

Job Title: CIVIL ENGINEER TRAINEE - ASSISTANT SQUAD ENGINEER - IPR#45322

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

Salary: \$4365-\$4785 monthly

Job Type: Salaried Full Time

County: Edgar

Number of Vacancies: 4

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#45322 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Assistant Squad Engineer.

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 Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

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

The incumbent is a member of the interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Squad leader which may include preparation of exhibits and maps, completing data collection; the completion of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, and special details; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned. This position may rotate to other bureaus within the district as part of a rotational training program.

The greatest challenge for this position includes ensuring that details and exhibits comply with prescribed standards and specifications. A typical problem for this position is to ensure that exhibits and plan sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meeting with the public and other agencies; and, original calculation and checking of earth work and other quantities.

The incumbent must perform his/her duties in accordance with the guidelines of the Illinois Department of Transportation's Bureau of Design and Environment Manual, Bureau of Design and Environment Procedures Memorandums, and the district plan preparation memos. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Squad Leader.

This incumbent has frequent contact with the Squad Leader. There are occasional contacts outside the squad for obtaining information pertaining to specific problems. On occasion the position may require overtime and overnight travel. Districtwide travel is required. 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. Assists the Squad Leader in accomplishing squad activities.
2. Prepares all assigned work accurately and completely.
3. May rotate to other bureaus within the district as part of a 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.

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
- Occasional overnight travel and overtime

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

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/Program Development

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.