Civil Engineer Trainee (3 Positions)

Civil Engineer Trainee

<table>
<thead>
<tr>
<th>IPR Number:</th>
<th>43412</th>
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</thead>
<tbody>
<tr>
<td>Position Number:</td>
<td>PW110-23-55-201-10-01</td>
</tr>
<tr>
<td>Opening Date:</td>
<td>March 11, 2019</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>April 5, 2019</td>
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<tr>
<td>Union Position:</td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td>Shift:</td>
<td>8:00 am – 4:30 pm</td>
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<tr>
<td>Salary:</td>
<td>$4,275 – $5,118*</td>
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Office/Central Bureau/District/Work Address:

Position Purpose:
This position is accountable for assisting the Resident Engineer in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

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

Position Desirables:

- 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: Aug. 30, 2018  WORKING TITLE: Civil Engineer Trainee
POSITION CLASSIFICATION: Civil Engineer Trainee  OFFICE/BUREAU: OHPI/Project Implementation
POSITION NUMBER: PW110-23-55-201-10-01  REGION/DISTRICT: Region 3/District 5

Position Purpose

This position is accountable for assisting the Resident Engineer in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

Dimensions

Dollar Value of Construction Projects: $100,000 to $2,000,000

Nature and Scope

This position reports to the Resident Engineer. There are no subordinates reporting to this position.

This position, under the direction of the Resident Engineer, provides the contractor with the necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner.

Typical problems faced by the incumbent are in the interpretation of the plans and specifications while inspecting and directing the contractor’s personnel in compliance with the specifications. The greatest challenge is to balance the application of civil engineering principles to field conditions.

The functions performed by the incumbent include: acting as an instrument man on the survey party; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing the necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking computations of others; assisting the Resident Engineer on specific construction problems. The incumbent is responsible for total compliance with the provisions of the departmental Safety Code and for cooperating with every aspect of the department’s Employee Safety Program so that operations can be done in a manner which ensures the safety of himself/herself, fellow workers, and the public.

The incumbent is governed by the specifications of the project. S/He refers major problems or necessary plan changes to the Resident Engineer. S/He does, however, accept or reject materials incorporated in the project based on visual or field tests, and ensures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers, project engineers and personnel from the district Bureau of Materials, as well as with contractors and the public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and reports provided by the incumbent.
Principal Accountabilities

1. Provides accurate measurement, computation and documentation of contract items.
2. Keeps the Resident Engineer informed of any construction problems encountered or changes made.
3. Ensures that the times inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs duties other duties as assigned.

Subordinates of this position

<table>
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<tr>
<th>Position Classification</th>
<th>Position Number</th>
<th>Working Title</th>
<th>Authorized Identical</th>
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<tr>
<td>N/A</td>
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Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer III
Working Title: Resident Engineer
Position Number: PW113-23-55-201-10-01

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

Position Desirables

- Strong oral and written communication skills

Agency Approvals

Becky Koehler
Bureau Chief of Personnel Management

Matt Magalio
Secretary, Department of Transportation