



# 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: February 27, 2018

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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 March 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, March 14, 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

Hot Mix Asphalt Supervisor  
Region 2/District 2/Project Implementation  
Office of Highways Project Implementation  
Dixon

Attachments  
42574

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 **Wednesday, March 14, 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

<b>Classification:</b>	<b>Engineering Technician V</b>	<b>Salary:</b>	<b>\$5,015 – \$7,085*</b>
<b>Position Title:</b>	<b>Hot Mix Asphalt Supervisor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW015-23-52-203-21-01</b>	<b>IPR#:</b>	<b>42574</b>

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

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

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#### Description Of Duties:

This position is accountable for directing and managing the activities of the Hot Mix Asphalt Sub-Unit to ensure hot mix asphalt (HMA) mixture production, contractor quality control activities, departmental quality assurance activities, and mixture characteristics comply with contract requirements on state and local agency projects.

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#### Special Qualifications:

##### Required:

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

##### Desired:

- 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
- 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>	March 25, 2017	<b>POSITION:</b>	Hot Mix Asphalt Supervisor
<b>APPROVED BY:</b>	Kevin Marchek	<b>OFFICE/DIVISION:</b>	OHPI/District 2/ Project Implementation
<b>CODE:</b>	PW015-23-52-203-21-01	<b>REPORTS TO:</b>	Mixtures Control Engineer

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***Position Purpose***

This position is accountable for directing and managing the activities of the Hot Mix Asphalt Sub-Unit to ensure hot mix asphalt (HMA) mixture production, Contractor quality control activities, Department quality assurance activities, and mixture characteristics comply with contract requirements on state and local agency projects.

***Dimensions***

Staff	3, 2-6 Directly
HMA Production Facilities	20-30
Annual Projects	20-40
Value of HMA Mixtures	\$20 to \$120 million

***Nature and Scope***

This position reports to the Mixtures Control Engineer as does the Portland Cement Concrete Supervisor. Reporting directly to this position are the two Area Hot Mix Asphalt Supervisors and up to four Bituminous Mixture Specialists.

This position is both technical and managerial in nature. This position ensures HMA mixtures provided to state and local agency projects meet quality requirements related to mixture productions, quality control testing, and mixture properties. This position accomplishes this by directing and managing a team of area supervisors to ensure mixture production is appropriately monitored district-wide. This position requires a thorough knowledge of plant equipment and operation, mixture properties, mixture design, quality control procedures and testing, paving procedures, mixture problem diagnosis and correction, and Department policy and specifications relating to mixture design and production.

This position is required to have successfully completed IDOT QC/QA certification or successfully complete certification in a timely manner, for Mixture Aggregate Technician or Aggregate Technician, HMA Level I Technician, HMA Level II Technician, and HMA Level III Technician. This position requires a valid drivers' license, District-wide travel, overtime, possible nighttime work, and occasional overnight stays. This position includes field work in a variety of weather conditions on construction projects, roadways open to traffic, and production facilities. This incumbent must have the ability to lift 50 lbs. and traverse stairs, ladders and rough terrain.

Typical challenges encountered include ensuring projects are adequately monitored as construction schedules change, monitoring the performance of a wide variety of mixture designs, and implementing changes to the District standard of practice relating to HMA. The greatest challenges of this position are maintaining a fair business environment and modeling a good working relationship with producers, contractors, local agency and District 2 Construction personnel.

Functions performed include directing and monitoring staff in the completion of appropriate production monitoring, quality assurance sampling and testing, production facility inspection, performance based specification implementation, and materials documentation; reviewing, evaluating, and implementing specification changes; reviewing and approving annual producer Quality Control Plans and contract specific Quality Control Addendums; verifying and approving mix designs, reviewing the performance of active mix designs; placing poorly performing or out-of-date mix designs on inactive status; entering and maintaining mix design information in the Department's MISTIC database or other software; and coordinating HMA Independent Weight Checks. This position must develop a thorough knowledge of the availability and properties of mixture component materials and mixture production methods enabling this position to evaluate the impact of changes in practice on mixture availability, properties, and cost. This position monitors start-of-production performance for new mix designs at the project site and assists the Contractor in troubleshooting mixture problems. This position may also personally monitor general mixture placement activities on active construction sites and evaluate production activities and facilities.

This position accomplishes responsibilities with a staff of HMA Area Supervisors who, with staff, are responsible for ensuring HMA mixture production, Contractor quality control activities, and mixture characteristics comply with contract requirements. This position trains and evaluates staff.

This position operates within the guidelines established in the Standard Specifications for Road and Bridge Construction, the Department's Manual of Test Procedures for Materials, contract special provisions, and other applicable departmental guidelines. This position exercises independent technical judgment in the evaluation of Contractor compliance, mixture performance, mixture design, and mixture or production problem resolution. Significant non-compliances or problems are referred to the Mixtures Control Engineer along with recommended solutions.

This position has frequent internal contacts with District Construction and Materials personnel and Central Bureaus of Materials, and Research personnel. External contacts include Contractor and Local Agency personnel. This position must model good working relationships with producer quality control personnel, District construction staff, and local agency staff involved in mixture placement. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the ability to manage staff to complete required activities in a timely and effective manner, thoroughness of mixture design activities, the ability to identify and resolve mixture problems, and the ability to model good working relationships with Contractor and Construction personnel.

***Principal Accountabilities***

1. Directing and managing the activities of the Hot Mix Asphalt Sub-Unit.
2. Ensuring Hot Mix Asphalt mix designs, component materials, production facilities, mixture production, quality control, and quality assurance meet contract and Department requirements.
3. Verifying, approving, and documenting mix designs and monitoring their performance, including monitoring start-of-production performance for new mix designs.
4. Reviewing and approving Contractor Quality Control Plans and individual contract Addendums.
5. Evaluating the impact of changes in practice on mixture availability, mixture properties, and cost.
6. Ensuring required Hot Mix Asphalt related materials documentation is completed and managed according to Department requirements.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. All other duties as assigned.