



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: May 12, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2017 in the designated areas.

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

**NOTE: 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

District Laboratory Supervisor  
Region 1/District 1/Materials  
Highways Project Implementation  
Schaumburg

Attachments  
41405

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, May 30, 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: 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician V</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>District Laboratory Supervisor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW015-23-51-704-20-01</b>	<b>IPR#:</b>	<b>41405</b>

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### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Materials/101 W. Center Court, Schaumburg, IL

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### Description Of Duties:

This position is accountable for supervising those activities that include the technical and administrative supervision of the physical testing and reporting of highway construction and maintenance materials in the District One Laboratory.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Districtwide travel
- Successful completion of the Illinois Department of Transportation's 5-day Aggregate Technician Course, Level III Technician Courses for both PCC and HMA, Soils Field Testing & Inspection Specific Task Training Program (S-33), and the Radiation Safety and Density by the Nuclear Method Specific Task Training Program (S-34), or be able to successfully complete within 24 months of hire date

#### Desired:

- Three years of college with the major courses of study being in pre-engineering, completion of a two-year program in 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 eight years of materials testing experience and a minimum of three years in a supervisory position
- Specialized training in Aggregates, HMA, PCC, Soils or other highway materials
- Working knowledge of QC/QA concepts and their application
- Ability to resolve conflicts with producers and contractors
- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

\*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**

<b>DATE:</b>	September, 2016	<b>POSITION:</b>	District Laboratory Supervisor
<b>APPROVED BY:</b>	<i>George Houston</i>	<b>OFFICE/DIVISION:</b>	OHPI/District One/Bureau of Materials
<b>CODE:</b>	PW015-23-51-704-20-01	<b>REPORTS TO:</b>	Physical Tests Engineer

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***Position Purpose***

This position is accountable for supervising those activities that include the technical and administrative supervision of the physical testing and reporting of highway construction and maintenance materials in the District One Laboratory

***Dimensions***

Subordinate Personnel	Direct 5-Indirect 14
Equipment Under Jurisdiction	\$600,000-\$800,000
Number of Tests Annually	8,000-10,000
Contract Value of Materials Testing Annually	\$150,000,000-\$200,000,000
Annual Budgetary Expenditures	\$100,000-\$175,000

***Nature and Scope***

This position reports to the Physical Test Engineer. Reporting to this position are four Senior Laboratory Technicians, and an Office Coordinator.

The position operates in a unique area that is heavily populated, has high concentrations of traffic, and produces a wide variety of materials that are used not only within the District, but also throughout the State of Illinois as well as other states. District one is unique in that it requires continuous evaluation of the testing procedures in terms of their cost effectiveness. This activity poses problems of establishing priorities so as to ensure a steady flow of materials to construction and maintenance projects in addition to verifying and completing numerous HMA designs. The situation is further complicated by the introduction of highly innovative testing and technical programs such as the Hamburg wheel, Micro Deval, warm mix asphalt, various asphalt extraction methods and other testing devices that must be incorporated and used alongside existing approved test equipment. The incumbent is expected to be familiar with all of these separate options.

Because of the high level of construction activity within the District and a wide variety of materials used in these projects, this position is confronted with various problems that range from the planning and scheduling of large numbers of tests on various materials and the determination of which IDOT standards and specifications may be applicable. This position must respond to current problems in a situation characterized by budgetary limitations and involving new and fast changing technologies. Complications arise when traditional testing and reporting procedures are intertwined with project requirements such as Quality Control/Quality Assurance contract specifications, Pay for Performance Specifications, and Quality Control for Performance Specifications. The incumbent is also confronted with the problem of establishing and maintaining safe and efficient work facilities that comply with specifications such as the Chemical Hygiene Plan. In addition, the incumbent is expected to apply computer spreadsheet solutions to Hot Mix Asphalt (HMA) Mix designs, HMA production samples, concrete strength specimens, aggregate, and source inspection.

Typical problems encountered include maintaining current ASTM and AASHTO standards, specifications and testing procedure changes, adapting to new test procedures to meet new situations, and developing new techniques to meet unusual situations. The incumbent should be familiar with the MISTIC system and the electronic submittal computer system in order to solve problems concerning the entry of test data. The greatest challenge to this position is to organize and direct the laboratory's personnel in order to deliver timely and satisfactory test results of materials being incorporated in construction and maintenance projects. The variable program that meets these challenges must be flexible and makes for a rather unique combination of technical and management features. The incumbent will also be responsible to manage a wide range of consultant's staff to supplement IDOT work force on an as need basis.

The incumbent personally: plans and schedules staff work assignments and trains subordinates in a manner that maintains a high level of productivity; revises existing testing procedures in the interest of greater efficiency; interprets specifications and recommends modifications in the interest of improving testing; participates in the development of revised specifications as dictated by the cost effective considerations; ensures completeness and accuracy of equipment inventory, and inspects the reports of various materials and products of various District sources. The incumbent must have successfully completed IDOT's 5-Day Aggregate Technician Course, Level III Technician Courses for both PCC and HMA, Soils Field Testing & Inspection Specific Task Training Program (S-33), and the Radiation Safety and Density by the Nuclear Method Specific Task Training Program (S-34), or be able to successfully complete them within 24 months of assuming the position.

The incumbent accomplishes his/her accountabilities through the following personnel:

Senior Laboratory Technicians (4) - who are accountable for performing tests on HMA, concrete and soil materials to assure compliance with project specifications as well as maintaining test/design equipment.

One Office Coordinator - who is accountable for performing reception duties, including the phone and intercom systems, performing data entry and applicable filing.

The incumbent operates within the guidelines included in the Standard Specifications for Road and Bridge Construction, the supplemental specifications and the special provisions for each project. However, considerable independent judgment is required in determining the acceptability of materials and determining the cause of discrepancies in test results and recommending corrective action.

This position maintains contact with the Central Bureau of Materials for lab inspections, sample delivery for testing done out of District, and to ensure understanding and applicability of equipment and procedures. Contact is also maintained with other Districts' Bureaus of Materials for notification and documentation of material status, as well as the Bureau of Construction, various equipment manufacturers, vendors and suppliers, contractors, local agencies, consultants, FHWA personnel, FAUS engineers and the public regarding the testing of materials used in highway improvement projects so as to ensure materials meet applicable specifications. The incumbent must have a valid driver's license in order to travel to various job sites to investigate potential and existing problems with materials being used.

The effectiveness of this position can be measured by the acceptability of materials incorporated into highway projects, by inspection and tests which are provided in a timely manner and adequately documented and that methods and equipment are managed to maintain an effective work flow in the lab.

***Principal Accountabilities***

1. Ensures accurate and timely test completion of various HMA, PC concrete, aggregate, soil and source materials used in highway construction activities.
2. Ensures completeness and accuracy of documentation supporting laboratory tests and proper entry into the MISTIC system and assures a professional outlook to all documents.
3. Ensures timely, accurate and complete HMA mix designs and verifications in accordance with current IDOT specifications and project requirements.
4. Ensures application of latest technology to the testing procedures required of current projects and materials.
5. Provides necessary clarifications of material specifications to construction and maintenance personnel and to producers and suppliers.
6. Provides for the security, proper inventory control and maintenance of material testing equipment, laboratory building and grounds.
7. Controls and assures compliance of all IDOT personnel to the adopted Chemical Hygiene Plan.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.