

**Civil Engineer Trainee (2 Positions)  
Studies and Plans Engineer Trainee**

<b>IPR Number:</b>	<b>43690</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-59-303-00-01</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>September 3, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>December 2, 2019</b>	<b>Salary:</b>	<b>\$4,275 – \$4,655 *</b>

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

Office of Highways Project Implementation / Bureau of Program Development / Region Five / District Nine / 201 West Murphysboro Road, Carbondale, Illinois

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**Position Purpose:**

This position is accountable for working closely with the other squad members to prepare plans, specifications, estimates and project reports for highway improvements. As an entry level position, the incumbent calculates and checks plan quantities and maintains detailed documentation of the computations.

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**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 2019 or spring of 2020) (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
- Occasional travel which could include overnight stays; overtime
- Entry-level position that is part of a rotation program; final assignment will be based on operational needs

**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](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. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

**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.

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July 1, 2019	<b>WORKING TITLE:</b>	Studies & Plans Engineer Trainee
<b>POSITION CLASSIFICATION:</b>	Civil Engineer Trainee	<b>OFFICE/BUREAU:</b>	OHPI/Program Development
<b>POSITION NUMBER:</b>	PW110-23-59-303-00-01	<b>REGION/DISTRICT:</b>	Region 5/District 9

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***Position Purpose***

This position is accountable for working closely with the other squad members to prepare plans, specifications, estimates and project reports for highway improvements. As an entry level position, the incumbent calculates and checks plan quantities and maintains detailed documentation of the computations.

***Dimensions***

Number of Annual Contracts:	1-6
Annual Contract Value:	\$1 - \$8 Million

***Nature and Scope***

This position reports to the Studies and Plans Engineer; however, based on staffing levels and operational needs, they may report to a Project Engineer, Bridge and Hydraulics Engineer, Geometrics Engineer or Studies and Plans Engineer/Technician Squad Leader. There are no subordinate positions.

This position functions within a studies and plans squad that is responsible for the preparation of design plans and project reports. The position is entry level and requires working closely with the studies and plans squad leader and other squad members.

Typical problems encountered by the incumbent include ensuring that plan drawings and quantity schedules are accurate and in compliance with prescribed standards and specifications. The major challenges of this position are to work within the studies and plans squad to produce project reports and concise plans on time and within the budget.

The incumbent works under the supervision of a studies and plans squad leader and works closely with the other squad members to prepare plans, specifications, estimates and project reports for highway improvements. This position utilizes Excel, Word and CADD software in the preparation of the plans, specifications, estimates, and project reports. The incumbent calculates and checks plan quantities and maintains detailed documentation of the computations.

The incumbent receives work assignments from the studies and plans squad leader and works closely with the other squad members to complete task assignments. Work that deviates from the typical standards will require input from the studies and plans squad leader or project engineer.

The incumbent's primary contact is with the district studies and plans squad leader for the purpose of receiving assignments and discussing technical problems.

The effectiveness of this position can be measured by quantity, quality, accuracy and timeliness of plans, reports and calculations produced.

**Principal Accountabilities**

1. Prepares basic plans, and project reports for highway improvements and assists the design squad with more complex projects.
2. Ensures that assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
3. Completes special assignments and studies as assigned.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
NA			

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer V

Working Title: Studies & Plans Engineer

Position Number: PW116-23-59-303-00-01

**Position Requirements**

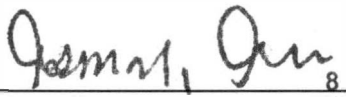
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**Position Desirables**

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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation