

**Civil Engineer Trainee
Inspector/Assistant to Resident Engineer (8 Positions)**



IPR Number:	44567	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-53-201-10-01	Shift:	7:00 am – 3:30 pm Monday – Friday
Opening Date:	August 17, 2020		
Closing Date:	November 16, 2020	Salary:	\$4,365 – \$4,785 *

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Project Implementation / Region 2 / District 3 / 700 E. Norris Drive, Ottawa, IL 61350

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 2020 or spring of 2021)
- 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

Position Desirables:

- Strong oral and written communication skills

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.

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.

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 16, 2020, October 16, 2020 and November 16, 2020. 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.

*Individual salary offers are computed based on an applicant's qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 28, 2019	WORKING TITLE:	Inspector/Assistant to Resident Engineer
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI/Project Implementation
POSITION NUMBER:	PW110-23-53-201-10-01	REGION/DISTRICT:	Region 2/District 3

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

Value of Construction Projects: \$100,000 Up

Nature and Scope

This position reports to the Senior Resident Engineer but may report to the Resident Engineer or Resident Technician on a project basis. No subordinates report to this position.

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 in the interpretation of the plans and specifications while inspecting and directing the contractor in compliance with the specifications. The greatest challenge is to balance the application of civil engineering principles to field conditions.

The functions performed, under the close supervision of the Senior Resident Engineer, include acting as an instrument person 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; assisting in the preparation of the necessary reports and documentation for pay items; reducing survey notes, plotting cross sections, computing quantities, and checking computations of others; and assisting the Resident Engineer/Resident Technician on specific construction problems. S/He must exhibit effective communication skills.

The incumbent is governed by the plans and specifications of the project as well as departmental policies. S/He refers major problems or necessary plan changes to the Resident Engineer/Resident Technician. 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.

Internal contacts are with resident engineers/technicians, project engineers and personnel from the district Bureau of Project Implementation. External contacts include contractors. Travel is required to active construction sites.

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 Senior Resident Engineer informed of any construction problems encountered.
3. Ensures that 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 (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Resident Engineer

Position Number: PW114-23-53-201-10-01

Position Requirements

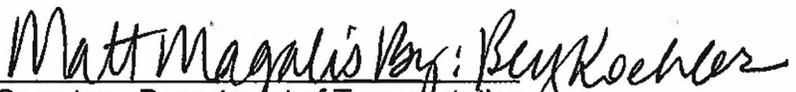
- Completion of a bachelor's or master's degree in engineering from an ABET accredited college OR
- A current Engineer Intern License in the state of Illinois. (Note: Those applying with only a degree must have a minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, applicants must have passed the Fundamentals of Engineering exam.)
- Valid driver's license

Position Desirables

- Strong oral and written communication skills

Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation