



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 30, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, August 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 IV Aggregate and Miscellaneous Products Supervisor
Region 5/District 8/Project Implementation
Office of Highways Project Implementation
Collinsville

Attachments
43000

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, August 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

Classification:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Aggregate and Miscellaneous Products Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-203-30-01	IPR#:	43000

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 8/Bureau of Project Implementation/1102 Eastport Plaza Drive, Collinsville IL

Description Of Duties:

This position is accountable for the inspection and reporting of all aggregates and miscellaneous products used in construction and/or used by various local agencies, and supervising the Aggregate and Miscellaneous Products Inspectors to assure that all aggregate and miscellaneous products which are used in highway construction have been properly tested and inspected. The incumbent assigns inspectors to various quarries and miscellaneous product producers and resolves minor discrepancies.

Special Qualifications:

Required:

- Valid driver's license
- Ability to complete the Illinois Department of Transportation (IDOT) 5-day Aggregate Technician Course within 6 months, and no later than 12 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 of experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Extensive knowledge of mathematics to include trigonometry and its application to engineering computational activities
- Extensive knowledge of materials testing and laboratory testing equipment
- Strong oral and/or written communication skills

Shift/Remarks:

Typically, 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**

DATE:	June 2018	POSITION:	Aggregate and Miscellaneous Products Supervisor
APPROVED BY:	Lora Rensing	OFFICE/DIVISION:	OHPI/Region 5/District 8 /Project Implementation/ Materials
CODE:	PW014-23-58-203-30-01	REPORTS TO:	Physical Tests Engineer

Position Purpose

This position is accountable for the inspection and reporting of all aggregates and miscellaneous products used in construction and/or used by various local agencies.

Dimensions

Personnel:	6 Direct
Number of Producer-Suppliers & Quarries:	90
Number of Material Samples:	6,000 annually
Quantity of Aggregate Inspected:	6,000,000 to 8,000,000 tons annually
Value of Material Inspected:	45 to 90 Million annually

Nature and Scope

This position reports to the Physical Tests Engineer. Reporting to this position are four (4) Aggregate Inspectors and two (2) Miscellaneous Products Inspectors.

This position is accountable for supervising the Aggregate and Miscellaneous Products Inspectors to assure that all aggregate and miscellaneous products, which are used in highway construction, have been properly tested and inspected.

The incumbent assigns inspectors to various quarries and miscellaneous product producers and resolves minor discrepancies. The greatest challenge is to be able to achieve adequate inspection at the various plants while maintaining a good working relationship with the various producers. The ability to maintain the morale of the inspectors is also quite a challenge.

The incumbent determines what ledges in the various quarries are acceptable for certain qualities of materials, assigns inspectors to quarries, and makes field decisions related to plant operation and inspection procedures. Although the incumbent has no direct authority over the operation of the producers' plants and equipment, his/her knowledge and experience make it possible for him/her to give advice on improving their products. The result is a better product for the department and a good relationship with the producer. The incumbent's job has been made more difficult because of environmental controls regarding dust pollution as the quarries have a difficult time producing a good, clean product and at the same time meeting all dust pollution controls. The incumbent must successfully complete the Illinois Department of Transportation (IDOT) 5-day Aggregate Technician Course within 6 months, and no later than 12 months of hire date.

The incumbent utilizes a staff of four (4) Aggregate Inspectors who are charged with the complete quality control of the aggregates produced in this district from the time they are extracted from the ground until the time they are used at various construction projects or delivered to Hot Mix Asphalt (HMA) or Portland Cement Concrete (PCC) facilities. With the implementation of the Aggregate Gradation Control System, the incumbent will be responsible for overseeing each sources' control program, approving their laboratory testing facility and equipment, and monitoring their technical personnel training. The incumbent also supervises the two (2) Miscellaneous Products Inspectors responsible for miscellaneous products such as corrugated metal pipe, temporary pavement marking tape, electrical cable, foundry products, metal shell and H bearing pile, guardrail, reinforcing steel, fencing, seeds, etc. Thereby ascertaining that inspections, sampling, testing, and reporting occur within an allotted time frame and conform to our established levels of acceptability while maintaining good working relationships for all involved.

Decisions made by the incumbent are based on the Standard Specifications for Road and Bridge Construction, supplemental specifications, the Aggregate Manual, and various other policy letters issued locally or from the central bureaus.

The incumbent deals with central Bureau of Materials personnel, district personnel in Materials, Local Roads and Streets, Operations, and Construction, various county, township, and municipal personnel, and various aggregate and miscellaneous product producers.

The incumbent is evaluated according to the volume, efficiency, accuracy, and timeliness of the reports issued by the inspectors, his/her ability to train, supervise and motivate subordinates, and his/her relationship with other personnel within the industry.

Principal Accountabilities

1. Responsible for quality control at all aggregate plants and all miscellaneous materials produced in the district.
2. Responsible for training, motivating, and supervising subordinate staff.
3. Responsible for advising quarries as to what ledges they may use for department approved products and the implementation and coordination of the Aggregate Gradation Control System.
4. Responsible for the accurate and timely completion of assigned tasks.
5. Responsible for performing or delegating the duties of the Aggregate and Miscellaneous Products Inspectors in their absence.
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.