



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 31, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 15, 2018**. 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 V

Metals & Miscellaneous Products Quality
Assurance Coordinator
Bureau of Materials
Highways Project Implementation
Springfield

Attachments
42380

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 **Thursday, February 15, 2018**, 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 V	Salary:	\$5,015 - \$7,085*
Position Title:	Metals and Miscellaneous Products Quality Assurance Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-75-702-50-02	IPR#:	42380

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 coordinating the activities required for the Metals and Miscellaneous Products Unit's qualified lists and certification programs and coordinating and evaluating National Transportation Product Evaluation Program (NTPEP) audits and products with particular sampling and testing requirements managed by the unit. This includes maintaining existing, and coordinating the development of new qualified lists and certification programs; assisting district personnel in making decisions regarding quality of fabricated products; and making recommendations to ensure specifications are current with product use and technology advancements.

Special Qualifications:

Required:

- Valid driver's license
- In-and-out of state travel with frequent overnight stays
- Ability to lift samples and/or testing equipment which may weigh in excess of 80 lbs.

Desired:

- Completion of three years of college with major courses of study being in pre-engineering or completion of a two-year program in civil engineering technology, or a four-year degree in scientific program other than engineering
- Twelve years of engineering technician experience under the direction of a professional engineer
- Working knowledge of AASHTO and ASTM standards
- Working knowledge of steel fabrication, production of metal, rubber, metal and plastic pipe
- Ability to make decisions on quality and durability of products and materials
- Ability to plan, organize or direct work for efficient accomplishments of program objectives
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / 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 27, 2017	POSITION:	Metals and Miscellaneous Products Quality Assurance Coordinator
APPROVED BY:	Brian Pfeifer	OFFICE:	Office of Highways Project Implementation/Bureau of Materials
CODE:	PW015-23-75-702-50-02	REPORTS TO:	Metals & Miscellaneous Products Engineer

Position Purpose

This position is accountable for coordinating the activities required for the Metals and Miscellaneous Products Unit's qualified lists and certification programs and coordinating and evaluating National Transportation Product Evaluation Program (NTPEP) audits and products with particular sampling and testing requirements managed by the unit. This includes maintaining existing and coordinating the development of new, qualified lists and certification programs; assisting district personnel in making decisions regarding quality of fabricated products; and making recommendations for keeping specifications current with product use and technology advancements.

Dimensions

Fabricators and Manufacturers:	500
Operating Expense:	\$6,000 (Travel)

Nature and Scope

This position reports to the Metals and Miscellaneous Products Engineer. No staff report directly to this position.

The incumbent must diplomatically confer with departmental districts, fabricators, producers, and suppliers of metals and miscellaneous products, with NTPEP and with private testing laboratories to keep a steady flow of quality materials to construction projects. The incumbent frequently contacts material manufacturers as to how materials are to be certified and guaranteed and discusses with fabricators any purchase orders for highway construction materials. S/He establishes contacts with district Materials Sections and NTPEP personnel concerning sampling, testing, inspection, and certification of products and materials. This involves numerous field trips, telephone calls, meetings and visits to the various plants. This position requires some lifting as samples received in laboratories and/or test equipment may weigh in excess of 80 pounds.

Typical problems and greatest challenges include ensuring the accuracy of test results and the maintenance of relationships with manufacturers and laboratories.

The incumbent evaluates test reports and interprets specifications and disseminates data, through oral and written communications. Through the interpretation and evaluation of test reports, practical and specialized knowledge of specifications, and knowledge of fabrication procedures, the incumbent maintains and coordinates the development of qualified lists and certification programs. In addition, within the established departmental guidelines and policies, the incumbent recommends the acceptance or rejection of a wide variety of products used in highway construction. S/He makes field trips to aid district personnel in making decisions regarding quality of fabricated products. The incumbent may serve on one or more NTPEP committees covering a broad range of metals and miscellaneous materials. The NTPEP Committees are comprised of representatives of every participating AASHTO member department, the Federal Highway Administration and industry associations. The committees develop NTPEP audit programs by establishing policies and operating procedures in accordance with stated program goals.

This position is constrained by applicable departmental/state/federal guidelines and practices. Matters of a unique nature are referred to the supervisor with recommendations for resolution. The incumbent is authorized to purchase and distribute inspection supplies to district Materials Sections. The incumbent establishes a work schedule and work is performed with a minimum of supervision.

Internal contacts include bureau and districts Materials Sections staff. External contracts include fabricators, producers, and suppliers of metals and miscellaneous products, NTPEP, and private testing laboratories. This position has frequent overnight travel both in and out of state.

The effectiveness of this position is measured by the ability of the incumbent to (1) make comprehensive decisions concerning the sampling, inspection, testing and evaluation of metals and miscellaneous products; (2) establish working relationships with producers, fabricators, district, and NTPEP personnel; and (3) provide knowledgeable consultations, all of which will ensure the inspection and testing program is processed in an efficient and economical manner.

Principal Accountabilities

1. Provides consultations and interpretations of inspections and testing to assure that materials meet departmental specifications.
2. Establishes cordial and productive relationships, provides a workable environment between departmental, manufacturer and NTPEP personnel.
3. Coordinates activities required for qualified lists and certification programs.
4. Coordinates and evaluates product audits conducted by NTPEP.
5. Evaluates tests being performed and if necessary recommends revision of the specifications, all which will assure that materials are being purchased through the most economical and efficient procedures.
6. Ensures that quality products are purchased and that test methods or procedures used by the departmental testing facilities are current.
7. Travels on an as-needed basis to perform the duties.
8. Performs other duties as required or assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.