



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: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, July 24, 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 IV

Hot Mix Asphalt Supervisor
Region 4/District 7/Project Implementation
Highways Project Implementation
Effingham

Attachments
41954

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 **Monday, July 24, 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 IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Hot Mix Asphalt Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-57-203-22-01	IPR#:	41954

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for planning and directing activities that ensure Hot Mix Asphalt and related materials products are acceptable for use on state and local highway improvement projects where federal or state aid and Motor Fuel Tax funds are involved.

Special Qualifications:

Required:

- Valid driver's license
- District-wide travel and overtime
- Ability to frequently lift 50 lbs.
- Outdoor work in a variety of conditions including, but not limited to, active construction sites and roads open to traffic
- Ability to successfully obtain IDOT QC/QA certifications in HMA Level I within twelve months of hire date

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
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- HMA Level II and Level III certifications
- Strong oral and written communication skills

Shift/Remarks:

7:00 a.m. – 3:30 p.m. / Monday - Friday

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

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March, 2017	POSITION:	Hot Mix Asphalt (HMA) Supervisor
APPROVED BY:	<i>Jeffrey South</i>	OFFICE/DIVISION:	OHPI/Project Implementation
CODE:	PW014-23-57-203-22-01	REPORTS TO:	Quality Assurance Supervisor

Position Purpose:

This position is accountable for planning and directing those activities that ensure Hot Mix Asphalt and related materials products are acceptable for use on state and local highway improvement projects where federal or state aid and Motor Fuel Tax funds are involved.

Dimensions:

Subordinate Personnel:	1 to 3
Producing Plants in Concurrent Operation:	8 to 12
Process Control Sampling Federal Projects:	4 to 40
Construction Value of Mixtures Produced:	\$25,000,000 to \$50,000,000
Proportioning Technicians Trained:	Up to 2 per year

Nature and Scope:

This position reports to the Quality Assurance Supervisor.

This position is accountable for making sure the proper materials are used in all specified mixtures and also makes sure proper plant settings and mixing time requirements are followed. In performing these functions, the incumbent utilizes comprehensive knowledge of HMA mixtures in order to ascertain solutions to various problems that arise.

Typical problems of the position are those involved in ensuring that the Hot Mix Asphalt used in construction and maintenance projects in the District conform to design and specification requirements for quality. The incumbent's greatest challenge will be resolving problems with plant owners in order to get desired cooperation in producing acceptable HMA mixtures.

The incumbent performs mix production inspection, and makes sure the required amount of independent assurance samples (IND) is being performed. He/she also makes sure that the required amounts of investigative asphalt samples are being taken, and that independent weight checks are done. The incumbent should be able to identify unacceptable asphalt material and help troubleshoot production problems with possible solutions. To excel in this position, the incumbent must be able to understand the specifications of the mix being produced and be able to interpret mix production plant reports. This position requires the ability to frequently lift 50 lbs.

In performing the functions of this position, the incumbent supervises several HMA Plant Inspectors (on a project basis) who ensure the HMA materials necessary for completion of a project are produced by the contractor in compliance with established construction specifications and contract agreements. This position performs outdoor work in a variety of conditions including, but not limited to, active construction sites and roads open to traffic.

The incumbent has the authority to accept or reject mixtures which do not meet specifications, approve plant equipment, calibrate scales, and approve hot mix asphalt mix designs. In performing the functions of this position, the incumbent is guided by the Project Procedures Guide, Standard Specifications, and all policies and procedures of the Central Bureau of Materials and the Illinois Department of Transportation.

The incumbent deals with the following additional personnel in the performance of duties: Central Bureau of Materials personnel, District Bureaus of Local Roads, Design, Construction, Operations, Bureau of Investigations and Compliance, various bituminous mixture producers, municipal and county engineers, and various consultants. Travel and overtime are required.

The incumbent is evaluated according to the quality and quantity of HMA products produced, the accurate and timely completion of tests and reports conducted by subordinates, accuracy and acceptability of HMA mix designs, and ability to work with contractors and construction personnel.

Principal Accountabilities:

1. Assure proper process control and independent assurance record sampling frequencies, as required by the Project Procedures Guide.
2. Keeps superiors informed of HMA production status and possible problem areas.
3. Ensures accuracy of materials reports.
4. Helps construction resident engineer/technicians set up the PFP and QCP program information.
5. Administers and enforces all department safety policies and codes.
6. Train; motivate, and evaluate subordinates to ensure well developed staff.
7. Performs all duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs all other duties as assigned.