Classification: Engineering Technician I (2 positions)  
Salary Range: $2,640 - $3,688*

Position Title: Inspector Co-Op  
Union Position: ☐ Yes  ☑ No

Position Number: PW011-23-51-201-00-03  IPR#: 41850

Office/Central Bureau/District/Work Address:
Office of Highways Project Implementation/Region One/District One/Bureau of Construction/201 W. Center Ct., Schaumburg, IL

Description Of Duties:
The Cooperative Education Program is a professional development program designed to provide qualified engineering/engineering technology students an opportunity to supplement their academic work. Through the program, students get to see the academic principles that they have learned at work, and have the opportunity to apply them firsthand.

This position is accountable for providing engineering assistance for all aspects of the highway program development, project implementation and operations projects.

Special Qualifications:

Required:
- Valid driver’s license.
- A minimum of 30 semester hours/45 quarter hours of college courses in engineering.
- Official transcripts.
- At least 18 years old within the calendar year of hire.
- Frequent travel within the district.

Desired:
- Understanding of design plans/blueprint reading and the ability to perform necessary technical computations in plan preparation.
- Education in math through the level of trigonometry.
- Familiarity with materials testing and laboratory testing equipment.
- Strong computer skills utilizing Microsoft Office Products (Excel and Word).
- Ability to communicate effectively and follow oral and written instruction.

Shift/Remarks:
8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)
- ANSI Class 75, 6” or higher, steel toe safety shoes required by start date.
- Proof of automobile liability insurance required at the time of offer.

*IDOT considers official college transcripts as 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.

*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.
Position Purpose

This position is accountable for providing engineering assistance on all aspects of highway program development, project implementation and operations projects.

Dimensions

Various Types of Civil Engineering Related Projects

Nature and Scope

This position reports to the Resident Engineer. On a project basis, may receive guidance from assigned bureau staff.

This position performs engineering tasks for highway related design, construction, maintenance and materials projects under the direction of a Resident Engineer/Technician. This position operates within an environment of ensuring that projects are designed and completed in accordance with plans, specifications, and special provisions in a timely manner.

Typical problems in this position include following all policies and standards of design and ensuring accurate inspection of highway related construction projects. The greatest challenge is to ensure that the work assignments are completed accurately and on time.

The incumbent: acts as an assistant in design, for laboratory or survey work, checking design plans, field notes, plotting cross sections, making field measurements, computations, and reports; inspects earthwork, drainage, concrete paving, bituminous resurfacing, bridges, and other engineering related items; conducts field and lab testing of mixtures, soils boring operations, soil laboratory testing and reporting of various materials.

The incumbent is constrained by the plans, specifications, and special provisions of the project as well as by the policies and procedures of the Offices of Program Development, Project Implementation and Operations. Instances that are not in accordance with these rules are referred to the Resident Engineer/Technician.

The incumbent has contact with the internal personnel, contractor's personnel, and occasionally with the general public. This position requires frequent travel within the district.

The effectiveness of this position can be measured by the design, inspection, and accuracy/neatness of his/her reports.

Principal Accountabilities

1. Provides accurate designs, measurements, computations, and documentation.
2. Keeps the Resident Engineer/Technician informed of any problems encountered or deviations made.
3. Ensures that work performed is in accordance with the specifications.
4. Perform other duties as assigned. Perform all duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.