

**Civil Engineer Trainee (4 Positions)
Inspector**

IPR Number:	43687	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-56-201-10-01	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 / Bureau of Project Implementation / Region Four / District Six / 126 East Ash Street, Springfield, Illinois

Position Purpose:

This position is accountable for the inspection, documentation, and safety of highway improvements during the construction phase. This position may perform general Studies and Plans work in the winter months.

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

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 17, 2019	WORKING TITLE:	Inspector
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI/Project Implementation
POSITION NUMBER:	PW110-23-56-201-10-01	REGION/DISTRICT:	Region 4/District 6

Position Purpose

This position is accountable for the inspection, documentation, and safety of highway improvements during the construction phase. This position may perform general Studies and Plans work in the winter months.

Dimensions

Number of Projects: 1 to 5, 1 to 10 miles in length

Nature and Scope

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

As a trainee, the incumbent is involved in the field inspection or inspection supervision of various construction projects. These projects involve material inspection and testing, surveying, resurfacing, and new highway construction projects. Each project involves daily written documentation. Due to the unique nature of each construction project, technical understanding of the construction plans is necessary.

Typical problems faced by the incumbent are technical in nature. These include quantity checks of materials used on construction projects where materials are paid for separately. Technical skills are also needed for infield interpretation of highway construction plans to ensure that quality inspections and documentation are performed on various types of construction projects. These projects include resurfacing, new highway construction, material inspection, earthwork, and drainage construction. The greatest challenge is to ensure that the assigned construction projects on-site inspection and documentation are accurate and timely, while maintaining harmonious relations with the contractor's personnel.

This position will personally inspect earthwork, hot-mix asphalt resurfacing, new highway construction projects, grading sections, drainage construction, bridge construction, hot-mix asphalt proportioning, and may be a member of a survey or paving crew. The incumbent also is responsible for cross section plotting, computations, note keeping, and documentation of all assigned projects. S/He may also do general studies and plans work in the winter months.

The incumbent's latitude in decision making is guided by plans, Supplemental Specifications and Recurring Special Provisions. S/He has some freedom in making the field decisions on certain construction problems within the limitations of the incumbent's engineering background. Instances where interpretation is unclear are referred to the Resident Engineer or Resident Technician. This position is constrained by departmental rules and regulations.

Primary contacts are with contractor personnel. Also, there may be limited contact with property owners, utility companies, and the public. The incumbent may be required to work overtime, travel some distance to the job site, or be required to stay overnight.

The effectiveness of this position can be measured by the thoroughness of the inspections performed and the accuracy, professionalism, and neatness of required documentation.

Principal Accountabilities

1. Ensures accurate and thorough inspection and documentation of assigned construction projects.
2. Performs general studies and plans work during the winter months.
3. Maintains harmonious working relationships with contractors, property owners, utility companies, and the public.
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: Sr. Resident Engineer
Position Number: PW114-23-56-201-10-01

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

- Strong oral and written communication skills

Agency Approvals


Becky Koehler
Bureau Chief of Personnel Management


Matt Magalis
Secretary, Department of Transportation