



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 21, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 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. Please be advised that if a high volume of applications are 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.**

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

CET (5 pos)

Construction Inspection Engineer  
Region 2/District 2/Project Implementation  
Office of Highways Project Implementation  
Dixon

Attachments  
41277

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **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 **Friday, October 7, 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. Please be advised that if a high volume of applications are 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.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee (5 POSITIONS)</b>	<b>Salary Range:</b>	<b>\$4,275 - \$4,655</b>
<b>Position Title:</b>	<b>Construction Inspection Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-52-201-10-01</b>	<b>IPR#:</b>	<b>41277</b>

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

Office of Highways Project Implementation / Region 2 / District 2 / Bureau of Project Implementation / 819 Depot Avenue, Dixon, IL

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#### Description Of Duties:

This position is accountable for assisting in the inspection and layout required on various improvements in construction projects and for the preparation of location studies & preparation of plans for highways, lighting, bridges, landscaping, and resurfacing improvements. This is a training position.

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#### Special Qualifications:

##### 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 winter 2016/spring 2017)
- 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 winter 2016/spring 2017 graduates must be provided at time of hire.)
- Valid driver's license

##### Desired:

- Strong oral and written communication skills

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#### Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

**\*THIS IS AN ENTRY-LEVEL POSITION \***

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 8, 2016	<b>POSITION:</b>	Construction Inspection Engineer
<b>APPROVED BY:</b>	<i>Kevin Marchek</i>	<b>OFFICE/DIVISION:</b>	OHPI – D2
<b>CODE:</b>	PW010-23-52-201-10-01	<b>REPORTS TO:</b>	Resident Engineer

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***Position Purpose***

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

***Dimensions***

Subordinate Personnel:	Direct - None Indirect - 1-2 on an as-needed basis
Value of Construction Projects:	\$10,000 - \$20 Million

***Nature and Scope***

This position reports to the Resident Engineer, as do two to four other Civil Engineers and/or Engineering Technicians. This position may be assigned to a Resident Technician on a project-by-project basis. When this occurs, the incumbent would report to the Resident Technician. There are no direct subordinates reporting to this position, but he/she may supervise one to two technicians on direct assignments.

This position assists in providing the contractor with the necessary layout, direction, and inspection required on highway improvement and/or construction projects. His/Her position operates within an environmental which ensures 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.

The functions performed by the incumbent including acting as a member on the survey party; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel, and other miscellaneous items involved in road and bridge construction; providing necessary reports and documentation for pay items; reducing survey notes; plotting cross-sections; computing quantities; checking computations of others; and assisting the Resident Engineer on small and uncomplicated construction contracts.

The incumbent could supervise one or two technicians occasionally to help in inspection or surveying.

The incumbent is governed by the plans and specifications of the project. He/She refers major problems or necessary plan changes to the Resident Engineer. He/She does, however, accept 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 Project Implementation Section, as well as with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection, and reports provided by the incumbent.

***Principal Accountabilities***

1. Provides accurate measurement, computation, and documentation of contract items to ensure proper payment and completion of pay items in accordance with the contract plans and standard specifications.
2. Keeps Resident Engineer informed of any construction problems encountered or changes made to all for proper engineering judgment to be applied and working plans updated.
3. Inspects pay items and materials to ensure compliance with standard specifications and production of a quality improvement project.
4. Provides the contractor with accurate and timely layouts to allow for project completeness in accordance with the contract plans and the time frame outlined.
5. Performs duties in compliance with departmental safety rules.