

Job Title: CIVIL ENGINEER TRAINEE - ASSISTANT SQUAD ENGINEER TRAINEE - IPR#45338

Agency: Department of Transportation

Closing Date/Time: 11/29/2021

Salary: \$4365-\$4785 monthly

Job Type: Salaried Full Time

County: Peoria

Number of Vacancies: 6

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#45338 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Assistant Squad 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 Senior 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 also report to a Squad Leader on a project basis. No subordinates report to this position.

This position is accountable for providing assistance to the Senior Squad Leader in the development phase of studies and plans. This position is assigned various technical tasks that are essential to the design process. This position rotates to other bureaus within the district as part of the rotational training program.

The greatest challenge for this position entails expediting all assigned activities in an accurate and timely manner. A typical problem for this position is to ensure the completed output of a project assignment is correct and

according to approved standards.

The incumbent is accountable for assisting in the preparation of final studies and plans, special provisions, and other design features; prepares plans and special provisions from minor miscellaneous projects; makes field surveys for patching and resurfacing projects; and makes all necessary computations. This position will complete tasks as assigned which fall within the scope of these duties.

The incumbent is constrained by all departmental policies and procedures. Complex design problems are referred to immediate supervisors for resolution.

The incumbent has internal contacts with all sections within the bureau. External contacts are limited. This position requires districtwide travel.

The effectiveness of this position can be measured or the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

Principal Accountabilities

1. Responsible for assisting the Senior Squad Leader in accomplishing squad activities.
2. Responsible for the accuracy and completeness of all assigned work.
3. Rotates to other bureaus within the district as part of the 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 or master'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. (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.)
 - includes those expecting to graduate in fall 2021 or spring 2022
- Valid driver's license
- District-wide travel

Position Desirables

- 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: Peoria - 401 Main St

Office: Office of Highways Project Implementation, Region 3/District 4/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.