



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, March 20, 2018**. 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 IV

Area Testing Supervisor
Region 2/District 3/Project Implementation
Office of Highways Project Implementation
Ottawa

Attachments
42575

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 **Tuesday, March 20, 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: 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 IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Area Testing Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-53-203-32-01	IPR#:	42575

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Project Implementation / 700 E. Norris Drive, Ottawa IL

Description Of Duties:

This position is accountable for sampling, testing and quality assurance of materials, manufactured products, and mixtures control that are incorporated into transportation construction and improvement projects for the state and other governmental agencies.

Special Qualifications:

Required:

- Valid driver's license.
- Extensive travel within the region and district

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
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Ability to work independently
- Ability to supervisor a staff engaged in either field or office engineering functions
- Strong communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

**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:	August 2017	POSITION:	Area Testing Supervisor
APPROVED BY:	Kevin Marchek	OFFICE/DIVISION:	OHPI/Region 2/District 3
CODE:	PW014-23-53-203-32-01	REPORTS TO:	Physical Tests Engineer

Position Purpose

This position is accountable for sampling, testing and quality assurance of materials, manufactured products, and mixtures that are incorporated into transportation, construction and improvement projects for the state and other governmental agencies.

Dimensions

Subordinate Personnel:	1-4 Direct
Number of Production Locations Requiring Material Inspection:	45-55
Number of Transportation Facility Construction Projects Requiring Inspection:	35-55
Project Location and Facility Construction:	25-100 Million

Nature and Scope

This position reports to the Physical Tests Engineer as does the Prestressed Beam Supervisor and other Area Testing Supervisors. Reporting directly to this position are the Physical Testing Technicians.

This position is accountable for performing various tests on materials gathered, collected or purchased for use in district transportation projects. This position performs/supervises the testing of samples, within a designated geographical area, to ensure materials meet department specifications.

Typical problems of the position are those involved in ensuring that the materials used in construction and maintenance projects in the district conform to design and specification requirements for quality. The greatest challenge of this position will be resolving problems with plant owners and management in order to get cooperation in producing acceptable materials.

The functions performed by the incumbent personally are to coordinate activities of assigned personnel to provide adequate quality assurance sampling and testing; directs, reviews and updates laboratory equipment and test methods to be certain that all operations conform to the current AASHTO or ASTM standards (which are uniform criteria used by testing agencies to determine product acceptability); assists producers and manufacturers, through formal and informal meetings, in determining solutions to problems relating to quality, gradation and stockpiling or storage of materials; assists producer's QC personnel in implementing the QC/QA program, including monitoring the QC manager for completion, timeliness, and accuracy of required reports; coordinates activities of field personnel performing QA at hot mix asphalt and concrete plants; monitors mixes for compliance with specifications; documents project start-up tests; survey, test and evaluate proposed new aggregate material sources to determine if the material meets all quality and gradation requirements of the specifications; provide technical assistance and expertise to county engineers regarding material availability, usage and compliance with standards; assist contractors, other district bureaus and governmental agencies within the area in situations relating to material requirements of specific projects; directs inspection activities of the various materials used by state maintenance forces; and implements the independent assurance testing program as directed by the Project Procedures Guide and Office Coordinator on all federally-funded projects.

In performing the functions of this position, the incumbent provides initial training and technical expertise to one to four Physical Testing Technicians who ensure that materials necessary for completion of a project are provided by the contractor in compliance with established construction specifications and contract requirements. These subordinates are used interchangeably and rotated in the four responsibility areas as the workload and priorities dictate. These technicians perform all testing in the designated geographic responsibility area.

The incumbent's most significant contacts within the department are with the Bureau of Implementation and its field personnel. This includes resident engineer/technician, area and special project engineers, along with personnel from Materials Section. At the operational level the incumbent's most significant contacts outside the department are producer's plant operators, representatives of the contractor, and supplier personnel. During construction season, daily travel to producing plants and various job sites for inspection and sampling is required. This travel involves approximately 15,000 miles per year.

The position has broad latitude to act but will discuss special aggregate source situations or contentious relationships with aggregate producers or contractors with the Physical Tests Engineer. The incumbent has the authority to evaluate personnel and recommend purchasing of supplies and equipment, and the authority to accept and reject materials tested in the designated area.

Performance of the incumbent is measured by the effectiveness and timely completion of sampling and testing of all materials produced in the district and attainment of the highest possible quality for these materials.

Principal Accountabilities

1. Coordinate sampling, testing and inspection activities in assigned area to assure the quality of products to be used for construction materials.
2. Assign, train, motivate and evaluate subordinate personnel in order to obtain employee job satisfaction and work accomplishment
3. Provide technical assistance to the material producers and manufacturers in solving production problems relating to quality; and development and evaluation of new sources and products.
4. Assure the accuracy of test results conducted under field and laboratory conditions.
5. Provide assistance and technical expertise to engineering personnel in various governmental agencies located in the designated geographical area.
6. Implement all departmental safety rules, practices and policies and provides the necessary training and direction for subordinates to ensure compliance.
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. Performs other duties as assigned.