



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: 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 I (3 pos)

Materials Technician
Region 2/District 2/Project Implementation
Highways Project Implementation
Dixon

Attachments
42362

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: 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 I (3 Positions) | Salary: | \$2,640 - \$3,750 |
| Position Title: | Materials Technician | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW011-23-52-203-21-01 | IPR#: | 42362 |

Office/Central Bureau/District/Work Address:

OHPI / Region 2 / District 2 / Bureau of Project Implementation / 819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for performing inspection, sampling, testing, and reporting for various construction materials originating in the District.

Special Qualifications:

Required:

- Valid driver's license

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
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS IS AN ENTRY-LEVEL POSITION.

PLEASE PROVIDE AN OFFICIAL COLLEGE TRANSCRIPT FOR COMPLETED COURSEWORK.

IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

**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: | January 25, 2017 | POSITION: | Materials Technician |
| APPROVED BY: | <i>Kevin Marchek</i> | OFFICE/DIVISION: | District 2 - Project Implementation |
| CODE: | PW011-23-52-203-21-01 | REPORTS TO: | Area QC/QA Bituminous Mixtures Technician |

Position Purpose

This position is accountable for performing inspection, sampling, testing, and reporting for various construction materials originating in the District.

Dimensions

| | |
|--------------------------------------|---------------------|
| Graphic Region: | 2 - 5 County Area |
| Annual Value of Materials Inspected: | \$7 Million |
| Number of Mixture Plants: | 25 - 30 |
| Number of Aggregate Plants: | 20 - 40 |
| Number of Laboratory Samples: | Physical Test - 600 |

Nature and Scope

This position reports to the Area QC/QA Bituminous Mixtures Technician, as do two separate Bituminous Mixtures Specialists. This position has no subordinate personnel. The incumbent of this position may also be assigned to one of the other sub-units of the Physical Tests Unit or one of the other functional units in the Materials Section which include Mixtures Control and Geotechnical. While assigned to a sub-unit other than the Bituminous Mixtures sub-unit, the incumbent will report to the appropriate sub-unit/unit head.

The incumbent will perform in an environment of total material inspection, sampling, and testing. The incumbent may be utilized by each unit to allow for training in the specific responsibilities of each unit and/or sub-unit. This continuous development program is an attempt to allow for the incumbent's advancement to any unit in the Materials Section.

A typical problem for the incumbent includes completing tests in a timely and accurate manner. The greatest challenge to this position is recognizing situations requiring corrective action and then recommending the corrective action to be taken.

Functions personally performed by the incumbent include: sampling all types of materials utilized in highway construction; performing various laboratory tests related to P.C. Concrete mixture, bituminous mixtures, and soils and aggregate production; assisting the Drilling Technician on drill rig crews; and assisting with various tests performed in the casting of pre-stress concrete beams.

In accomplishing the objectives of this position, the incumbent operates within the following guidelines: ADTM, AASHTO, Bituminous Proportioning Manual, Portland Cement Concrete Manual, Aggregate Manual, and other IDOT publications. Problems that cannot be resolved by the incumbent are referred to a supervisor for resolution.

Internal contacts include other Materials personnel, unit supervisors, and project personnel within the District. Outside contacts include manufacturing superintendents and personnel, local agency inspectors, and consulting engineers.

The incumbent can be evaluated on the timeliness of inspection reports, knowledge of laboratory procedures, and personal development through exposure to the various sections of the bureau.

Principal Accountabilities

1. Performs adequate inspection including sampling and testing of material produced in the District.
2. Prepares all required documents and reports in a timely and accurate manner.
3. Maintains a working relationship with producers' and suppliers' personnel.
4. Responsible for proper use of field and laboratory test equipment.
5. Services in capacities as directed by the Materials Engineer.
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.