

Job Title: CIVIL ENGINEER TRAINEE - CIVIL ENGINEER TRAINEE - IPR#45319

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

Salary: \$4365-\$4785 monthly

Job Type: Salaried Full Time

County: Edgar

Number of Vacancies: 3

Plan/BU: NR916

DO NOT APPLY ONLINE

****DO NOT CLICK THE APPLY BUTTON****

HOW TO APPLY:

Technical Applications PM1080 (rev 8/21/21) 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 the closing date listed above. The previous application form revised 3/8/21 will be accepted until October 2, 2021. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

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.

In an attempt to fill the posted positions, IDOT will contact applicants during the posting period to schedule interviews. All postings will result in three interview pools, with application cut off dates of: September 27, 2021, October 27, 2021 and November 29, 2021. Those applicants that have been deemed qualified and have submitted a completed application with all required attachments will be invited to interview accordingly based on the date their application documents are received.

Please indicate IPR#45319 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Civil Engineer Trainee.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

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

This position reports to the Resident Engineer. There are no subordinates reporting to this position.

This position, under the direction of the Resident Engineer, provides 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 in 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 earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing the necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking computations of others; assisting the Resident Engineer on specific construction problems. The incumbent is responsible for total compliance with the provisions of the departmental Safety Code and for cooperating with every aspect of the department's Employee Safety Program so that operations can be done in a manner which ensures the safety of himself/herself, fellow workers, and the public.

The incumbent is governed by the specifications of the project. S/He refers major problems or necessary plan changes to the Resident Engineer. 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.

The incumbent has contacts with resident engineers, project engineers and personnel from the district Bureau of Materials, as well as with contractors and the public. Travel is required.

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 the Resident Engineer informed of any construction problems encountered or changes made.
3. Ensures that the times 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 duties other duties as assigned.

Qualifications

Position Requirements

- Completion of a bachelor's degree in engineering from an ABET accredited college OR a master's degree in engineering OR a current Engineer Intern License in the state of Illinois.
 - includes those expecting to graduate in fall 2021 or spring 2022
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Valid driver's license
- Travel

Position Desirables

- Strong oral and written communication skills

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: Paris - 13473 II Highway 133

Office: Office of Highways Project Implementation, Region 3/District 5/Project Implementation

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.