

**Civil Engineer Trainee (2 Positions)
Inspector**

IPR Number:	43688	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-57-201-10-01	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 Seven / 400 West Wabash Avenue, Effingham, Illinois

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:

- Working knowledge of the routine practices of civil engineering
- Basic skill in the use of engineering field and office instruments
- Working knowledge of mathematics as applied to engineering activities
- Working knowledge of the preparation and reading of design plans and ability to utilize CADD (Microstation or AutoCadd)

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 19, 2019	WORKING TITLE:	Inspector
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI/Project Implementation
POSITION NUMBER:	PW110-23-57-201-10-01	REGION/DISTRICT:	Region 4/District 7

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:	None
Value of Construction Projects	\$100,000 - \$2,500,000

Nature and Scope

This position reports to the Resident Engineer. No subordinates report to this position.

The position may be enrolled in a rotation program and will be assigned to various sections or bureaus in the district. These responsibilities may involve performing various assigned duties within the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic. Upon completion of the rotation program, the district will work with the incumbent to determine a permanent bureau assignment, which will also take into account bureau needs and their staffing levels.

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 accordance with plans, specifications, and special provisions in a timely manner.

Typical problems faced by the incumbent are 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.

The functions performed by the incumbent include acting as an instrument man on the survey party, inspecting construction operations such as traffic control, earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; using the Illinois Construction Records System (ICORS) software to generate the necessary reports and documentation for pay items; checking computations of others; and assisting the Resident Engineer on 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 frequent contact with district resident engineers, project engineers and personnel from the district's Materials Section as well as with contractors and the public.

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

Principal Accountabilities

1. Provides accurate measurement, computation, and documentation of contract items.
2. Keeps resident engineers informed of any construction problems encountered or changes made.
3. Ensures 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

Position Classification	Position Number	Working Title	Authorized Identical(s)
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Resident Engineer

Position Number: PW113-23-57-201-01

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation