



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: May 9, 2017

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

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 23, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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.

CE VI

Materials Engineer
Region 2/District 3/Project Implementation
Highways Project Implementation
Ottawa

Attachments
41986

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 **Tuesday, May 23, 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. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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:	Civil Engineer VI	Salary Range:	\$6,945 - \$11,020
Position Title:	Materials Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-53-203-00-01	IPR#:	41986

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / District 3 / Bureau of Project Implementation / 700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for the management of the district Bureau of Materials which is responsible for the inspection and testing of all materials used in the construction and maintenance of highways.

Special Qualifications:

Desired:

- Ten years' experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of highway engineering projects
- Ability to initiate, coordinate and direct large scale engineering programs or research and planning activities of a difficult technical nature
- Comprehensive knowledge of the policies controlling the activities administered and the ability to enforce
- Ability to promote, establish, and maintain harmonious relationships with staff and the general public
- Strong oral and written communications skills

Required:

- Current Illinois Professional Engineer license
- Valid driver's license

Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 2017	POSITION:	Materials Engineer
APPROVED BY:	<i>Joseph Wick</i>	OFFICE/DIVISION:	OHPI/Region 2/District 3
CODE:	PW116-23-53-203-00-01	REPORTS TO:	Project Implementation Engineer

Position Purpose

This position is accountable for the management of the District Bureau of Materials Section which is responsible for the inspection and testing of all materials used in the construction and maintenance of highways.

Dimensions

Subordinate Personnel:	Direct 3-5; Indirect 18-50 (Plus 30-40 others furnished by Construction and consultants providing materials inspection and testing)
Annual Payroll:	\$700,000-\$1,100,000
Material and Project Sources:	200-400 various plants and material suppliers
Value of Materials Inspected:	\$50M to \$200M
Value of Projects Requiring Quality Control:	\$60M to \$300M

Nature and Scope

This position reports to the Project Implementation Engineer as do the Construction Engineer, Local Roads and Streets Engineer, and the Contract Support Engineer/Technician. Reporting directly to this position are the Geotechnical Engineer, Mixtures Control Engineer, Physical Tests Engineer and a Secretary.

The Materials section is responsible for providing material quality assurance for all materials and mixes used in construction and maintenance of highways. In carrying out this responsibility, the bureau must be responsible to working schedules of contractors insuring an uninterrupted flow of inspected materials into the project while maintaining the integrity of contract specifications. This position is unique in having to maintain this balance with increasing demands for quality and decreasing available resources for accomplishing the section's responsibilities.

This position deals with both technical and managerial problems. Typical problems encountered are: determining and developing methods of compliance with specifications; assignment of trained personnel to adequately meet the inspection and testing demands; meeting time schedules for report feedback, and motivating employees' technical development. The greatest challenge in this position is the implementation of sophisticated testing methods which are responsive to unique situations and evolving technologies.

The incumbent personally directs the activities of personnel in three (3) sections; reviews manpower needs and assigns personnel, serves as the district expert on materials; approves new testing procedures and equipment; approves substitutions for unavailable products and materials; approves geotechnical and foundation studies; reviews field and laboratory tests results, complex material problems, hazardous waste problems, hazardous wastes problems in Materials and takes appropriate action; and determines the training needs of bureau personnel.

The incumbent accomplishes accountabilities through the following staff:

Geotechnical Engineer – who, with a staff is accountable for the determination of soil conditions on all highway improvements in the district.

Mixtures Control Engineer – who, with a staff is accountable for insuring the quality of all mixtures produced for use in highway improvements in the district.

Physical Tests Engineer – who, with a staff is accountable for insuring the quality of all materials for use in highway improvements in the district.

Secretary – who independently performs responsible secretarial duties.

The incumbent is responsible for the operation of the Materials Section and has the authority to recommend to the Regional Engineer the hiring, firing, promotion and salary administration actions of subordinates. Additionally, the incumbent approves the purchases of equipment, commodities and services within budgetary limitations and the State Purchasing Act. The incumbent has broad authority to make decisions on materials issues using Department and FHWA policies and procedures as a guide. S/He keeps the Project Implementation Engineer informed of issues that are or could be controversial. The incumbent is responsible for compliance with the provisions of the Illinois Department of Transportation Safety Code Handbook and for cooperating with every provisions of the Illinois Department of Transportation Safety Code Handbook and for cooperating with every aspect of the Department's Employee Safety Program, so that operations can be done in a manner which insures the safety to himself/herself, fellow workers, and the public.

The incumbent is in frequent contact with personnel from all district bureaus, sections, and the Central Bureau of Materials on proposed and operating materials issues and the Central Bureau of Bridges and Structures for foundation problems. Externally, the incumbent has contacts with material suppliers, contractors' personnel, local governmental officials and with the FHWA on materials problems of mutual concern. Occasional cooperative material inspection arrangements are also provided for the Department of Conservation, U.S. Army Corps of Engineers, Illinois State Police, Capital Development Board and Division of Aeronautics.

The effectiveness of this position can be measured by the quality of materials placed in highway construction projects in a timely manner, and the timely completion of general reports and special investigations required during the planning, design and construction of highway improvement projects.

Principal Accountabilities

1. Ensures that all materials used in highway construction projects in the district substantially meet contract specifications.
2. Ensure that all materials produced inside or outside the district for use in the district are properly inspected.
3. Plans, organizes, directs and controls the activities of the Materials section.
4. Provides expertise so that geotechnical studies and inspections will meet all applicable standards.
5. Assigns, trains, motivates, and evaluates subordinate personnel.
6. Establish goals and objectives which will result in efficient and effective performance of the activities of the Materials Section.
7. Performs 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 other duties as assigned by the Project Implementation Engineer.