

**Civil Engineer Trainee (1 position)  
Civil Engineer Trainee**

|                         |                              |                        |   |
|-------------------------|------------------------------|------------------------|---|
| <b>IPR Number:</b>      | <b>43802</b>                 | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW110-23-75-600-00-01</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 Operations / 2300 S Dirksen Parkway, Springfield, IL

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**Position Purpose:**

This position is accountable for a variety of tasks in connection with the investigation, review, planning, and design of engineering projects within the Bureau of Operations.

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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)
- Occasional in-state travel with overnight stays
- Valid driver's license

**Position Desirables:**

- Working knowledge of the routine practices of civil engineering
  - Working knowledge of Microsoft Office suite programs such as Word, Excel, Access, and PowerPoint
  - Analytical ability to solve routine engineering problems
  - Ability to communicate effectively and follow oral and written instructions
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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.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

**DATE:** January 16, 2019      **WORKING TITLE:** Civil Engineer Trainee  
**POSITION CLASSIFICATION:** Civil Engineer Trainee      **OFFICE/BUREAU:** Office of Highways Project Implementation / Bureau of Operations  
**POSITION NUMBER:** PW110-23-75-600-00-01      **REGION/DISTRICT:** n/a

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***Position Purpose***

This position is accountable for a variety of tasks in connection with the investigation, review, planning, and design of engineering projects within the Bureau of Operations.

***Dimensions***

|                          |    |
|--------------------------|----|
| Annual projects/reports: | 20 |
| Annual meetings:         | 20 |
| Special assignments:     | 5  |

***Nature and Scope***

This position reports to the Engineer of Operations. There are no subordinates reporting to this position.

As part of a rotation program, the incumbent may be transferred between the various sections (Traffic Operations, Maintenance Operations, Day Labor, and Transportation Infrastructure Security) within the bureau. On a project basis, this position receives guidance from assigned bureau staff. Under direct supervision the incumbent assists with a variety of engineering projects including, but not limited to, the following programs: StarComm21 statewide wireless communications system, maintenance operations, day labor, traffic operations, and emergency management. These programs consist of various platforms such as permitting, weight enforcement, winter operations, training, roadside maintenance, utilities, Asset Management Program (AMP), maintenance support, maintenance services, project implementation, engineering and standards, and communications operation and maintenance.

The greatest challenge of this position is to be well organized, able to follow direction from multiple bureau personnel, and work independently to complete the duties assigned to him/her within required deadlines.

Serving as a Civil Engineer Trainee, s/he assists with engineering analysis, report writing, data collection, review of research in the operations fields, attendance and note taking at various project meetings, and communications system operation and maintenance.

As a trainee, the incumbent has limited freedom and latitude in accomplishing his/her responsibilities. S/He is encouraged to seek and evaluate guidance from the section managers to carry out the functions of this position. The incumbent is constrained by applicable departmental regulations and policies. Only matters of a highly sensitive or critical nature are referred to the Engineer of Operations for resolution.

Contacts within the department include staff in the Bureaus of Operation, Design and Environment, Legislative Affairs, district operations personnel, district communications personnel, and the Automated Vehicle/Connected Vehicle Working Group. External contacts are with the Illinois State Police, Illinois Department of Natural

Resources, engineering consultants, permit customers, various federal agencies, and department contractors. Occasional in-state travel with overnight stays is required.

The effectiveness of this position is measured by the timeliness, quality, and quantity of the assigned duties.

**Principal Accountabilities**

1. Under direct supervision assists with the Automated/Connected Vehicle research program and Roadway Designation Resolution requests for the traffic engineering program.
2. Under direct supervision assists with various roadside maintenance efforts such as the statewide Integrated Roadside Vegetation Maintenance Plan, Operations Monarch Conservation Plan, pollinator and monarch conservation research, and the bi-weekly pollinator report.
3. Under direct supervision summarizes various winter maintenance reports dealing with snow removal, roadway weather information system options, deicing technologies, living snow fence data, and other winter operations programs utilizing various Microsoft Office programs and AMP.
4. Under direct supervision assists the Incident Management and Communications System Manager in the operation and maintenance of the department's StarComm21 wireless communications system.
5. Under direct supervision assists the Weight Enforcement Engineer with the activities of the weight enforcement program.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. 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                     |                 |               |                      |
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**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer VIII  
 Working Title: Engineer of Operations  
 Position Number: PW118-23-75-600-00-01

**Position Requirements**

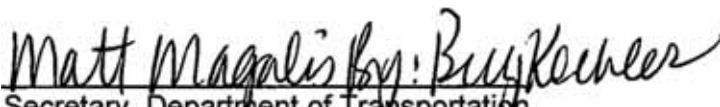
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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation