



Illinois Department of Transportation

Memorandum

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

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: 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.

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

ET V

Hot Mix Asphalt Supervisor
Region 5/District 9/Project Implementation
Highways Project Implementation
Carbondale

Attachments
42330

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, 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: 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 V	Salary Range:	\$5,015 - \$9,155
Position Title:	Hot Mix Asphalt Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-59-203-22-01	IPR#:	42330

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 9/Bureau of Project Implementation/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for the quality of the hot mix asphalt and other related mixtures produced for use on construction projects in the District.

Special Qualifications:

Required:

- Valid driver's license
- Extensive district-wide travel, and occasional overtime
- IDOT QC/QA Certification in, or the ability to successfully complete certification in Mixture Aggregate or Aggregate Technician, HMA Level I Technician, HMA Level II Technician, and HMA Level III Technician within 24 months of hire date
- Ability to climb steep terrain, wade in water, lift and carry up to 50 pounds of equipment and/or materials; and perform tasks in a variety of environmental and weather extremes (hot, cold, wet, windy, muddy), including, but not limited to, active construction sites, roadways open to traffic, and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.

Desired:

- Completion of three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience under the direction of a professional engineer with a minimum of three years in a supervisory position
- Specialized training in aggregates, quarry procedures, hot mix asphalt plants, field construction and mixture production
- Ability to plan and direct efforts of work for efficient accomplishments of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday-Friday (40 hours per week; 30 minute lunch)

**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:	November 15, 2017	POSITION:	Hot Mix Asphalt Supervisor
APPROVED BY:	<u>Jeffrey L Keirn</u>	OFFICE/DIVISION:	OHPI/ Region 5/District 9, Project Implementation
CODE:	PW015-23-59-203-22-01	REPORTS TO:	Mixtures Control Engineer

Position Purpose

This position is accountable for the quality of the hot mix asphalt and other related mixtures produced for use on construction projects in the District.

Dimensions

Subordinate Personnel:	11 Permanent
Number of Projects in concurrent operation:	2 – 8
Average annual value of product produced:	\$50 Million
Producing plants in concurrent operation:	2 - 6

Nature and Scope

This position reports to the Mixtures Control Engineer. Reporting to this position are the Hot Mix Asphalt Technician I's, II's and III's.

This position functions in an environment where both managerial skill and technical knowledge are required. This work is performed over a wide geographical area within and adjoining District Nine requiring considerable travel. Most of the hot mix asphalt mixtures used in this district are currently being produced under the Quality Control/Quality Assurance, Quality Control for Performance and Pay for Performance programs. This will require the incumbent to maintain constant contact with all contractor Quality Control Managers, the District's Hot Mix Asphalt Technicians who are serving as Quality Assurance Inspectors and Construction personnel in the field. In addition, the incumbent must stay familiar with and may become involved in the inspection and production quality control of aggregate and other source materials as directed by the supervisor.

Typical problems faced by the incumbent include scheduling manpower to cover plant production and project needs. Resolving mixture production and quality problems, which can be complex and unusual in nature. Implementing new mixture designs, production processes and equipment which present diverse problems that require individualized solutions. The incumbent must constantly monitor new policies and procedures in addition to economic conditions which bring into line new aggregate sources requiring individualized mixture designs. The greatest challenge to this position is to continually assure high quality hot mix asphalt mixtures for highway projects under dynamic and often difficult circumstances.

The incumbent personally reviews final plans and special provisions after bid lettings, monitors and reviews all work in progress and advises subordinates on their personnel issues and technical problems. The incumbent is responsible for designing and proportioning hot mix asphalt mixtures and is involved in the analysis of these mixtures. This analysis, much of which is done by computer, requires a thorough knowledge of available programs and the ability to recommend changes to new ones to cover continuously changing conditions. These computer programs may be developed for individual hot mix asphalt plant sources and for aggregate sources used in hot mix asphalt mixtures. Aided by this information, knowledge and technical expertise, the incumbent makes or approves necessary changes to produce mixtures that respond to needs of traffic type and volume, stopping movements, as well as grade and pavement conditions.

The incumbent must ensure the material and mixture production procedures meet the applicable Standard Specifications, special provisions and related contract documents. Also, the incumbent ensures adequate documentation of materials and mixtures used on each construction project. This is accomplished by personally reviewing and correcting daily plant production reports and reviewing historical files kept by the Department.

This enables the incumbent to resolve mixtures problems which may occur during and after construction. The incumbent must inform Resident Engineers, County Superintendents, consultants and other state and local agencies of all changes in policy and specifications related to mixtures. Failure to carry out these duties may result in costly removal and replacement or greatly reduced service life requiring excessive maintenance and repair costs. The incumbent also monitors developments in production and construction equipment, material recycling and by-product utilization, technological advances in mix design, production and placement techniques and determines the impact and appropriateness of their application in the District.

The incumbent accomplishes these accountabilities through the following staff:

Hot Mix Asphalt Technicians I, II and III - who are responsible for controlling or assuring the quality of the hot mix asphalt produced and used on construction sites.

The incumbent operates within the guidelines established in the Standard Specifications for Road and Bridge Construction, Hot Mix Asphalt Level I, II, and III Manuals, Superpave Field Control Course Manual, Bureau of Materials Policy Memorandums, The Manual of Test Procedures, IDOT Project Procedures Guide, and the plans, contracts, and special provisions. The position is given broad latitude to resolve mixture control problems in the field. However, issues of plant stoppage due to poor quality and external inquiries about production problems are referred to the supervisor along with a recommended solution. The incumbent has the responsibility for training, motivating, evaluating, and the safety of subordinate personnel. This position requires the incumbent to attend IDOT QC/QA Training for aggregates and HMA if they have not already obtained certification in Aggregate Technician and HMA Levels I, II and III; a valid driver's license; extensive travel within the District; limited overnight travel outside the District; limited overtime during evenings and weekends; ability to climb steep terrain, wade in water, lift and carry up to 50 pounds of equipment and/or materials; and perform tasks in a variety of environmental and weather extremes (hot, cold, wet, windy, muddy), including, but not limited to, active construction sites, roadways open to traffic, and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.

Within the District, this position is in contact with the Bureaus of Construction, Local Roads, Operations, and Program Development. In addition, this position has frequent contact with the Materials Section in adjacent Districts, the Central Bureau of Materials, and Division of Aeronautics. External daily contacts are with contractors, materials suppliers, consultants and city, county, municipal and other state agency officials.

The effectiveness of this position is measured by the constant attainment of high quality hot mix asphalt mixtures used in highway and other construction projects within available funding, time and personnel constraints.

Principal Accountabilities

1. Ensures material and mixture producers meet the requirements of the Standard Specifications for Road and Bridge Construction, the plans and special provisions.
2. Ensures proper documentation and assignment of all materials and tests.
3. Schedules manpower to cover plant production and project needs.

4. Ensures that subordinate mixtures technicians develop a good working relationship with construction personnel, contractors and producers.
5. Reviews all hot mix asphalt, hot mix asphalt stabilized aggregates, and related mixtures reports, and hot mix asphalt nuclear and core density test reports received by the District.
6. Resolves mixture problems during and after construction.
7. Trains, evaluates and motivates subordinates.
8. Informs Resident Engineers, County Superintendents, and consultants of all changes in policy and specifications related to mixtures.
9. Performs all duties in a safe manner and ensures subordinates work safely.
10. Performs other duties as assigned.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.