



# 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 2, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, March 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 IV            Area Hot Mix Asphalt Supervisor  
                     Region 4/District 6/Bureau of Project Implementation  
                     Office of Highways Project Implementation  
                     Springfield

Attachments  
42584

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 **Thursday, March 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

<b>Classification:</b>	<b>Engineering Technician IV</b>	<b>Salary:</b>	<b>\$4,695 - \$6,735*</b>
<b>Position Title:</b>	<b>Area Hot Mix Asphalt Supervisor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-56-203-21-01</b>	<b>IPR#:</b>	<b>42584</b>

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

Office of Highways Project Implementation/Region 4/District 6/Bureau of Project Implementation/126 E Ash St, Springfield, IL

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#### Description Of Duties:

This position is responsible for ensuring hot mix asphalt (HMA) mixture production, contractor quality control activities, and mixture characteristics comply with contract requirements on state and local agency projects.

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#### Special Qualifications:

##### Required:

- Valid drivers' license
- Districtwide travel with occasional overnight stays, overtime, and possible nighttime work
- 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
- IDOT QC/QA Certification in Mixture Aggregate or Aggregate Technician, HMA Level I Technician, HMA Level II Technician
- Ability to complete HMA Level III Technician certification 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
- Eight years' experience performing a variety of technical tasks of which at least four years should be related to civil engineering

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#### 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**

<b>DATE:</b>	February 2018	<b>POSITION:</b>	Area Hot Mix Asphalt Supervisor
<b>APPROVED BY:</b>	Jeffrey M. South	<b>OFFICE/DIVISION:</b>	Office of Highways Project Implementation/Region 4/District 6
<b>CODE:</b>	PW014-23-56-203-21-01	<b>REPORTS TO:</b>	Hot Mix Asphalt Mixtures Supervisor

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***Position Purpose***

This position is accountable for ensuring hot mix asphalt (HMA) mixture production. Contractor quality control activities and mixture characteristics comply with contract requirements on state and local agency projects.

***Dimensions***

Staff:	2-5 Direct
HMA Production Facilities:	10-20
Annual Projects:	20-40
Value of HMA Mixtures:	\$10 to \$40 million

***Nature and Scope***

This position reports to the HMA Mixtures Supervisor. Reporting directly to this position are the Senior HMA Technician, HMA Technician, and Junior HMA Technician.

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 production, quality control testing, and mixture properties. This position accomplishes this by administering a team of HMA technicians to ensure mixture production is appropriately monitored within his/her assigned area. 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 departmental policy and specifications relating to mixture design and production. This position is required to have successfully completed IDOT QC/QA certification for Mixture Aggregate Technician or Aggregate Technician, HMA Level I Technician, and HMA Level II Technician. This position is required to successfully complete IDOT QC/QA certification for HMA Level III Technician within twelve months of hire date. This position must have the ability to perform basic algebraic calculations. 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 in his/her area are appropriately monitored given changing construction schedules, identifying non-compliant conditions prior to a mixture being placed on a project, working with producers to resolve non-compliances, and coordinating quality assurance testing requirements with the District laboratory to accommodate changing construction schedules. The greatest challenges of this position are maintaining a fair business environment and maintaining a good working relationship with producers, contractors, and local agency and District 6 Construction personnel.

Functions performed include coordinating staff assignments to achieve appropriate production monitoring and quality assurance; reviewing, evaluating and implementing specification changes; monitoring plant operations; monitoring producer quality control activities; assisting in the review of Quality Control Plans and contract specific

addendums; performing quality assurance or investigative mixture and component material sampling; performing plant and producer laboratory inspections; performing mix design verification; facilitating project specific implementation of performance based specifications; reviewing test results and plant documentation; and entering data into the Department's MISTIC database or other software. This position may also monitor mixture placement activities on active construction sites, assist with mixture performance investigations, and temporarily assist with other tasks in the Materials Section as needed.

This position accomplishes his/her responsibilities with a staff of 2 -5 HMA Technicians who are responsible for inspecting HMA production facilities and monitoring HMA mixture quality. This position trains HMA Technicians as needed.

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 mixture production and quality. Significant problems are referred to the HMA Mixtures Supervisor along with recommended solutions.

This position has frequent internal contacts with District Construction and Materials personnel and central Bureau of Materials personnel. External contacts include contractor and local agency personnel. This position must maintain good working relationships with producer quality control personnel, District Construction staff, and local agency staff involved in mixture placement.

The effectiveness of this position is measured by the effectiveness of staff coordination, thoroughness of mixture production monitoring, the ability to identify and resolve mixture problems, and the ability to maintain good working relationships with producer quality control personnel.

***Principal Accountabilities***

1. Coordinates staff to achieve appropriate production and producer quality control monitoring.
2. Identifies and resolves non-compliant mixture issues prior to their incorporation into projects.
3. Coordinates staff to perform quality assurance sampling of mixtures and component materials.
4. Coordinates and performs plant and laboratory inspections.
5. Performs mixture design verification and assures mixtures meet contract requirements.
6. Facilitates project specific implementation of performance based specifications.
7. Reviews, evaluates, and implements specification changes.
8. Performs duties in compliance with departmental safety rules.
9. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs all other duties as assigned.