



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 22, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, February 5, 2016**. Applicants will not be accepted after that time and date.

NOTE: College transcripts must be included with application. Please include IPR number on the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET I (2 pos)

Inspector
Region 3/District 4/Project Implementation
Highways
Peoria

Attachments
40772

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, February 5, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: College transcripts must be included with application. Please include IPR number on the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician I (2 Positions)	Salary Range:	\$2,640 - \$3,750
Position Title:	Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-54-201-10-01	IPR#:	40772

Office/Central Bureau/District/Work Address:

Division of Highways / Region 3 / District 4 / Bureau of Project Implementation / 401 Main, Peoria, IL

Description Of Duties:

This position is accountable for providing engineering assistance to the Resident Engineer in the inspection and layout of highway construction improvement projects.

Special Qualifications:***The following criteria is required:***

- Valid driver's license

The following criteria is desired:

- An Associate Degree from an accredited two-year civil engineering technology program, or knowledge, skill, and mental development equivalent to two years of college in pre-engineering or civil engineering technology
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Working knowledge of math to include trigonometry
- Working knowledge of route survey and roadway construction
- Working knowledge of materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

A college transcript must be submitted with application.

THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 3, 2014	POSITION:	Inspector
APPROVED BY:	<u>Kensil Garnett</u> Kensil Garnett, Acting Regional Engineer	OFFICE/DIVISION:	Highways/Region3/District 4
CODE:	PW011-23-54-201-10-01	REPORTS TO:	Resident Engineer

Position Purpose

This position is accountable for providing engineering assistance to the Resident Engineer in the inspection and layout of highway construction improvement projects.

Dimensions

Dollar Value of Construction Projects: \$400,000 up

Nature and Scope

This position reports to the Resident Engineer as do one to six other technical employees.

This position performs inspection and assists in the layout of construction projects under the direction of the Resident Engineer. 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. This position rotates to other bureaus within the district as part of the rotational training program.

Typical problems will be in following the specifications to ensure accurate inspection and working with other crew members in construction staking. The greatest challenge is to ensure that the work assignment is completed on time.

The incumbent acts as an assistant in survey work; inspects earthwork, drainage, concrete paving, bituminous resurfacing, and other related items. The incumbent checks field notes, plots cross sections, makes field measurements, computations, and reports.

The incumbent is constrained by the plans, specifications, and special provisions of the project and by the policies and procedures of the Bureau of Construction. Instances that are not in accordance with these rules are referred to the Resident Engineer.

The incumbent has contact with the members of his/her crew, contractor's personnel, and occasionally with the general public.

The effectiveness of this position can be measured by the inspections and the accuracy and neatness of his/her reports.

Principal Accountabilities

1. Provide accurate measurements, computations, and documentation of contract items.
2. Keep the Resident Engineer informed of any construction problems encountered or deviations made.
3. Ensure that the items inspected are in accordance with the specifications.
4. Provide accurate and efficient measurements and construction staking as a member of the survey crew.
5. Rotates to other bureaus within the district as part of the rotational training program.
6. Perform other duties as assigned.
7. Perform all duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.