Civil Engineer Trainee (5 positions)
Construction Inspection Engineer

IPR Number: 43408  Union Position: ☒ Yes ☐ No
Position Number: PW110-23-52-201-10-01  Shift: 8:00 am – 4:30 pm
Opening Date: March 11, 2019  Closing Date: April 5, 2019
Salary: $4,275 – $5,118*

Office/Central Bureau/District/Work Address:
OHPI / Bureau of Project Implementation / Region 2 / District 2 / 819 Depot Ave., Dixon, IL

Position Purpose:
This position is accountable for assisting in 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.
Position Purpose

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

Dimensions

Subordinate Personnel: Direct - None
                          Indirect - 1-2 on an as-needed basis

Value of Construction Projects: $10,000 - $20 Million

Nature and Scope

This position reports to the Resident Engineer. This position may be assigned to a resident technician on a project-by-project basis. When this occurs, the incumbent would report to the resident technician. There are no direct subordinates reporting to this position, but he/she may supervise one to two technicians on direct assignments.

This position assists in providing the contractor with the necessary layout, direction, and inspection required on highway improvement and/or construction projects. His/Her position operates within an environment which ensures the contractor provides quality improvements 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 with compliance of specifications. The greatest challenge is to maintain the application of civil engineering principles to field conditions.

The functions performed by the incumbent include acting as a member 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 necessary reports and documentation for pay items; reducing survey notes; plotting cross-sections; computing quantities; checking computations of others; and assisting the resident engineer on small and uncomplicated construction contracts.

The incumbent is governed by the plans and specifications of the project. He/She refers major problems or necessary plan changes to the Resident Engineer. He/She does, however, accept or reject materials incorporated in the project on the basis of visual or field tests, and assures 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 Bureau of Project Implementation, as well as with contractors and the general 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 to ensure proper payment and completion of pay items in accordance with the contract plans and standard specifications.

2. Keeps Resident Engineer informed of any construction problems encountered or charges made to all for proper engineering judgment to be applied and working plans updated.

3. Inspects pay items and materials to ensure compliance with standard specifications and production of a quality improvement project.

4. Provides the contractor with accurate and timely layouts to allow for project completeress in accordance with the contract plans and the time frame outlined.

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** *(if applicable, list subordinate information in the chart below)*

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<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 III

Working Title: Resident Engineer

Position Number: PW113-23-52-201-10-02

**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 Magda  
Secretary, Department of Transportation