

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

<b>IPR Number:</b>	<b>43713</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW110-23-58-201-10-01</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 Project Implementation / Region Five / District Eight / 1102 Eastport Plaza Drive, Collinsville, Illinois

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**Position Purpose:**

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

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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

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

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***Position Purpose***

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

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

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 for 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.

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**

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**Position Desirables**

- Strong oral and written communication skills

**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation