

**Civil Engineer Trainee
Assistant Squad Engineer (8 positions)**

IPR Number:	43682	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-54-303-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	September 3, 2019		Monday – Friday
Closing Date:	December 2, 2019	Salary:	\$4,275 – \$4655*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 3 / District 4 / Bureau of Program Development / 401 Main Street, Peoria, IL

Position Purpose:

This position is accountable for assisting the Senior Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

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
- District-wide 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
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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:	June 20, 2019	WORKING TITLE:	Assistant Squad Engineer Trainee
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI/Bureau of Program Development
POSITION NUMBER:	PW110-23-54-303-10-01	REGION/DISTRICT:	Region 3/District 4

Position Purpose

This position is accountable for assisting the Senior Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

Dimensions

Various Studies and Plans Activities

Nature and Scope

This position reports to the Senior Squad Leader but may also report to a Squad Leader on a project basis. No subordinates report to this position.

This position is accountable for providing assistance to the Senior Squad Leader in the development phase of studies and plans. This position is assigned various technical tasks that are essential to the design process. This position rotates to other bureaus within the district as part of the rotational training program.

The greatest challenge for this position entails expediting all assigned activities in an accurate and timely manner. A typical problem for this position is to ensure the completed output of a project assignment is correct and according to approved standards.

The incumbent is accountable for assisting in the preparation of final studies and plans, special provisions, and other design features; prepares plans and special provisions from minor miscellaneous projects; makes field surveys for patching and resurfacing projects; and makes all necessary computations. This position will complete tasks as assigned which fall within the scope of these duties.

The incumbent is constrained by all departmental policies and procedures. Complex design problems are referred to immediate supervisors for resolution.

The incumbent has internal contacts with all sections within the bureau. External contacts are limited. This position requires districtwide travel.

The effectiveness of this position can be measured by the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

Principal Accountabilities

1. Responsible for assisting the Senior Squad Leader in accomplishing squad activities.
2. Responsible for the accuracy and completeness of all assigned work.
3. Rotates to other bureaus within the district as part of the rotational training program.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Squad Leader

Position Number: PW114-23-54-303-10-01

Position Requirements

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- Valid driver's license
- District-wide travel

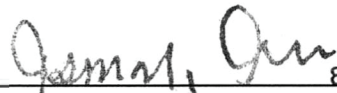
Position Desirables

- Working knowledge of the routine practices of civil engineering
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation