



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 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, January 10, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, January 24, 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 III

Hot Mix Asphalt Technician
Region 3/District 5/Project Implementation
Office of Highways Project Implementation
Paris

Attachments
42396

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 **Wednesday, January 24, 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 III	Salary:	\$3,840 - \$5,308*
Position Title:	Hot Mix Asphalt Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-55-203-22-01	IPR#:	42396

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 3/District 5/Bureau of Project Implementation/13473 IL Hwy 133, Paris, IL

Description Of Duties:

This position is accountable for monitoring the producer's quality control testing, performing prescribed independent assurance tests and investigative samples as required of Hot Mix Asphalt (HMA) mixtures produced in the district. This position is also responsible for entering required test results into QC/QA package, and reviewing and uploading contractors' test results electronically into IDOT's database.

Special Qualifications:

Required:

- Valid driver's license
- Ability to lift 50 lbs. and traverse stairs, ladders, and rough terrain
- Outdoor work in a variety of conditions including, but not limited to, production facilities, active construction sites, and roads open to traffic
- Extensive districtwide travel with occasional overnight stays, occasional night work and overtime
- IDOT QC/QA certification in Mixture Aggregate Technician or Aggregate Technician, HMA Level I Technician, and HMA Level II Technician
- Ability to successfully complete IDOT QC/QA certification in HMA Level III Technician within twelve months of hire date

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
- Five years' experience in the performance of a variety of technical tasks relating to civil engineering
- 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:	9/8/2017	POSITION:	Hot Mix Asphalt Technician
APPROVED BY:	Erin Weaver 	OFFICE/DIVISION:	OHPI/R3/D5/Bureau of Project Implementation/Materials
CODE:	PW013-23-55-203-22-01	REPORTS TO:	Hot Mix Asphalt Supervisor

Position Purpose

This position is accountable for monitoring the producer's quality control testing, performing prescribed independent assurance tests and investigative samples as required of Hot Mix Asphalt (HMA) mixtures produced in the District. This position is also responsible for entering required test results into QC/QA package, and reviewing and uploading contractors' test results electronically into IDOT's database.

Dimensions

Subordinate Personnel:	None
Producing Plants in Concurrent Operation:	3-5
Construction Value of Mixtures:	\$20-50 Million

Nature and Scope

This position reports to the Hot Mix Asphalt Supervisor. There are no subordinate positions.

The incumbent's primary responsibility is to ensure the HMA and related mixtures produced within the district comply with state specifications and special provisions through continuous and effective monitoring of the production process. This involves verifying proper operation of the producers' plant and equipment, sampling, testing, and checking the ingredients to be incorporated into the mixtures, observing and monitoring the contractors' process control during the production of the material and testing of the HMA mixtures. In doing so, it may be necessary for he/she to notify the producers or contractors when corrective actions are needed based on tests performed. The unique technological aspect of the position is the fact that a basic working knowledge of mix designs, mix requirements, test procedures, and proportioning is required which is gained primarily through both training and experience. This position is also responsible for reviewing and uploading contractor and IDOT test results into QC/QA packages. This position also assists Resident Engineers with the computer program when setting up files for QCP and PFP projects as related to sample locations. This position requires the ability to lift 50 lbs. and traverse stairs, ladders, and rough terrain; and perform outdoor work in a variety of conditions including, but not limited to, production facilities, active construction sites, and roads open to traffic.

Typical problems involve ensuring that producer's plants have been properly calibrated; ensuring that material to be incorporated in the mixture is properly stockpiled and identified and is from a properly inspected source and meets all applicable specifications and special provisions; recognizing situations requiring corrective action and contacting his/her supervisor. The greatest challenge for the incumbent is to achieve harmony with producers in order to ensure that the plants under his/her jurisdiction consistently produce a good quality product which will meet state specifications and special provisions.

The incumbent witnesses mix production, sampling, and testing for producers' plants; collects required liquid asphalt cement samples; reviews daily reports in QC/QA package summarizing the results of tests and production prior to uploading into MISTIC; and assists with special projects as assigned.

Problems involving violations of the specifications or conflicts with the producer are referred to a supervisor. The incumbent has authority to enforce state specifications and special provisions and to take corrective action based on test results or field performance of the mixtures. He/She operates under departmental policies, orders, rules, and specifications.

Within the department, contacts are primarily with the District Bureau of Project Implementation personnel concerning mixtures on state projects. Extensive districtwide travel with occasional overnight stays; occasional night work and overtime are required.

The incumbent's performance is evaluated by visiting construction projects or producers' plants to observe the performance of the incumbent; by daily phone conversations and extensive communications regarding current and upcoming work; by reviewing the incumbent's reports for completeness, accuracy, and timeliness; and by evaluating feedback from resident engineers, contractors, and producers.

Principal Accountabilities

1. Performs required inspection duties and collect samples of liquid asphalt cement and HMA mixtures produced in the district.
2. Ensures that all ingredients used in HMA mixtures are from an approved source, are stockpiled and properly identified and are in compliance with state specifications and special provisions.
3. Verifies that all mixtures produced comply with specification requirements.
4. Monitors contractors' quality control to ensure the prescribed tests are performed.
5. Reviews required electronic documents and reports submitted by the contractor and uploaded to IDOT data base in a timely manner.
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 assigned.