

# Job Title: CIVIL ENGINEER TRAINEE-AIRPORT DESIGN ENGINEER TRAINEE - IPR#45326

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

Salary: \$4365-\$4785 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

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](mailto: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#45326 on the Technical Application PM1080.

## **Mission Statement**

The Illinois Department of Transportation is seeking to hire a Airport Design 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**

Under direct supervision, this position assists with general engineering tasks for airport projects within Illinois where state, local, and/or federal funds are involved. The incumbent reviews Transportation Improvement Program (TIP) submittals for scope and cost estimates for accuracy and adequacy for later project development and attends meetings and provides guidance to consultants and engineers during the design of airport projects. S/He reviews engineering reports, plans, specifications, engineering agreements and fees, and recommends appropriate solution methods for complex designs. The incumbent reviews project invoices for payment recommendation. The incumbent assists the Section Chief of Airport Design in developing, writing, updating, and, when applicable, the publishing and republishing of all section documents utilizing Microsoft Office Suite applications and assists with computer aided design and drafting (CADD) file creation and management. This position reports to the Section Chief of Airport Design. No subordinates report to this position. The Department of Transportation, Division of Aeronautics acts as agent of the airport owner (sponsor) for all

matters involving the development of any public air navigation facility by virtue of the Illinois Aeronautics Act. The incumbent's work environment is characterized by provisions of the Illinois Aeronautics Act which requires and directs the Division of Aeronautics to regulate and supervise aeronautics within the state, with aeronautics defined as the design, establishment, construction, extension, operation, improvement, repair, or maintenance of airports.

The Division of Aeronautics shall not expend any funds appropriated or made available for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Division of Aeronautics. The Division of Aeronautics administers the federal Airport Improvement Program (AIP), in part, through a cooperative memorandum of agreement with the Federal Aviation Administration (FAA) known as the State Block Grant Program (SBGP) agreement. Public-use airports throughout the state are eligible to receive federal, state, and local program funds to plan, create, develop, and improve airport facilities. In addition, the Division of Aeronautics administers a state funded airport improvement program when appropriated.

### **(Job Responsibilities continued)**

Project justification and eligibility are monitored by the Division of Aeronautics to assure compliance with all state and federal requirements. Typical problems of the position include the identification of project component eligibility, resolution of project scope, identification of affected agencies and permitting requirements, agency coordination and consensus building, identification of scope creep, resolution of differing design philosophies with consultants, negotiation of project design fees, establishment of a required minimum standard of performance for acceptable airport construction practices. The greatest challenge to the incumbent is to resolve complex design problems to the satisfaction of all contractual parties while remaining within budget. In doing so, the incumbent must strive to provide and maintain a cooperative working relationship with the airport sponsors, consultant engineering firms, FAA, and other state officials, both inside and outside of the department.

This position assists the Airport Design Section engineers with daily technical reviews of projects and engineering agreements. As part of this role, the incumbent provides guidance to consulting and engineering firms with regards to the proper development of construction plans and specifications in accordance with FAA guidelines.

The incumbent promotes a positive working relationship with the airport sponsor, consulting engineering firm, and their representatives to ensure that quality designs are developed efficiently, economically, and within the scope and budget. S/He visits airport sites and makes inspections, as required, with an Airport Design Section engineer and possibly the consultant's project engineer, FAA representative, and an airport owner's representative. The incumbent attends pre-design conferences between an Airport Design Section engineer, the consultant, the FAA, and the airport sponsor to discuss the overall project scope, budget, contract requirements, unique problems anticipated, and the general work sequence to ensure that quality plans are developed. This position may rotate to other sections within the Bureau of Airport Engineering as part of the rotational training program.

Under direct supervision, the incumbent reviews and gives recommendations regarding technical matters within established engineering codes, standards, and the Airport Design Section's policies. All matters dealing with the interpretation of policy, elements of precedence, regulatory changes, and other areas of controversy will be referred to the Section Chief of Airport Design for the final decision.

The incumbent maintains frequent contact with other state agencies, other offices and bureaus within the department, the FAA, cities, counties, airport sponsors, contractors, and consultant engineers in performing assigned duties. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position is measured by the incumbent's ability to provide safe, timely, well designed, cost effective airport construction projects designed to serve the public. Other indicators of effectiveness are the timeliness of the recommendation to resolve problems and the maintenance of a high level of cooperation with all contractual parties.

### **Principal Accountabilities**

1. Reviews assigned TIP submittals for scope and cost estimates.
2. Attends pre-design and special coordination meetings.
3. Provides guidance to all consultants and engineers during design of airport projects.
4. Reviews the engineering report and provides recommendations to the responsible design engineer as to adequacy and adherence to FAA guidelines and recommends appropriate solution methods for complex designs.
5. Reviews plans and specifications, approves the same upon completion with recommendations made to the responsible design engineer.
6. Reviews and recommends approval of engineering agreements for: airport design which may include preliminary and special services; construction engineering services; and payment of subsequent design invoices.
7. Recommends projects ready for letting and assists with the preparation of contract documents for same, performs bid reviews and analysis and makes recommendations on contract award status.
8. Prepares post letting documents, which include the detailed project budget and release request narrative and notifies all appropriate parties including the sponsor, consultants and bidders.
9. Assists the Section Chief of Design in developing, creating, writing, updating and, when applicable, the

publishing and republishing of all section documents utilizing Microsoft Office Suite applications.

10. Assists with CADD file creations and management.

11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

12. 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 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam.)
- Valid driver's license
- Occasional statewide travel which may include overnight stays

### **Position Desirables**

- Basic skill in the use of engineering field and office instruments including Microsoft Office and AutoCAD
- Working knowledge of the routine practices of civil engineering
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with coworkers, airport sponsors, consultants, and contractors

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

Work Location: Springfield - 1 Langhorne Bond Dr

Office: Office of Intermodal Project Implementation/Bureau of Aeronautics

Agency Contact: [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto: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.