Civil Engineer Trainee (4 positions)
Assistant Squad Engineer

IPR Number: 43417
Position Number: PW110-23-54-303-10-01
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:
OHPI / Bureau of Program Development / Region 3 / District 4 / 401 Main Street, Peoria, IL 61602

Position Purpose:
This position is accountable for assisting the Senior 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
- District-wide travel

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.
ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION

DATE: January 18, 2019
WORKING TITLE: Assistant Squad Engineer

POSITION CLASSIFICATION: Civil Engineer Trainee
OFFICE/BUREAU: OHP/ Bureau of Program Development

POSITION NUMBER: PW110-23-54-303-10-01
REGION/DISTRICT: Region 3/District 4

Position Purpose

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

Dimensions

Various Studies and Plans Activities

Nature and Scope

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

This position is accountable for providing assistance to the Senior Squad Leader in the development phase of studies and plans. This position is assigned various technical tasks that are essential to the design process. This position rotates to other bureaus within the district as part of the rotational training program.

The greatest challenge for this position entails expediting all assigned activities in an accurate and timely manner. A typical problem for this position is to ensure the completed output of a project assignment is correct and according to approved standards.

The incumbent is accountable for assisting in the preparation of final studies and plans, special provisions, and other design features; prepares plans and special provisions from minor miscellaneous projects; makes field surveys for patching and resurfacing projects; and makes all necessary computations. This position will complete tasks as assigned which fall within the scope of these duties.

The incumbent is constrained by all departmental policies and procedures. Complex design problems are referred to immediate supervisors for resolution.

The incumbent has internal contacts will all sections within the bureau. External contacts are limited. District wide travel is required.

The effectiveness of this position can be measured or the ability of the incumbent to accomplish all assignments in an efficient and effective manner.
Principal Accountabilities

1. Responsible for assisting the Senior Squad Leader in accomplishing squad activities.
2. Responsible for the accuracy and completeness of all assigned work.
3. Rotates to other bureaus within the district as part of the 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 (if applicable, list subordinate information in the chart below)

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<tr>
<th>Position Classification</th>
<th>Position Number</th>
<th>Working Title</th>
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Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer IV
Working Title: Senior Squad Leader
Position Number: PW114-23-54-303-10-01

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
- District-wide travel

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

Agency Approvals

Becky Kocher
Bureau Chief of Personnel Management

Secretary, Department of Transportation