



# 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: May 9, 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 May 10, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, May 23, 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 (3 pos)

Physical Testing Technician  
Region 2/District 3/Project Implementation  
Office of Highways Project Implementation  
Ottawa

Attachments  
42764

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, May 23, 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

### Position Summary Sheet

An Equal Opportunity Employer

<b>Classification:</b>	<b>Engineering Technician III (3 Positions)</b>	<b>Salary:</b>	<b>\$3,840 - \$5,308*</b>
<b>Position Title:</b>	<b>Physical Testing Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW013-23-53-203-32-01</b>	<b>IPR#:</b>	<b>42764</b>

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

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

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#### Description Of Duties:

This position is accountable for providing the various field inspections of materials incorporated into state and other governmental transportation facilities. This position performs hot mix asphalt and concrete testing duties; performs aggregate inspection at production and use facilities; and provides inspection of precast units, steel, guardrail and any other material incorporated into the transportation system. These activities ensure products are produced or supplied in compliance with established specifications.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Extensive travel

##### **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 of experience in the performance of a variety of technical activities relating to civil engineering with emphasis in the testing of aggregates, hot mix asphalt, Portland cement concrete; and the inspection of materials used in the construction of roads and bridges
- Strong oral and/or written communication skills

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#### Shift/Remarks:

7:00 am – 3:30 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>	September 2017	<b>POSITION:</b>	Physical Testing Technician
<b>APPROVED BY:</b>	Joseph Wick	<b>OFFICE/DIVISION:</b>	OHPI / Region 2 / District 3
<b>CODE:</b>	PW013-23-53-203-32-01	<b>REPORTS TO:</b>	Area Testing Supervisor

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***Position Purpose***

This position is accountable for providing the various field inspections of materials incorporated into state and other governmental transportation facilities. This position performs hot mix asphalt and concrete testing duties; performs aggregate inspection at production and use facilities; and provides inspection of precast units, steel, guardrail and any other material incorporated into the transportation system. These activities ensure that these products are produced or supplied in compliance with established specifications.

***Dimensions***

Subordinate Personnel:	None
Value of Materials Inspected Annually:	\$1,000,000 to \$40,000,000
Material Producers and Suppliers Inspected:	Any of over 50 aggregate sources, 25 ready mix plants, 10 hot mix asphalt plants, 4 epoxy bar coaters

***Nature and Scope***

This position reports to the Area Testing Supervisor. There are no subordinates; however, one or two other temporary materials inspectors may assist this position with the performance of materials inspections.

This position is accountable for performing essential inspections of materials that are used in highway construction within the district. The incumbent must ensure that all materials produced are within the acceptable range for compliance and ensure that fluctuations within the specifications are minimized. Affecting all decisions is often the critical time frame in which both the incumbent and the producer/supplier must function. To fulfill this objective, the incumbent must be familiar with the processes and operating characteristics of the various producers.

The incumbent's major functions will be to provide aggregate inspection, hot mix asphalt and concrete testing, various material inspections (i.e. rebar, guardrail, etc.) and also provide inspections at various precast/manufacturing facilities. Job duties include, but are not limited to, determining aggregate gradations, mixture compliance and material composition to assure that specifications are met.

Typical problems of the position are those involved in ensuring the materials used in the transportation projects conform to design and specification requirements. On the basis of personal observation and testing, along with guidance from his/her supervisor, the incumbent must effectively recommend the timely corrective action necessary to maintain acceptable quality. The greatest challenge of the position entails developing a schedule that ensures the necessary inspections of material occur in a timely manner and to ensure that quality materials are provided at all times. Typical problems referred to immediate supervisors would entail observed production problems with aggregate and mixtures, failing test results for aggregates and mixtures, and reporting test results that are trending towards failures.

The incumbent's most significant contacts within the department are with the Bureau of Project Implementation and its field personnel. This includes resident engineers/technicians, area and special project engineers, along with personnel from the 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 position requires extensive travel (approximately 15,000 miles per year).

Performance is measured in terms of the quality of materials produced and shipped from plants and sources under the direction of the incumbent. Performance will also be evaluated by the incumbent's ability to communicate and aid in the resolution of problems before a crisis develops and the ability to accomplish this within reasonable time and resource constraints.

***Principal Accountabilities***

1. Inspects and ensures materials and products comply with specifications in accordance with the Project Procedures Guide.
2. Provides assistance to producers regarding suggested solutions to materials problems.
3. Develops and maintains complete and accurate material inspection records.
4. Maintains positive relationships with materials suppliers and producers.
5. Performs all duties in compliance with departmental safety policies. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.