

# Job Title: CIVIL ENGINEER TRAINEE - AIRPORT CONSTRUCTION ENGINEER TRAINEE - IPR#44861

Agency: Department of Transportation

Closing Date/Time: 04/27/2021

Salary: \$4,365 - \$4,785

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916

Technical Applications PM1080 (rev 10/16/20) 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 the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

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.

In an attempt to fill the posted positions, IDOT will contact applicants during the posting period to schedule interviews. All postings will result in three interview pools, with application cut off dates of: February 26, 2021, March 26, 2021 and April 27, 2021. Those applicants that have been deemed qualified and have submitted a completed application with all required attachments will be invited to interview accordingly based on the date their application documents are received.

Please indicate IPR#44861 on the Technical Application PM1080.

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire a Civil Engineer Trainee.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Qualifications**

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### Position Requirements

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college (includes those expecting to graduate in the spring of 2021) OR a current Engineer Intern License in the state of Illinois. (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
- Frequent statewide travel with occasional overnight stays

### Position Desirables

- Working knowledge of the routine practices of civil engineering and basic skill in the use of engineering field and office instruments
- Ability to write technical reports
- Strong oral and/or written communication skills
- Ability to maintain a harmonious relationship with employees, vendors, and contractors

## **Job Responsibilities**

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Under direct supervision, this position assists in the general supervision and oversight of airport construction within Illinois where state, local, and/or federal funds are involved. This includes, with close supervision, learning to evaluate job site construction procedures to determine if appropriate flight safety precautions have been taken. S/He attends and assists at preconstruction conferences to review work progress schedules and construction details, analyzes the need for change orders, coordinates the change order justification and documentation, and reviews as-built drawings for completeness and accuracy. The incumbent assists the Section Chief of Airport Construction and Materials in developing, writing, updating, and when applicable, publishing and republishing section documents utilizing Microsoft Office Suite applications and assists with computer-aided design & drafting (CADD) file creation and management

### Principal Accountabilities

1. Assists in the general supervision and oversight of airport construction within Illinois where state, local, and/or federal funds are involved.
2. Evaluates job site construction procedures to determine if appropriate flight safety precautions have been taken.
3. Attends and assists at preconstruction conferences to review work progress schedules and construction details.
4. Analyzes the need for change orders and coordinates the change order justification and documentation.
5. Reviews as-built drawings for completeness and accuracy.
6. Conducts on-site inspections of airport construction projects to ensure project conformity to plans and specifications.
7. Reviews the work of consultant engineers acting as resident engineers on airport projects.
8. Reviews change orders, as-built plans and final punch list items for proper documentation to ensure completion of the project.
9. Assists the Section Chief of Airport Construction and Materials in developing, creating, writing, updating and, when applicable, the publishing and republishing of all documents utilizing Microsoft Office Suite applications.
10. Assists with CADD file creation and management.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.

Work Hours: 8:00 AM to 4:30 PM Monday - Friday  
Work Location: Springfield - 1 Langhorne Bond Dr  
Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov  
Office: Division of Aeronautics/Bureau of Airport Engineering  
Job Function: Sciences and Natural Resources; Transportation

**Collective Bargaining Agreement language applies to this requisition**  
**We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.**

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.