



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 12, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 13, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, September 26, 2017**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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

Certification Technician
Region 5/District 9/Project Implementation
Highways Project Implementation
Carbondale

Attachments
42234

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, September 26, 2017**, 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. 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Certification Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-59-202-00-02	IPR#:	42234

Office/Central Bureau/District/Work Address:

OHPI / Region 5 / District 9 / Bureau of Project Implementation / 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for providing final certification review of materials for all completed construction projects; supervising the entry of materials test information into the Materials Integrated System for Test Information Communication (MISTIC); providing various computerized reports to various agencies; and performing miscellaneous services.

Special Qualifications:

Required:

- Valid driver's license
- Extensive travel with possible overnight stays; and overtime
- Ability to work in confined spaces

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 in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Working knowledge of the Materials Integrated System for Test Information Communication (MISTIC) system
- Strong oral and written communication skills; and organizational skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**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:	August 2015	POSITION:	Certification Technician
APPROVED BY:	<u>Keith Roberts</u>	OFFICE/DIVISION:	Highways, District 9, Project Implementation
CODE:	PW014-23-59-202-00-02	REPORTS TO:	Implementation Support Technician

Position Purpose

This position is accountable for providing final certification review of materials for all completed construction projects, supervising the entering of materials test information into the Materials Integrated System for Test Information Communication (MISTIC), providing various computerized reports to various agencies and performing miscellaneous services.

Dimensions

Value of Materials involved with Final Certification Annually:	\$50 - \$250 Million Annually
Project Records Established and Maintained:	50 – 150
Projects Certified:	50 – 110 Annually
Producer and Supplier Records Maintained:	130 – 170 Annually
Number of MISTIC Assignments:	12,000 – 16,000
Number of Test Ident Volumes:	8,000 – 11,000

Nature and Scope

This position reports to the Implementation Support Technician. There are no subordinate reporting positions.

The incumbent coordinates the certification of materials for the District and operates in an environment involving the economic interests of contractors, material producers and suppliers. Any rejection of materials used in highway improvements results in additional costs to those firms, therefore, it is imperative that the incumbent have the knowledge and ability to keep confrontations to a minimum yet stand firm in insisting that all specifications be met. This position is unique because it requires a good working knowledge of operations in the District Bureau of Project Implementation and a good understanding of the MISTIC system.

Typical problems involve collaborating with Resident Engineers in resolving inspection deficiencies and ensuring specifications are met by performing regular progress reviews before project completion; ensuring that materials arriving on construction projects are inspected; and, resolving issues with the MISTIC system. The incumbent is responsible for ensuring that all data is properly reviewed, entered into the MISTIC system, and available when needed. The greatest challenge for the incumbent is to maintain a good relationship with firms being inspected in order to obtain their cooperation.

The incumbent personally ensures that inspection of materials used on construction projects are in compliance with the Project Procedures Guide; clarifies and explains documentation procedures; certifies projects to assure federal participation in state projects and state participation in local agency projects; and, provides periodic computer tabulations of material inspections to all Resident Engineers and local governments when Motor Fuel Tax (MFT) funds are involved. The incumbent also reviews, corrects and ensures proper entry of materials inspection test reports; maintains, updates and distributes the District job list; coordinates the annual training program for Bureau of Project Implementation personnel; provides training to new Resident Engineers on the various requirements of material inspection/certification to ensure compliance with applicable specifications; and provides various reports to inquiring personnel and agencies.

The incumbent must keep his/her superior informed of all matters related to potential or developing issues involving outside organizations, contractors or suppliers who may apply various types of pressure to obtain a reversal of the incumbent's decision when materials are rejected. The incumbent will base all decisions upon the Project Procedures Guide, Standard Specifications, Special Provisions, plans, highway standards, ASTM or AASHTO specifications, Departmental Orders, policy memos, design bulletins, MISTIC user's manual, and various other policies. This position requires a valid driver's license; extensive travel within the district and occasional outside the district, which could include overnight stays; occasional overtime during evenings and weekends; and the ability to work in confined spaces if needed.

There are internal contacts with section supervisors, Resident Engineers, personnel from the Bureau of Local Roads and Streets, Operations and Program Development to discuss material related problems or inquiries. Outside contact is with city, county, and road district personnel and their consulting engineers to ensure that materials and testing procedures are in compliance with the Project Procedures Guide. Other outside contacts are with contractors, consultants, and material producers and suppliers to discuss material specifications, material availability, inspection documentation, and general information pertaining to materials. The incumbent serves as the District's MISTIC representative to the Central Bureau of Materials.

The incumbent's performance may be evaluated by the accuracy, completeness and availability of information from the MISTIC system and by determining whether performance of the District is in compliance with the Project Procedures Guide. If the State is not in compliance, federal funds may be withheld. Performance may also be evaluated by feedback and observation of the incumbent's numerous contacts with others.

Principal Accountabilities

1. Ensure timely and accurate data entry and retrieval for the District MISTIC system.
2. Maintain a complete file of all construction projects, MISTIC data and documents, logs, reports, sample identifications and documentation for each project.
3. Provide assistance as required to the Bureau of Program Development, Project Implementation, Operations, and Local Roads and Streets as well as other governmental agencies and outside organizations.
4. Provide final certification review of materials for all completed construction projects.
5. Ensure the District is in compliance with the Project Procedures Guide.
6. Ensure that Project Procedure Guides are maintained and that updates are properly distributed.
7. Coordinate the annual employee materials acceptance training programs for Project Implementation personnel.
8. Perform regular project progress reviews on construction projects.
9. Perform other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.