



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: December 1, 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 December 5, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, December 18, 2017**. Applications 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.**

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

ET IV

Materials Documentation Technician  
Bureau of Materials  
Highways Project Implementation  
Springfield

Attachments  
42323

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Monday, December 18, 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 IV</b>	<b>Salary:</b>	<b>\$4,695 - \$6,735*</b>
<b>Position Title:</b>	<b>Materials Documentation Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW014 23-75-701-30-01</b>	<b>IPR#:</b>	<b>42323</b>

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

Office of Highways Project Implementation / Bureau of Materials / 126 E. Ash Street, Springfield, IL

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### Description Of Duties:

This position is accountable for developing and conducting progress and final audits of resident engineer/technician's materials field records to verify compliance with approved policies on federal-aid, state, and local agency projects to ensure compliance with federal and departmental requirements. This position is responsible for providing materials documentation and acceptance training to the districts and maintaining historical job records for the Bureau of Materials.

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### Special Qualifications:

#### **Required:**

- Valid driver's license
- Weekly statewide travel with overnight stays

#### **Desired:**

- An Associate Degree from an accredited two-year civil engineering technology program or completion of 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 three years should be in materials laboratory testing/field inspection and/or materials certification
- Working knowledge of principles and practices related to auditing and/or construction
- Ability to maintain harmonious relationships with departmental employees and other state and federal agencies
- Strong oral and written communication skills

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### 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.

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 25, 2017	<b>POSITION:</b>	Materials Documentation Technician
<b>APPROVED BY:</b>	<i>Brian Pfeifer</i>	<b>OFFICE/DIVISION:</b>	Office of Highways Project Implementation/Bureau of Materials
<b>CODE:</b>	PW014-23-75-701-30-01	<b>REPORTS TO:</b>	Materials Information Technology Manager

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***Position Purpose***

This position is accountable for developing and conducting progress and final audits of resident engineer/technician's materials field records to verify compliance with approved policies on federal-aid, state, and local agency projects to ensure compliance with federal and departmental requirements. This position is responsible for providing materials documentation and acceptance training to the districts and maintaining historical job records for the Bureau of Materials.

***Dimensions***

Annual construction contractor payments by the department:	\$1 Billion
Annual number of construction contracts awarded by the department:	1300
Number of Field Reviews Performed:	40-70 Annually
Number of Final Documentation Reviews Performed:	50-80 Annually

***Nature and Scope***

This position reports to the Materials Information Technology Manager. No subordinates report to this position.

This position ensures the department's testing program is in compliance with the federal and state requirements to secure full federal funding participation. The incumbent must be knowledgeable in nearly all procedures and specifications inherent to the materials testing program related to the project certification process and the application of the Manual of Materials Inspection and the Project Procedures Guide.

The major challenge of this position is to obtain the cooperation of the various parties involved in ensuring complete and accurate documentation in a consistent and timely manner. Typical problems are resolving inspection/documentation issues with the districts and training district staff members on the proper examination and reporting of materials procedures.

The incumbent must be knowledgeable in all aspects of central and districts' materials testing, inspection, and reporting processes. The incumbent must be able to provide central and district personnel with accurate methods for processing test information and to provide solutions for dealing with apparent inspection and reporting anomalies. The incumbent is personally responsible for extensive random and unannounced examination of material procedures and assembling reports for the resolution of project certification problem areas. The incumbent is also required to perform special assignments for the Materials Information Technology Manager and maintain essential historical records necessary for the optimum operation of the testing and certification process.

The incumbent must make regular visits to the districts' materials and field offices/laboratories to ensure that the overall certification and reporting processes are being performed in a timely manner and in accordance with established procedures. S/He must be available to train new personnel in the districts to perform the district materials certification and Independent Assurance Test Program functions and/or assist in explaining effective use of the department's materials tracking systems. Strong interpersonal and communication skills are desired for this position.

The incumbent establishes and plans his/her own work schedules and activities subject to general guidance by the Materials Information Technology Manager. The incumbent must identify problem areas and make recommendations for corrective action.

The incumbent has frequent contacts with personnel in the districts, Resident Engineers and the Central Bureau of Materials. Occasional contacts are made with the Federal Highway Administration (FHWA), Aeronautics, County Superintendents, Illinois Tollway Authority, and City of Chicago.

The effectiveness of this position is measured by the quality and timeliness of: 1) progress and final audits of resident engineer/technician's materials field records to verify compliance with approved policies 2) procedures and documentation developed to support the statewide materials inspection documentation process, 3) materials documentation and acceptance training for district personnel, and 4) special project/studies assigned by the supervisor.

### ***Principal Accountabilities***

1. Trains district, central bureau, and various governmental agencies through individual/group training and field visits on proper materials documentation.
2. Develops and establishes uniform documentation practices and procedures that provide effective support to ensure that material specification requirements are met and project materials certification are processed according to departmental, FHWA, and contractor priorities.
3. Performs random in-depth examinations of project materials test/inspection records and/or program areas to verify compliance with federal and state requirements.
4. Establishes a relationship between the incumbent and other personnel of the department that results in a cordial, workable, and productive environment.
5. Coordinates documentation efforts with the Bureau of Construction as needed.
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 required or assigned.