



**Civil Engineer Trainee (2 Positions)
Inspector/Assistant Resident Engineer Trainee**

IPR Number:	44615	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-58-201-10-01	Shift:	8:00 am – 4:30 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 5 / District 8 / 1102 Eastport Plaza Drive, Collinsville, IL

Position Purpose:

This position is accountable for the layout, inspection, documentation and supervision required on various highway improvement construction projects.

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
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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.

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 14, 2019	WORKING TITLE:	Inspector / Assistant Resident Engineer Trainee
POSITION CLASSIFICATION:	Civil Engineer Trainee	OFFICE/BUREAU:	OHPI / Project Implementation
POSITION NUMBER:	PW110-23-58-201-10-01	REGION/DISTRICT:	Region 5 / District 8

Position Purpose

This position is accountable for the layout, inspection, documentation and supervision required on various highway improvement construction projects.

Dimensions

Subordinate Personnel:	None Direct - may supervise 1 on an as needed basis
Value of Construction Projects:	Various

Nature and Scope

This position reports to the Senior Resident Engineer. This position reports to Resident Engineers or Resident Technicians on a project basis. Upon occasion, this position may supervise one or more technicians. On a seasonal basis, this position is assigned to other bureaus.

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 a timely manner in accordance with plans, specifications and special provisions.

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.

Typical duties include serving in all capacities on survey crews; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking the computations of others; and assisting the Senior Resident Engineer on specific construction programs. The above duties will be performed under the guidance and supervision of the Senior Resident Engineer or designated assistant. On a seasonal basis, this position is assigned to other bureaus and receives appropriate level activities.

The incumbent may supervise one or more technicians intermittently to help in surveying and/or inspection.

The incumbent is governed by the plans and specifications of the project. S/He refers major problems or necessary plan changes to the Senior 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 is governed by the departmental safety code and is expected to perform the assigned work in such a manner as to ensure the safety of themselves, fellow workers and the public.

Inspector / Assistant Resident Engineer Trainee
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The incumbent has frequent contact with the Senior Resident Engineer, contractor personnel, other departmental personnel on the project, personnel from the district Bureau of Operations and Materials Section, and the public. Travel may be required.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and documentation provided by the incumbent.

Principal Accountabilities

1. Provides accurate and timely layouts.
2. Provides accurate measurement, computation, and documentation of contract items.
3. Keeps Senior Resident Engineer informed of any construction problems encountered or changes made.
4. Ensures that the items inspected are in accordance with the specifications.
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

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IV

Working Title: Senior Resident Engineer

Position Number: PW114-23-58-201-10-01

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 (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

Becky Koehler JS

Bureau Chief of Personnel Management

Matt Magalis By: Becky Koehler

Secretary, Department of Transportation