



Illinois Department of Transportation

Memorandum

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

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 (3 pos)

Studies & Plans Squad Member Trainee
Region 4/District 7/Program Development
Office of Highways Project Implementation
Effingham

Attachments
41284

*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 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

Classification:	Civil Engineer Trainee (3 POSITIONS)	Salary Range:	\$4,275 - \$4,655
Position Title:	Studies & Plans Squad Member Trainee	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW110-23-57-303-10-01	IPR#:	41284

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 4/ District 7/ Bureau of Program Development/ 400 West Wabash Ave., Effingham, IL

Description Of Duties:

This is an entry-level trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

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/summer 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/summer 2017 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:

8:00 am – 4:30 pm / Monday - Friday

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

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**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	<i>January 2016</i>	POSITION:	<i>Studies & Plans Squad Member Trainee</i>
APPROVED BY:	<u><i>Roger Driskell</i></u>	OFFICE/DIVISION:	<i>Highways/District 7 Program Development</i>
CODE:	<i>PW110-23-57-303-10-01</i>	REPORTS TO:	<i>Senior Studies & Plans Squad Leader</i>

Position Purpose

This is an entry-level, trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

Dimensions

Project Studies:	2-3 annually
Contract Plans:	2-6 annually
	\$50,000 to \$60,000,000 in contract value
Public Meetings:	1-2 annually

Nature and Scope

This position reports to a Senior Studies and Plans Squad Leader or a Studies and Plans Squad Leader as do 10-20 other Studies and Plans Squad Members. There are no subordinates to this position.

The position will be enrolled in a rotation program and will be assigned to various sections or bureaus in the District. These responsibilities may involve performing various assigned duties within the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Constructions, Materials, Local Roads, Maintenance, Bridges, and Traffic. Upon completion of the rotation program, the District will work with the incumbent to determine a permanent bureau assignment, which will also take into account bureau needs and their staffing levels.

The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Squad Leader which may involve review of alternate corridors and alignments for both new highway systems and the reconstruction of existing facilities, and the preparation of contract plans. Contract plans and the special provisions must be accurate, complete, in accordance with design policy and predetermined schedules, and be done in such a manner that the plans and special provisions are clear in construction phasing and sequence to help contractors in preparing bids. The proposed design plans must be coordinated with other agencies so that completed plans may be ready for letting according to schedule.

Typical problems encountered by the incumbent include developing the parameters for the project studies that need to be made, determining what data is available, developing feasible alternates, resolving technical and procedural problems, developing hydraulic design of culverts and ditches, staging construction work to provide adequate working room for the contractor and to insure convenience and safety for the traveling public, and coordinating the proposed design with the needs of other agencies. The incumbent's greatest challenge is to provide the most cost effective design for the proposed transportation facility within the allotted time frames while weighing engineering design factors along with various social, economic, safety, and environmental factors.

Functions personally performed by the incumbent include gathering data for project studies and reports; determining design alternatives; evaluating adequacy, right-of-way requirements, costs, and environmental factors; preparing design reports which document the project study; determining grade lines; conducting drainage analysis for storm sewer design; developing special design details; preparing and checking earth work computations; and calculating quantities for all pay items.

The incumbent must perform his/her duties in accordance with the guidelines of the AASHTO Design Manual, the IDOT Policy and Procedural Manual, and design policies and procedures. This position evaluates alternatives, including solving problems not covered under policies, and makes recommendations to the Squad Leader.

The incumbent has frequent contact with the District Bureaus of Operations and Implementation, as well as virtually every section within Project Development. Coordination outside the Department is with outside agencies and property owners.

The effectiveness of this position is measured by the quality and timeliness of corridor, design, and combined reports, and the completion of contract plans and specifications by prescribed letting dates.

Principal Accountabilities

1. Prepares the engineering sections for corridor, design and combined location studies in an accurate and timely manner.
2. Prepares and recommends alternative designs for location studies.
3. Assists with information meetings, public hearings, and presentations to describe projects.
4. Ensures plans prepared are accurate, complete, and in compliance with design standards and specifications, and depict the most cost efficient design.
5. Coordinates the activities of other sections within the Bureau to ensure plans are completed in time to meet prescribed letting dates.
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.