



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: November 2, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, November 20, 2017**. Applications will not be accepted after that time and date.

NOTE: 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VI Engineer of HMA and Aggregate
Bureau of Materials
Highways Project Implementation
Springfield

Attachments
42313

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, November 20, 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: 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:	\$6,945 - \$8,983*
Position Title:	Engineer of Hot Mix Asphalt and Aggregate	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW116-23-75-704-10-01	IPR#:	42313

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Materials /126 East Ash, Springfield, IL

Description Of Duties:

This position is accountable for managing the Hot Mix Asphalt (HMA) and Aggregate Sub-Units. The HMA Sub-Unit develops and evaluates policy and procedures for directing the implementation of the statewide HMA program. The Aggregate Sub-Unit administers the departmental Aggregate Acceptance program. The HMA and Aggregate Sub Units test and evaluate test procedures used in the State's construction and maintenance programs.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Travel with occasional overnight stays

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 have been supervising engineering functions
- Knowledge of AASHTO and ASTM standards; HMA production, testing and evaluation procedures; and Aggregate production, testing and evaluation procedures
- Ability to make decisions on quality and durability of HMA and aggregates
- Ability to maintain cooperative relationships with departmental and industry staff
- Strong oral and written communication skills

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

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

*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.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 31, 2017	POSITION:	Engineer of HMA and Aggregate
APPROVED BY:	Brian Pfeifer	OFFICE/DIVISION:	OHPI /Bureau of Materials
CODE:	PW116 23-75-704-10-01	REPORTS TO:	Engineer of HMA, Aggregate, and Chemical Tests

Position Purpose

This position is accountable for managing the Hot Mix Asphalt (HMA) and Aggregate Sub-Units. The HMA Sub-Unit develops and evaluates policy and procedures for directing the implementation of the statewide HMA program. The Aggregate Sub-Unit administers the Department's Aggregate Acceptance program. The HMA and Aggregate Sub Units test and evaluate test procedures used in the State's construction and maintenance programs.

Dimensions

Annual Operating Budget	\$114,000
Number of Staff Reporting – Directly	2
Number of personnel Supervised – indirectly	20-25
Testing Equipment values	\$1 million
Material Contract Values	\$400,000,000 Annually
Number of Fabricators, Manufacturers, and Aggregate Plants	1,800

Nature and Scope

This position reports to the Engineer of HMA, Aggregate & Chemical Tests, as do the Chief Chemist and Executive Secretary. Reporting to the Engineer of HMA and Aggregate are the HMA Operations Engineer and Aggregate Technology Coordinator.

This position operates in an atmosphere requiring immediate response to evolving technology, priority changes, material availability, and environmental considerations. The incumbent is responsible for the daily management of statewide inspection of aggregates and HMA. He/She is one of the lead persons in evaluating the implementing original procedures which have a profound effect upon the management of resources and the quality of new construction, reconstruction, and maintenance of our transportation system.

The incumbent develops special tests (1) to determine adequacy of materials proposed as substitutes for standard commodities and (2) for tools and equipment used by the Department. The challenge for this position is to provide the Department with conceptual alternatives from which top management can select a course of action to remain responsive to public transportation demands and continue to maintain a high degree of favorable public relations.

The incumbent supervises investigations of aggregates and HMA and must be technically knowledgeable to gain the confidence of the producers, suppliers, and contracting industry to achieve acceptance of new concepts in the material application and utilization. The incumbent also is accountable, through direct staff supervision, for conducting tests to determine the quality of materials used in highway construction and maintenance projects as compared with the quality required by the specifications of the materials. The incumbent assists and approves the development of specifications to assure that materials acquired are acceptable for the job to be accomplished and provides information to manufacturers and suppliers regarding tests utilized to determine compliance with specifications.

To perform these functions the incumbent utilizes the following staff:

Aggregate Technology Coordinator, with a staff of ten, inspects all aggregate plants in Illinois and many in surrounding states, supervises the laboratory program, and maintains the Department's aggregate quality specification. He/she approves test results, performs special investigations, recommends operational and developmental alterations to increase aggregate quality and coordinates the Aggregate Gradation Control System.

HMA Operations Engineer, with a staff of seven, provides special mix designs to District office, surveys and rates HMA plants for compliance with specifications, develops specifications for HMA, and operates a laboratory for performing special investigations and quality assurance for HMA construction.

The incumbent has the authority to reject a specific lot of materials or commodities due to unsatisfactory test results. The incumbent makes recommendations to the Engineer of HMA, Aggregate and Chemical Tests on hiring of personnel, and major equipment and testing units. The incumbent is guided by standard specifications for material, but can make modifications due to local requirements. The incumbent is responsible for maintaining laboratory operations in compliance with the AASHTO Accreditation Program.

The incumbent has frequent daily contacts with District personnel to advise them of the quality of products tested. The incumbent is frequently in contact with (1) the Construction, Operations, and Bridges and Structures Bureaus of the Department to discuss and advise specification revisions and special provisions, (2) FHWA concerning sampling and testing procedures, and (3) consulting engineers and Bureau of Aeronautics. The incumbent is in contact with all section heads in the Bureau of Materials regarding samples of materials, test results, consultations, and the testing of new products. The incumbent has frequent daily contacts with industry sources through conversations, meetings, or visits to discuss and establish procedures for sampling, testing, and materials certification requirement of the Department. This position requires travel with occasional overnight stays.

The effectiveness of this position is measured by the ability of the incumbent to (1) utilize management skills to assure proper testing of materials and disbursement of date, (2) provide knowledgeable consultations to top Departmental managers, and (3) provide a cooperative working environment between the unit and other units of the Department.

Principal Accountabilities

1. Provides conceptual alternatives from which top management can select to remain responsive to public transportation demands and maintain favorable public relations.
2. Prepares correspondence and reports to assist the Engineer of HMA, Aggregate and Chemical Tests in notifying concerned people of the Bureaus' decisions and recommendations.
3. Selects, trains, and motivates a competent staff to accomplish unit objectives.
4. Provides consultations and interpretations of test results to assure that materials meet the Department's specifications.
5. Through the establishment of cordial and productive management relationships, provides a workable environment among the staff and others.
6. Develops procedures, guidelines, and policies for inspection of commodities to assure procurement of high quality material.
7. Prepares specifications for many materials to establish standards for manufacturing and procurement.
8. Evaluates test results and uses training and experience to aid Districts in making decisions concerning marginal materials.

9. Serves on job-related committees to aid the Department in procuring the best available materials and in development of new technologies.
10. Ensure subordinate compliance with all Departmental safety rules, practices and procedures.
11. Performs other duties as required or assigned.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.