



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 7, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 8, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 22, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

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.

CE VII

Bureau Chief of Materials
Region 1/District 1/Materials
Highways
Schaumburg

Attachments
40587

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 **Thursday, October 22, 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. **NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer VII	Salary Range:	\$7,640 - \$11,660
Position Title:	Bureau Chief of Materials	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW117-23-51-700-00-01	IPR#:	40587

Office/Central Bureau/District/Work Address:

Highways/District One/Schaumburg/Bureau of Materials/201 W. Center Court, Schaumburg, IL

Description Of Duties:

This position directs and coordinates the functions of the District Bureau of Materials so that all inspection, testing, material certification activities, soil and foundation investigations and analyses provide acceptable materials for use on state-and federally-funded projects. Oversight of the Bureau's various consultant contracts is also a major responsibility of this position.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid Illinois driver's license
- Districtwide travel with overnight stays; overtime

The following criteria is desired:

- Ten years of experience in civil engineering, seven years of which should be Phase I, II and III
- The ability to plan, organize and establish priorities
- Minimum of five years of experience managing staff and consultants
- Strong oral and written communication skills
- Ability to perform duties independently and with minimal guidance/supervision
- Ability to promote, establish, and maintain harmonious relationships with staff, consultants, contractors and general public

Shift/Remarks:

8:00 am - 4:15 pm / Monday – Friday (45 minute lunch)

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 14, 2015	POSITION:	Bureau Chief of Materials
APPROVED BY:	Anthony J. Quigley	OFFICE/DIVISION:	Highways/District One/Schaumburg/Bureau of Materials
CODE:	PW117-23-51-700-00-01	REPORTS TO:	Engineer of Project Implementation

Position Purpose

This position directs and coordinates the functions of the District Bureau of Materials so that all inspection, testing material certification activities, soil, and foundation investigations and analyses provide acceptable materials for use on State and federally funded projects. Oversight of the Bureau's various consultants' contracts is also a major responsibility of this position.

Dimensions

Subordinate Personnel	Direct 5, Indirect 69, and seasonal staff
Annual Program	\$760,000,000
Contract Value of Materials Inspected	\$330,000,000
Inspection of Materials for other States	\$1,400,000
Number of Plants and	40 HMA, 120 Concrete, 165 Aggregate sources, 35 Recycled centers.

Nature and Scope

This position reports to the Engineer of Project Implementation as do the Bureau Chiefs of Construction and Local Roads. Reporting to this position are the Section Chiefs of Geotechnical, Physical Tests, Mixtures Control, and Quality Assurance and an Executive Secretary. A cadre of various technical positions reports to this position, but are assigned to specific individuals for supervision.

The scope of this position is comparatively unique in that in addition to District responsibility the incumbent is responsible for the testing and inspection of materials for surrounding other states which requires knowledge of the specifications, testing, and inspection procedures of these states and for aggregate and precast shipped throughout the State. The area includes a great number of special testing inspection and certification situations which require considerable negotiations with local, state and Federal officials over conditions governing material acceptability.

Due to the present high traffic volumes in the District which amount to approximately twenty billion vehicle miles traveled annually on the District highways, this position is confronted with the increasingly critical problem of ensuring the development of effective skid resistant materials so as to improve the efficiency and safety of the traffic flow. This frequently requires considerable discretion in the design and use of materials through construction areas and an intimate knowledge of proper pavement material design.

Because of a continued high level of construction activity, a greater demand of using of consultants is required for mixtures design and production control as well as soils surveys and analyses. This poses unique problems in consultant supervision and review. District One is characterized by extreme variances in indigenous soil conditions, including peat bogs, and glacial deposits, declining availability of right-of-way, and intense land development. The situation has resulted in the increased use of man-made fills covering native soils deposits. Furthermore, the position is primarily responsible for the development, application and usage of various construction products such as fly ash, slag products and land balancing fills.

Typical problems encountered by the incumbent include determining the appropriate specification to be applied to specific situations; authorizing modifications of standard specifications where acceptable; finding acceptable sources for hard to obtain materials; evaluating and determining acceptability of test and inspection results in exceptional circumstances; evaluating and approving proper techniques for HMA improvement; developing and recommending appropriate testing and inspection procedures for materials such as paints, PC concrete, precast concrete products, solvents and steel shapes for which the District is the principal source. The appropriate solution to these problems is particularly essential with the adoption of the "Certification Acceptance Procedure" so as not to endanger Federal reimbursement.

