



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy/**RECRUITMENT**  
Date: February 19, 2016

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 22, 2016 in the designated areas.

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

**NOTE: Official college transcripts must be included with application. 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. 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.

CET (15 pos)      Construction Civil Engineer Trainee  
Region 1/District 1/Construction  
Highways  
Schaumburg

Attachments  
40824

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, March 4, 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: Official college transcripts must be included with application. 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. Please include IPR number on the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee (15 positions)</b>	<b>Salary Range:</b>	<b>\$4,665 - \$5,085</b>
<b>Position Title:</b>	<b>Construction Civil Engineer Trainee</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-51-201-00-01</b>	<b>IPR#:</b>	<b>40824</b>

---

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

Division of Highways/District One/Bureau of Construction/201 W Center Court, Schaumburg, IL

---

**Description Of Duties:**

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects, to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required.

---

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

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in Spring 2016)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for Spring 2016 graduates must be provided at time of hire.)
- Valid driver's license

***The following criteria is desired:***

- Strong oral and written communication skills

---

**Shift/Remarks:**

Typically 7:00 am - 3:30 pm / Monday - Friday, subject to variance according to district operational needs

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 17, 2015	<b>POSITION:</b>	Construction Civil Engineer Trainee
<b>APPROVED BY:</b>	<u>Ann Berube</u>	<b>OFFICE/DIVISION:</b>	Highways/District One/Construction
<b>CODE:</b>	PW110-23-51-201-00-01	<b>REPORTS TO:</b>	<u>Resident Engineer</u>

---

***Position Purpose***

This position is accountable for assisting a Resident Engineer in performing the beginning professional layout, inspection, documentation and other construction supervision functions required on various construction projects. This is a training position.

***Dimensions***

Indeterminate

***Nature and Scope***

This position reports to the Resident Engineer/Technician as do other engineers and technicians performing inspection duties.

This position, under the direction of the Resident Engineer/Technician provides the contractor with the necessary layout and inspection assistance required on all types of highway construction projects.

Typical problems faced by the incumbent is to ensure correct interpretation of the plans and specifications while inspecting and directing the contractor's performance of the construction work and modifying the planned work to coincide with existing field conditions. The greatest challenge to this position is to assist in providing accurate and timely construction information for the contractor.

The incumbent personally may act as the instrument technician or note keeper on the survey party; inspects construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete and steel structures and other miscellaneous items involved in road and bridge construction; provides the necessary reports; and documentation for pay items; reduces survey notes, plots cross sections, computes quantities, checks computations documents pay items, and others and assists the Resident Engineer on specific construction problems.

The incumbent refers more difficult problems or necessary plan changes to the Resident Engineer, but accepts or reject materials incorporated in the project on the basis of visual or field tests and assures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers, project engineers and personnel from the district bureau of Materials, other Bureaus as well as with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layouts, inspections and required documentation.

***Principal Accountabilities***

1. Provides accurate measurement, computation and documentation of contract items to ensure compliance with plans and specifications.
2. Keeps Resident Engineer informed of any construction problems encountered or changes made.
3. Provides accurate and timely layouts to meet contractor's schedule.
4. Ensures that the items inspected are in accordance with the specifications.
5. Provides records and reports required for project finalization.
6. Performs duties in compliance with department safety rules.
7. Suggests resolutions to construction problems
8. Other duties as assigned