



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 5, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 20, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Aggregate Supervisor
Region 3/District 5/Project Implementation
Highways
Paris

Attachments
40584

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 20, 2015**, 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Aggregate Supervisor

Union Position: Yes No

Position Number: PW014-23-55-203-32-01

IPR#: 40584

Office/Central Bureau/District/Work Address:

Highways/Transportation/Region 3/District 5/Bureau of Project Implementation/13473 IL Hwy 133 W/Paris, IL

Description Of Duties:

This position is accountable for overseeing the production of aggregates, and other materials, within the District that are incorporated into state and local construction projects.

Special Qualifications:

The following criteria is required:

- Valid Illinois driver's license
- Statewide and occasional out-of-state travel

The following criteria is desired:

- An associate degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering, civil engineering technology, or construction technology
- Eight years' experience in performing a variety of engineering tasks of which at least four years should be related to construction, materials, survey
- Ability to supervise a staff engaged in either field or office engineering functions
- Strong oral and written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday-Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 28, 2014	POSITION:	Aggregate Supervisor
APPROVED BY:	<i>Kensil Garnett</i>	OFFICE/DIVISION:	Highways/Region 3/District 5 Bureau of Project Implementation Materials Section
CODE:	PW014-23-55-203-32-01	REPORTS TO:	Physical Tests Engineer

Position Purpose

This position is accountable for overseeing the production of Aggregates, and other materials, within the District that are incorporated into State and Local construction projects.

Dimensions

Value of Materials Inspected:	\$20-\$40 Million
Number of Sources Inspected:	10-30
Number of Counties:	4-7
Subordinate Personnel	1-2

Nature and Scope

This position reports to the Physical Test Engineer as does the Laboratory Supervisor, Products Inspection Supervisor and Precast/Prestress Supervisor.

The incumbent in this position supervises a staff of inspectors who inspect all aggregates that will be used for highway and other related transportation construction and maintenance. The incumbent's primary responsibility is to ensure that aggregates produced within an assigned geographical region within the District comply with that Department's Aggregate Gradation Control System (AGCS) Policy, Standard Specifications and contract special provisions through continuous and effective monitoring of the production process. This involves verifying proper operation of the producer's plant and equipment, sampling, testing, reporting, and observing and monitoring the producer's process control during the production. The incumbent must ensure that all of the material inspected or tested is in compliance with applicable specifications. The unique technological aspect of the position is the fact that a basic working knowledge of Aggregates, HMA, PCC and other miscellaneous materials is required which is gained primarily through both training and experience. The incumbent must have good judgment because he/she performs his/her duties for long periods of time without immediate supervision and frequently accepts or rejects material on the spot as indicated by test results.

Typical problems encountered by the incumbent involve the acceptance or rejection of materials produced or supplied within his/her area; ensuring that approved inspected material is shipped to jobsites and HMA and PCC producers; identifying, accepting and assigning material being shipped for incorporation into State and Local Agency contracts; and being aware of applicable specifications for specific construction projects and implementing test procedures which ensure compliance with these specifications. The greatest challenge for the incumbent is to ensure that all material produced and shipped from his assigned area fills the requirements of the applicable specifications.

The incumbent personally performs material inspection, sampling, and testing of aggregates, and other assigned materials; calculates test results; prepares and submits test reports; maintains records of production quantities; maintains a record of all requests for inspection.

The incumbent must consult with his/her supervisor concerning the rejection of large amounts of material; specialized test requirements; shipments of unapproved material to construction projects; and, any other problems of a controversial nature. He/She must have a good working knowledge of the AGCS Policy, Manual of Test Procedures for Materials, AASHTO and ASTM testing procedures and specifications and have the skills to perform these tests. He must also comply with the Standard Specifications for Road and Bridge Construction.

Within the Department frequent contacts are with personnel in the District Bureau of Project Implementation. Outside contacts are with the Central Bureau of Materials and Physical Research, producers, suppliers, county and local officials, and consultants. Daily travel is required within the District and west central Indiana.

The incumbent's performance is evaluated by his/her supervisor by visiting producer's plants to observe compliance with all policies, specifications and test procedures; by daily phone conversations and extensive communications regarding current and upcoming work; by reviewing reports for completeness, accuracy, and timeliness; and by evaluating feedback from District personnel.

Principal Accountabilities

1. Assure that all materials that are produced or supplied for incorporation into State and Local Agency contracts are in compliance with all applicable Policies, Specifications and Testing Procedures.
2. Responsible for the accurate and timely completion, review and distribution of inspection reports.
3. Responsible for the accurate and timely acceptance and assignment of materials prior to input into the Department's Materials Integrated System for Test Information and Communication (MISTIC).
4. Maintain a professional relationship with all District, Local Agency, producer and supplier personnel.
5. Keep his/her supervisor informed of inspection results.
6. Trains, evaluates, motivates, and equips subordinate personnel.
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.