The greatest challenge to this position is to effectively coordinate a wide variety of material testing, product inspection and soils procedures to ensure the use of acceptable materials and to ensure timely response to material related issues on highly sensitive, high volume, critical time completion projects so that construction delays are minimized.

The incumbent personally formulates inspection and testing guidelines for use by District and local government personnel which include programs such as Aggregate Gradation Control System (A.G.C.S.) and Quality Control/Quality Assurance (QC/QA), Pay For Performance (P.F.P.) for HMA , PC Concrete and Precast Concrete Products; conducts and participates in training sessions for District local government personnel to improve the effectiveness and timeliness of inspection and testing activities; negotiates solutions to special inspection and testing problems with District Central Office, FHWA, and local government personnel, continuously evaluates existing testing and inspection procedures with a view toward improving the timeliness and efficiency of the inspection effort without impairing the quality of work done; reviews and approves soils and foundation boring reports; participates in task groups and committees to propose new policies and regulations for material acceptance. On Phase III construction projects, conducts training sessions for consultant personnel engaged in material inspection and testing and soils survey and analyses. The incumbent performs their accountabilities through the following subordinate staff:

Physical Test Engineer: who, with a staff of 30+, is accountable for the coordination of testing and verification of all materials and products incorporated in all projects including aggregate production, precast concrete items, metals and miscellaneous and testing in the District Laboratory of HMA and concrete mixtures that are incorporated into highway construction projects.

Geotechnical Engineer:- who, with a staff of 11+, has the responsibility to prepare comprehensive and accurate soils reports and to ensure compliance with specifications in conjunction with field and laboratory results. The position also reviews consultant work, analyzes designs submitted and makes recommendations as needed. Also conducts research tests as needed for design requirements.

Mixture Control Engineer – who, with a staff of 22+ full time personnel, plus seasonal personnel, ensures compliance with specifications of all concrete and HMA produced in the District. Position is responsible to see that accurate, complete reports are prepared and issued in a timely and meaningful manner, responsible for the sampling and test data for Pay For Performance (PFP) and Quality Control for Performance (QCP) Specifications.

Quality Assurance Technician – who, with a staff of 6, is accountable for final documentation of material acceptability for State and Federally funded highway improvement projects, managing and training clerical and office support services in the Bureau, manager consultant contracts, sustaining proficient computer operation to lead and assist the Bureau in system design and automation. Position also administers the Bureau budget including major equipment purchases, management of the Bureau's vehicle fleet including expense tracking and maintenance schedules, maintaining timely and accurate employee training system including QC/QA certification tracking system.

Executive Secretary – who is responsible for performing a wide variety of secretarial and coordinative duties and serves as Bureau receptionist.

The incumbent works within applicable Federal and State guidelines with respect to material inspection and testing, soils investigation and analyses and material certification. However, considerable independent engineering and management judgment is required in expediting inspection and testing processes, proposing substitute materials and negotiating solutions to special inspection and testing problems.

The incumbent must establish and maintain effective contacts with the District Bureaus of Design, Construction, Maintenance, Traffic and Electrical Operations, the Central Bureaus of Design, Construction and Materials, the Federal Highway Administration, local government consultants and contractor personnel to obtain approvals. Additionally, the incumbent is required to have a valid Illinois Driver's License and be a Registered Professional Engineer in the State of Illinois.

The effectiveness of this position is measured by ensuring all testing and inspection procedures are effective and efficient and that soil survey and analyses methods provide appropriate solutions to a wide variety of Geotechnical problems encountered in the District.

Principal Accountabilities

1. Ensures appropriate and timely inspection and testing of materials so as to ensure acceptable products are provided and avoid construction delays.
2. Approves proposals covering material requirements and construction techniques necessary to solve unique materials problems and ensure those materials will not cause failures.
3. Approves solutions on unique testing and inspection procedures including AGCS, QC/QA HMA, QC/QA PC concrete, QC/QA Precast Inspection, prestress concrete and Pay for Performance for HMA mixtures.
4. Ensures that materials supplied to other states conform to their requirements.
5. Ensures effective supervision of staff as well as consultants.
6. Reviews and recommends specifications on new products and processes and participates on various committees and task groups to set up policies and procedures for acceptance.
7. Recommends promotions and disciplinary action as needed for Materials staff.
8. Provides subordinate personnel with the direction, counseling and training necessary for the effective performance of their duties.
9. Ensures that employees have training in safety and are in compliance with the Safety Code.
10. Performs all duties in a timely manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.