractor provides quality improvements in accordance with plans, specifications, and special provisions in a timely manner.

Typical problems faced by the incumbent are in the interpretation of the plans and specifications while inspecting and directing the contractor's personnel with compliance of specifications. The greatest challenge is to maintain the application of civil engineering principles to field conditions.

The functions performed by the incumbent include acting as a member 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; providing necessary reports and documentation for pay items; reducing survey notes; plotting cross-sections; computing quantities; checking computations of others; and assisting the resident engineer on small and uncomplicated construction contracts.

The incumbent is governed by the plans and specifications of the project. H/She refers major problems or necessary plan changes to the Resident Engineer. H/She does, however, accept or reject materials incorporated in the project on the basis of visual or field tests, and assures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers, project engineers, and personnel from the Bureau of Project Implementation, as well as with contractors and the general public.

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 to ensure proper payment and completion of pay items in accordance with the contract plans and standard specifications.
2. Keeps Resident Engineer informed of any construction problems encountered or changes made to all for proper engineering judgment to be applied and working plans updated.
3. Inspects pay items and materials to ensure compliance with standard specifications and production of a quality improvement project.
4. Provides the contractor with accurate and timely layouts to allow for project completeness in accordance with the contract plans and the time frame outlined.
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
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Resident Engineer

Position Number: PW113-23-52-201-10-02

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

- Strong oral and written communication skills.

Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation