



*Becky Koehler*

**Engineering Technician I (4 positions)  
Inspector**

<b>IPR Number:</b>	<b>44684</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW011-23-52-201-10-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm Monday – Friday</b>
<b>Opening Date:</b>	<b>October 1, 2020</b>		
<b>Closing Date:</b>	<b>October 30, 2020</b>	<b>Salary:</b>	<b>\$2,695 – \$4,735 *</b>

**Office/Central Bureau/District/Work Address:**

Office of Highways Project Implementation / Bureau of Project Implementation / Region 2 / District 2 / 819 Depot Ave., Dixon, IL

**Position Purpose:**

This position is accountable for assisting in the layout, inspection, and the documentation of records.

**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum **OR**
  - Two years of engineering experience
- Valid driver's license

**Position Desirables:**

- Working knowledge of math to include trigonometry.
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation.
- Working knowledge of materials testing and laboratory testing equipment.

**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](mailto: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

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.

Applicants may submit college transcripts for completed coursework.

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.

\*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**

<b>DATE:</b>	February 19, 2019	<b>WORKING TITLE:</b>	Inspector
<b>POSITION CLASSIFICATION:</b>	Engineering Technician I	<b>OFFICE/BUREAU:</b>	OHPI/Bureau of Project Implementation
<b>POSITION NUMBER:</b>	PW011-23-52-201-10-01	<b>REGION/DISTRICT:</b>	Region 2/District 2

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***Position Purpose***

This position is accountable for assisting in the layout, inspection, and the documentation of records.

***Dimensions***

Number of Projects:	1 – 3
Value of Contract:	\$100,000 and up

***Nature and Scope***

This position reports to the Resident Engineer. No subordinates report to this position.

This position operates in an environment of ensuring that the contractor provides a quality improvement in a timely manner. This position assists in the layout, inspection, measurement, and the documentation of contract pay items.

Typical problems of this position include becoming knowledgeable of standards and specifications of the contract pay items involved with each particular contract and the documentation procedures and requirements. The greatest challenge is to provide accurate and timely inspection of work being performed to ensure contract compliance and a quality improvement.

The incumbent personally performs tasks of a technical nature. He/She assists with the necessary survey operations in the capacity designed by the supervisor. He/She inspects the construction procedures involved with pavement patching, bituminous widening and/or resurfacing, concrete and metal pipe installation, aggregate base course and shoulder placement, and other related items. The incumbent will also check and reduce field notes; plot cross sections; and make field measurements, computations, and reports, as necessary. He/She assists with the layout, inspection, and documentation of contract pay items. If qualified and so designated to do so, he/she will also perform and document on-site material testing such as percent air entrainment, percent moisture, bituminous mix temperature, concrete slump, concrete strength, etc.

The incumbent must refer all but the routine problems to the Resident Engineer or his/her designated assistant. He/She operates under a strict set of rules and precedents, and has little latitude to exceed them. The incumbent is also guided by state and federal rules and regulations, and the plans and specifications of the particular project.

The incumbent's primary contact is the Resident Engineer in providing supportive services.

The incumbent is evaluated on the dependable and timely performance of the above duties.

**Principal Accountabilities**

1. Provides inspections and keeps accurate records of inspection, field measurements, and documentation of contract pay items.
2. Keeps the Resident Engineer informed on status and/or problems on contractor's work.
3. Assists with construction layout and staking through accurate measurement and placement to assist in ensuring improvements are performed in accordance with the contract plans.
4. Responsible for maintaining a safe work environment.
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
N/A			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Resident Engineer

Position Number: PW113-23-52-201-10-02

**Position Requirements**

- Education/Experience
  - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum; OR
  - Two years of engineering experience.
- Valid driver's license.

**Position Desirables**

- Working knowledge of math to include trigonometry.
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation.
- Working knowledge of materials testing and laboratory testing equipment.

**Agency Approvals**

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Bureau Chief of Personnel Management

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Secretary, Department of Transportation