



# 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: January 26, 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 January 30, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, February 13, 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

Senior Testing Technician  
Bureau of Materials  
Highways Project Implementation  
Springfield

Attachments  
42349

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 **Tuesday, February 13, 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

<b>Classification:</b>	<b>Engineering Technician IV</b>	<b>Salary:</b>	<b>\$4,695 - \$6,735*</b>
<b>Position Title:</b>	<b>Senior Testing Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014 23-75-702-00-01</b>	<b>IPR#:</b>	<b>42349</b>

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

Office of Highways Project Implementation/ Bureau of Materials / 126 E. Ash Street, Springfield, IL

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#### Description Of Duties:

This position is the senior staff member in the Testing Coordination Sub-Unit which ensures conformance of department-wide testing apparatuses and procedures to AASHTO/ASTM specifications as part of the Quality Systems Management and Quality Control/Quality Assurance (QC/QA) programs.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Travel with overnight stays

##### **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 performing a variety of technical tasks of which at least four years should be in materials laboratory testing/field inspection and/or materials certification
- Working knowledge of department-wide testing principles and procedures to AASHTO/ASTM specifications
- Ability to maintain harmonious relationships with department employees and other state and federal agencies
- Strong oral and written communication skills

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#### Shift/Remarks:

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**

<b>DATE:</b>	September 12, 2017	<b>POSITION:</b>	Senior Testing Technician
<b>APPROVED BY:</b>	Brian Pfeifer	<b>OFFICE/DIVISION:</b>	Office of Highways Project Implementation/Bureau of Materials
<b>CODE:</b>	PW014 23-75-702-00-01	<b>REPORTS TO:</b>	Coordinator of Testing

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***Position Purpose***

This position is the senior staff member in the Testing Coordination Sub-Unit which ensures conformance of department-wide testing apparatuses and procedures to AASHTO/ASTM specifications as part of the Quality Systems Management and Quality Control/Quality Assurance (QC/QA) programs.

***Dimensions***

Calibration and Testing Equipment:	\$30,000
Operating Expenses:	\$30,000
Number of Inspections and Calibrations:	100 Annually
Testing Equipment Value:	\$2 million

***Nature and Scope***

This position reports directly to the Coordinator of Testing and typically works with as many as eight laboratory technicians from various material disciplines that could be assigned to report to the Sub-Unit on an as-needed basis.

This position is critical within the department in that it is the senior staff member which assists in inspections and calibrations of district and contractor QC/QA Laboratories and helps to prepare final reports defining deficiencies of testing equipment and testing procedures found during inspections. The incumbent has the primary responsibility of helping to ensure that the State of Illinois receives quality products and materials to incorporate into the highway system. The incumbent possesses extensive knowledge in mechanical testing procedures and operation of equipment, current material specifications and test methods, and clarity and conciseness in preparation of reports.

The greatest challenge to the incumbent is to establish and maintain a rapport between him/her self and the Coordinator of Testing, contractors, producers, and district personnel. The incumbent may also be required to perform all the functions of the Coordinator of Testing during inspections of district and contractor QC/QA laboratories on an as-needed basis.

The incumbent assists department laboratory supervisors with formulating responses to AASHTO inspection agencies (AASHTO resource and Cement and Concrete Reference Laboratory) describing how the department resolved laboratory deficiencies. The incumbent helps to ensure that laboratory inspection forms are kept current with applicable specifications as well as provides training to district personnel regarding laboratory inspections and equipment calibrations.

The incumbent accomplishes accountabilities by conducting calibrations and inspections with eight Engineering Technicians employed by the Sub-Unit on an as-needed basis who have considerable expertise in the field of materials testing and calibrations.

The incumbent exercises latitude in accomplishing assigned responsibilities in coordination with the Coordinator of Testing. An important role of the incumbent is to help ensure that both the bureau's and districts' testing equipment and procedures are patterned to the same applicable specifications. A valid driver's license and travel is required.

In performing the functions of this position, the incumbent maintains internal contact with bureau and district personnel. Outside contacts are maintained with producers, contractors and manufacturers supplying products and materials to the department, technical staff of other calibration agencies to verify calibration procedures, and the National Institute of Standards and Technologies to consult on specifications for clarity and interpretations.

The effectiveness of this position may be measured by the accomplishment of planned results, measurement of work in progress, interpretation of results, remedial action taken, and dissemination of data. The incumbent must maintain harmony between manufacturers, producers, contractors, and district personnel to ensure that results are completed in a timely and competent manner.

### ***Principal Accountabilities***

1. Assists the Coordinator of Testing with laboratory inspections and calibrations for conformance to AASHTO/ASTM specifications to ensure credibility of the Quality Systems Management and Quality Control/Quality Assurance programs.
2. Reviews reports of laboratory inspections to coordinate remedies of discrepancies, and assists with updating the Quality Manual and Quality System Review to ensure that IDOT maintains a certified testing facility.
3. Helps to ensure that the operations of testing and calibration are in compliance with all safety rules, practices, and policies of the department; and assists in providing necessary training and direction to district and/or laboratory technicians as-needed.
4. Maintains rapport between the department, private industry, consultants, and federal agencies to ensure that the objectives of the testing and calibration programs are achieved.
5. Prepares data on testing and calibrations and provides expert judgment to ensure conformance of equipment and procedures to AASHTO/ASTM specifications.
6. Travels on an as-needed basis to perform the duties of this position.
7. Performs other duties as required or assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.