



# 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 17, 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 18, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, June 1, 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 I                      Junior Lab Technician  
Region 4/District 7/Project Implementation  
Office of Highways Project Implementation  
Effingham

Attachments  
41792

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 **Thursday, June 1, 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.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician I</b>	<b>Salary:</b>	<b>\$2,640 - \$3,750</b>
<b>Position Title:</b>	<b>Junior Laboratory Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW011-23-57-203-23-01</b>	<b>IPR#:</b>	<b>41792</b>

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

Office of Highways Project Implementation / Region Four / District 7 / Bureau of Project Implementation / 400 West Wabash Ave., Effingham, IL

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### Description Of Duties:

This position performs laboratory tests and records the results on materials used for district, county, local and other state agency transportation projects.

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### Special Qualifications:

#### **Required:**

- Valid driver's license
- Ability to frequently lift 50 lbs.
- Ability to work overtime

#### **Desired:**

- An associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Working knowledge of math to include geometry
- Working knowledge of materials testing and laboratory testing equipment
- HMA Level I Certification
- Aggregate Certification
- Ability to successfully obtain IDOT QC/QA certification in Aggregate and HMA Level I in a timely manner
- Ability to communicate effectively and follow oral and written instructions

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*THIS IS AN ENTRY-LEVEL POSITION\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	February 2017	<b>POSITION:</b>	Junior Laboratory Technician
<b>APPROVED BY:</b>	<i>Jeffrey South</i>	<b>OFFICE/DIVISION:</b>	OHPI/Project Implementation
<b>CODE:</b>	PW011-23-57-203-23-01	<b>REPORTS TO:</b>	Laboratory Supervisor

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***Position Purpose***

This position performs laboratory tests and records the results on materials used for district, county, local and other state agency transportation projects.

***Dimensions***

No. of samples taken:	100 – 600 annually
No. of reports submitted:	100 – 600 annually
Value of materials tested:	\$5,000,000 - \$30,000,000

***Nature and Scope***

This position reports to the Laboratory Supervisor as do the Senior Laboratory Technician and Laboratory Technician.

This position is of a technical nature and performs various tests on materials gathered, collected or purchased for use in district transportation projects which ultimately results in the acceptance or rejection of the material tested. Information and test results provided by this position assist management during the construction of projects.

The incumbent is required to successfully obtain IDOT QC/QA certification in Aggregate and HMA Level I in a timely manner. Certification HMA Levels II and III are desired. In the performance of duties, the incumbent must have the ability to do basic algebraic calculations.

Typical problems encountered include matching the samples tested with the appropriate specifications and reporting the results in a timely manner to prevent delays in the field. The greatest challenge is accurately testing materials and samples so that acceptance or rejection decisions are based on the actual physical qualities of the material tested.

Functions performed by the incumbent include conducting various types of laboratory tests and keeping records of tests, maintaining, repairing and calibrating laboratory and field test equipment. The incumbent is required to perform data entry into various computer programs including Excel spreadsheets. Some of the laboratory tests include: hot mix asphalt extractions, superpave gyratory tests, core density testing, Portland cement concrete compressions and flexural strengths, soil tests for hydrometer analysis, Atterberg limits and sieve analysis, moisture-density relationships of soils and aggregates and gradation tests of aggregates. The incumbent must have the ability to lift 50 pounds; work overtime during construction season; and have a valid drivers' license.

This position operates within the guidelines established in the ASTM Manual, the AASHTO Manual and all applicable departmental guidelines. S/He works under the close supervision of the Laboratory Supervisor. The incumbent processes samples and submits reports to the Mixtures Control Engineer who makes the acceptance, rejection or any other decision which is indicated. Any questions which arise during the testing will also be directed to the Laboratory Supervisor.

The incumbent has internal contacts with the District Bureaus of Implementation and Operations during the accomplishment of assignments. Externally, s/he has contacts with suppliers, producers, county and local agencies for the purpose of gathering information.

The effectiveness of this position can be measured by the ability of the incumbent to ensure that the materials are tested in accordance with the proper standards.

***Principal Accountabilities***

1. Performs materials tests to determine whether the product conforms to approved standards and/or determine properties of the product.
2. Maintains complete and accurate materials test records.
3. Assists in calibrating and maintaining laboratory testing equipment to ensure information is accurate.
4. Performs data entry
5. Maintains, repairs and calibrates field testing equipment.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.