Civil Engineer Trainee (4 Positions)
Assistant Squad Engineer

IPR Number: 43411
Position Number: PW110-23-55-303-10-01
Opening Date: March 11, 2019
Closing Date: April 5, 2019

Union Position: ☒ Yes ☐ No
Shift: 8:00 am – 4:30 pm
Monday – Friday
Salary: $4,275 – $5,118*

Office/Central Bureau/District/Work Address:

Position Purpose:
This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

Qualifications:

Position Requirements:
• 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 spring 2019)
• 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.)
• Valid driver's license
• Occasional overnight travel and overtime

Position Desirables:
• Working knowledge of the routine practices of civil engineering
• Basic skill in the use of engineering field and office instruments
• Ability to make relatively difficult technical computations and estimates
• Strong oral and written communication skills

How to Apply/Remarks:
Technical Applications PM1080 (rev 6/1/17) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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 listed within the application will be considered for determining eligibility for this position.

NOTE: 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. Please include IPR number on the application.

NOTE: 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.

*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 assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

Dimensions

Project Studies: 1-20 annually
Contract Plans: 1-20 annually/$2,000,000 to $20,000,000 in contract value
Public Meetings: 1-2

Nature and Scope

This position reports to the Senior Squad Leader but may report to the Squad Leader on a project basis. No subordinates report to this position.

The incumbent is a member of the 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 include preparation of exhibits and maps, completing data collection; the completion of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, and special details; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned. This position may rotate to other bureaus within the district as part of a rotational training program.

The greatest challenge for this position includes ensuring that details and exhibits comply with prescribed standards and specifications. A typical problem for this position is to ensure that exhibits and plan sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meeting with the public and other agencies; and, original calculation and checking of earth work and other quantities.

The incumbent must perform his/her duties in accordance with the guidelines of the Illinois Department of Transportation's Bureau of Design and Environment Manual, Bureau of Design and Environment Procedures Memorandums, and the district plan preparation memos. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Squad Leader.

This incumbent has frequent contact with the Squad Leader. There are occasional contacts outside the squad for obtaining information pertaining to specific problems. On occasion the position may require overtime and overnight travel. Districtwide travel is required.
The effectiveness of this position can be measured by the ability of the incumbent to accomplish all assignments in an efficient and effective manner.

**Principal Accountabilities**

1. Assists the Squad Leader in accomplishing squad activities.

2. Prepares all assigned work accurately and completely.

3. May rotate to other bureaus within the district as part of a rotational training program.

4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

5. Performs other duties as assigned.

**Subordinates of this position**

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<th>Position Number</th>
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**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IV
Working Title: Senior Squad Leader
Position Number: PW114-23-55-303-10-01

**Position Requirements**

- 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
- 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.)
- Valid driver's license
- Occasional overnight travel and overtime

**Position Desirables**

- Working knowledge of the routine practices of civil engineering
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**Agency Approvals**

[Signatures]

Bureau Chief of Personnel Management
Secretary, Department of Transportation