



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, April 21, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET V

Aggregate Testing Supervisor
Bureau of Materials
Office of Highways Project Implementation
Springfield

Attachments
41265

Technical Applications (PM 1080 rev 9/19/16) **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 **Friday, April 21, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician V	Salary Range:	\$5,015 - \$9,155
Position Title:	Aggregate Testing Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-75-704-12-01	IPR#:	41265

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Materials / 126 East Ash Street, Springfield, IL

Description Of Duties:

This position is responsible for organizing and directing a planned schedule of quality testing of aggregates according to prescribed standards; ensuring samples meet departmental standards; and handling basic laboratory management and equipment programs.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel with occasional overnight stays

Desired:

- Three years of college with the major courses of study being in pre-engineering, completion of a two-year program in a civil engineering technology or a four-year degree in a scientific program other than engineering.
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years in a supervisory position
- Minimum of five years' experience in aggregate quality testing
- Proficient in the department's deleterious count test procedure
- Extensive knowledge of the performance and maintenance of the equipment used in the aggregate lab
- Ability to plan and direct efforts of work for efficient accomplishments of the aggregate lab and district personnel
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 8, 2016	POSITION:	Aggregate Testing Supervisor
APPROVED BY:	<i>Brian Pfeifer</i>	OFFICE:	Project Implementation/Bureau of Materials
CODE:	PW015-23-75-702-43-01	REPORTS TO:	Aggregate Technology Coordinator

Position Purpose

This position is responsible for organizing and directing a planned schedule of quality testing of aggregates according to prescribed standards. The incumbent in this position must possess the practical knowledge of being able to determine whether samples are meeting department's standards. The incumbent must also be capable of handling basic laboratory management and equipment problems.

Dimensions

Number of Staff reporting	6-8
Number of Samples Tested/Year	2,500

Nature and Scope

This position reports to the Aggregate Technology Coordinator as does the Quality Assurance Supervisor. Reporting to the Aggregate Testing Supervisor are a Senior Laboratory Technician and five to seven technicians.

This position is responsible for organizing and directing a planned schedule of quality testing of aggregates according to prescribed standards.

The incumbent in this position must possess the practical knowledge of being able to determine whether samples are meeting department standards by observing the behavior of the materials while they are being prepared and tested. In the event that aggregate sample results are not in compliance with specifications, it is the responsibility of the incumbent to notify the Quality Assurance Geologist or the Aggregate Technology Coordinator so that production or use of the aggregate can be halted. The incumbent must also be capable of handling basic laboratory management problems. The challenge for this position is to daily process the samples submitted in a timely and efficient manner, report the test results through the department's computer system, supervise a limited staff, and provide accurate test results for any special studies.

The source of functions performed by the incumbent is from a routine work flow system. The work consists of the incumbent delegating what tests to perform on samples, performing the testing, verifying and reporting the test data, and supervising subordinates. The incumbent is accountable for preparing and testing samples according to prescribed standards, and recording all test results in the proper manner on laboratory test sheets. S/He also maintains equipment according to AASHTO or ASTM Standards and aids in the development of new tests and procedures,. The incumbent is responsible for conducting any special aggregate research testing which is designed to increase the use of local aggregate and to evaluate the repeatability and validity of current aggregate test methods. The incumbent's work, other than supervisory, is related to repair and recalibration of testing equipment and machines; performing testing in case of sample overload; teaching new personnel the proper methods of testing; verifying all test results are calculated correctly and recorded on laboratory test sheets for computer entry and file storage; and directing, with the Quality Assurance Geologist, the special testing programs.

The incumbents accountabilities are accomplished with the assistance of the:

Senior Laboratory Technician are is accountable for quality testing, general laboratory operations and provide technical guidance and assistance to technicians to ensure contractual materials meet state specifications.

Laboratory Technicians who are accountable for quality testing of materials used in construction and maintenance programs.

Within the Bureau's established guidelines, the incumbent makes decisions regarding quality testing and test equipment. S/He directs, with the Quality Assurance Geologist, and may personally perform any special aggregate testing evaluation and reports the results to the Aggregate Technology Coordinator. Prior technical training is necessary to effectively interpret test methods, procedures, specifications, and the special testing programs. The end result of the incumbent's work is in the form of test results, recommendations for equipment repair, and basic management decisions. Major issues are referred to the Aggregate Technology Coordinator.

The incumbent has frequent contacts with the heads of all the laboratories in the Bureau to discuss results of samples submitted to the aggregate laboratory, and on occasion has contacts with aggregate source personnel to advise on quality test results. The incumbent works with AASHTO personnel in the inspection of the laboratory for compliance to National Institute of Standards and Technologies requirements and in evaluating testing techniques for compliance to standards. The effectiveness of this position is measured by the ability of the incumbent to maintain laboratory equipment in sound working order, and to provide reliable test results in a timely manner. Statewide travel with occasional overnight stays is required.

Principal Accountabilities

1. Supervises and performs quality testing according to designated specifications to assure that a quality product is purchased.
2. Supervises and performs special testing which will assure a quality product as well as a more economical one.
3. Maintains preparation and testing equipment to specification to assure that the flow of testing is not unduly interrupted.
4. Keeps data in the department's computer/file system in an efficient manner to allow accurate recall of test results.
5. Establishes a cordial relationship with personnel to assure a workable environment.
6. Trains, motivates and evaluates subordinates to ensure a well-developed and competent staff.
7. Ensures compliance with all departmental safety rules, practices and procedures.
8. Travels on an as-needed basis to perform the duties of this position.
9. Performs duties in compliance with all departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as required or assigned.