Civil Engineer Trainee (2 Positions)
Inspector/Assistant Resident Engineer Trainee

IPR Number: 43432
Position Number: PW110-23-58-201-10-01
Opening Date: March 11, 2019
Closing Date: April 5, 2019

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

Office/Central Bureau/District/Work Address:
Office of Highways Project Implementation / Bureau of Project Implementation / Region 5 / District 8 / 1102 Eastport Plaza Drive, Collinsville, IL

Position Purpose:
This position is accountable for the layout, inspection, documentation and supervision required on various highway improvement 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 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
• Valid driver’s license

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 the 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 the layout, inspection, documentation and supervision required on various highway improvement construction projects.

Dimensions

Subordinate Personnel: None
Value of Construction Projects: Various

Nature and Scope

This position reports to the Senior Resident Engineer. This position reports to Resident Engineers or Resident Technicians on a project basis. Upon occasion, this position may supervise one or more technicians. On a seasonal basis, this position is assigned to other bureaus.

This position assists in providing 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 a timely manner in accordance with plans, specifications and special provisions.

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.

Typical duties include serving in all capacities on survey crews; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking the computations of others; and assisting the Senior Resident Engineer on specific construction programs. The above duties will be performed under the guidance and supervision of the Senior Resident Engineer or designated assistant. On a seasonal basis, this position is assigned to other bureaus and receives appropriate level activities.

The incumbent may supervise one or more technicians intermittently to help in surveying and/or inspection.

The incumbent is governed by the plans and specifications of the project. S/He refers major problems or necessary plan changes to the Senior 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 is governed by the departmental safety code and is expected to perform the assigned work in such a manner as to ensure the safety of themselves, fellow workers and the public.
Inspector / Assistant Resident Engineer Trainee  
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The incumbent has frequent contact with the Senior Resident Engineer, contractor personnel, other departmental  
personnel on the project, personnel from the district Bureau of Operations and Materials Section, and the public.  
Travel may be required.

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

**Principal Accountabilities**

1. Provides accurate and timely layouts.
2. Provides accurate measurement, computation, and documentation of contract items.
3. Keeps Senior Resident Engineer informed of any construction problems encountered or changes made.
4. Ensures that the items inspected are in accordance with the specifications.
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 other duties as assigned

**Subordinates of this position**

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**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer IV
Working Title: Senior Resident Engineer
Position Number: PW114-23-58-201-10-01

**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.)
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**Position Desirables**

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

Blogg Lokken  
Bureau Chief of Personnel Management

Secretary, Department of Transportation  

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