



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 10, 2017

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

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

Prestress/Pipe Plant & Masonry Inspector
Region 5/District 8/Project Implementation
Highways Project Implementation
Collinsville

Attachments
42021

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 **Thursday, May 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: 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:	\$4,695 - \$6,735*
Position Title:	Prestress/Pipe Plant & Masonry Inspector	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-203-30-03	IPR#:	42021

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 8/Bureau of Project Implementation/1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is accountable for performing essential inspection, testing, certification, and reporting on all types of material used for highway construction and maintenance within the district and for other districts and states. This position has a major influence on the stability, durability, and quality of transportation improvements by ensuring these material products conform to approved and recognized standards. The incumbent must keep abreast of departmental specifications, manuals, policies, memorandums, and ASTM and AASHTO specifications.

Special Qualifications:

Required:

- Valid driver's license
- Successful completion of IDOT, ACI & PCI training courses within 12 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
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

*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**

DATE:	September 2015	POSITION:	Prestress/Pipe Plant and Masonry Inspector
APPROVED BY:	<u>Dana Coughlin</u>	OFFICE/DIVISION:	Highways/D8/Materials
CODE:	PW014-23-58-203-30-03	REPORTS TO:	Physical Tests Engineer

Position Purpose

This position is accountable for performing field inspections of precast prestressed concrete products, reinforced concrete pipe and other related concrete products incorporated into state and other governmental transportation facilities in the district and for other districts and states.

Dimensions

Number of Producer/Supplr. responb:	2-20
Number of Inspections Conducted:	1000 to 1500 annually
Value of Materials Inspected:	\$20 to 30 million annually

Nature and Scope

This position reports to the Physical Tests Engineer as do the Aggregate & Miscellaneous Products Supervisor and the Laboratory Supervisor.

This position is accountable for performing essential inspection, testing, certifying, and reporting on all types of material used for highway construction and maintenance within the district and for other districts and states. This position has a major influence on the stability, durability, and quality of transportation improvements by ensuring that these material products conform to approved and recognized standards. The incumbent is required to keep abreast of Department specifications, manuals, policies, memorandums, and ASTM and AASHTO specifications.

The incumbent must successfully complete the following training classes in a timely manner to the satisfaction of the District Materials Engineer:

1. IDOT 3-day Aggregate Technician or 5-day Aggregate technician Course.
2. ACI (American Concrete Institute) Concrete Field Testing Technician – Grade I
3. PCI (Precast/Prestressed Concrete Institute) Level I & II – Quality Control Personnel Certification Program.

The incumbent must develop a schedule that ensures his/her testing, inspection, and sampling occurs in a timely manner in accordance with his/her daily work load, determined by requests from material producers and suppliers. The incumbent must assure that all material is inspected prior to delivery. In performing these functions, the incumbent's greatest challenge is ensuring the Departments level of acceptability while maintaining good working relations with material producers and suppliers.

The incumbent is personally accountable for witnessing and conducting acceptance tests for precast prestressed concrete products, reinforced concrete pipe and other related precast concrete products; calculates test results, prepares and submits reports; inspects the stage assembly, observes manufacturing and performs acceptance tests for materials. This person also inspects material such as prestressing strand, steel reinforcement bar and fabric, epoxy coated reinforcing steel, foundry products, etc.

The incumbent conducts the necessary test and/or sampling to determine if the material is acceptable, records all necessary information, completes inspection reports and submits said reports to the appropriate personnel, agencies, producer-suppliers and contractors.

The incumbent has the authority to accept or reject material based on ASTM, AASHTO, Standard Specifications for Road and Bridge Construction, policy letters of the Central Bureau of Materials, and use of engineering judgment on workmanship. The incumbent has to exercise some latitude in accomplishing these responsibilities. Problems of a highly sensitive or complex technical nature are referred to immediate supervisor for resolution. The incumbent is constrained by all department policies and procedures.

The incumbent has internal contact with the Construction Section and the Bureau of Operations during the accomplishment of his/her assignments. Externally, the incumbent has contacts with the Central Bureau of Materials personnel, Materials personnel from other States and Districts, material producers, suppliers, contractors, and county and local agency officials of obtaining or providing essential material information and/or explaining material specifications.

The effectiveness of this position can be measured by the ability of the incumbent to approve only high quality materials that conform to the department specifications, and to reject those materials that do not conform to approved standards; the accurate and timely completion of inspections conducted; the ability to maintain good working relations with whom he/she deals; and staying abreast of all material specifications.

Principal Accountabilities

1. Inspect and ensure that materials and products comply with stated specifications.
2. Responsible for advising supervisor of possible problem areas and recommending solutions.
3. Responsible for the reporting of materials used and generation of accurate material inspection records.
4. Arrange and ensure that testing, inspections, samplings and reporting's are accomplished in a timely manner.
5. Responsible for keeping abreast of all specifications.
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.