



Illinois Department of Transportation

Memorandum

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

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, January 31, 2018 in the designated areas.

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

Hot Mix Asphalt Supervisor
Region 3/District 5/Project Implementation
Office of Highways Project Implementation
Paris

Attachments
42474

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 **Wednesday, February 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 V	Salary:	\$5,015 - \$7,085*
Position Title:	Hot Mix Asphalt Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-55-203-22-01	IPR#:	42474

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for the quality of the hot mix asphalt and other related mixtures produced for use on construction projects in the District.

Special Qualifications:

Required:

- Valid driver's license
- Overtime and outdoor work in a variety of conditions including, but not limited to, production facilities, active construction sites, and roads open to traffic
- Districtwide, statewide and occasional out-of-state travel

Desired:

- Three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience under the direction of a professional engineer with a minimum of three years in a supervisory position
- Technical knowledge to successfully lead, train and evaluate subordinate personnel
- Strong oral and written communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	11/08/2017	POSITION:	Hot Mix Asphalt Supervisor
APPROVED BY:	Kensil Garnett	OFFICE/DIVISION:	OHPI/Region 3/District 5
CODE:	PW015-23-55-203-22-01	REPORTS TO:	Mixtures Control Engineer

Position Purpose

This position is accountable for the quality of the hot mix asphalt and other related mixtures produced for the use on construction projects in the District.

Dimensions

Subordinate Personnel:	1-2 Reporting Directly
Producing plants in concurrent operations:	2-5
Construction value of mixtures produced per year:	\$15 - \$40 Million

Nature and Scope

This position reports to the Mixtures Control Engineer as does the Portland Cement Concrete Supervisor. Reporting to this position are 1-2 Hot Mix Asphalt (HMA) Technicians.

This position functions in an environment where both managerial skill and technical knowledge are required. This work is performed over a wide geographical area within and adjoining District Five requiring considerable travel. Overtime and outdoor work in a variety of conditions including, but not limited to, production facilities, active construction sites, and roads open to traffic are required. Interpersonal skills are necessary as this position has frequent interaction with contractors, producers, and construction personnel. The Hot Mix Asphalt mixtures used in this district are currently being produced under the Quality Control/Quality Assurance (QC/QA), Quality Control for Production (QCP) or Pay for Performance (PFP) specifications. This will require the incumbent to maintain constant contact with all contractor Quality Control Managers and IDOT's Hot Mix Asphalt Technicians who are serving as Quality Assurance Inspectors and Construction personnel in the field.

Typical problems faced by the incumbent include scheduling manpower to cover plant production and project needs; resolving mixture production and quality problems, which can be complex and unusual in nature; and approval of new mixture designs and production processes that require individualized solutions. New policies and procedures in addition to economic conditions are bringing into line new aggregate sources requiring new mixture designs and constant monitoring. The greatest challenge to this position is to continually assure high quality hot mix asphalt mixture for highway projects under dynamic and often difficult circumstances.

The incumbent personally reviews final plans and special provisions after bid lettings; monitors and reviews all work in progress and advises subordinates regarding technical problems; and determines test procedures to be used for designing and proportioning hot mix asphalt mixtures in the analysis of these mixtures. This analysis, much of which is done by computer, requires a thorough knowledge of available programs and the ability to recommend changes to new ones to cover continuously changing conditions and specifications. The incumbent must ensure the material and mixture production procedures meet the applicable standards specifications, special provisions and related contract documents; and ensures adequate documentation of materials and mixtures used on each construction project. This is accomplished by personally reviewing and correcting daily plant production reports and reviewing historical files kept by the department. This enables the incumbent to resolve mixture problems which may occur during and after construction. The incumbent must inform Resident Engineers, County Engineers, consultants and other state and local agencies of all changes in policy and specifications related to mixtures. Failure to carry out these duties may result in costly removal and replacement or greatly reduced

service life requiring excessive maintenance and repair costs. The incumbent also monitors developments in production and construction equipment, material recycling and by-product utilization, technological advances in mix design, production and placement techniques, and determines the impact and appropriateness of their application in the district.

The incumbent accomplishes the objectives of the position through Hot Mix Asphalt Technicians who are responsible for controlling or assuring the quality of the hot mix asphalt produced and used on construction sites. There may also be occasions when the incumbent is required to participate in these duties.

The incumbent operates within the guidelines established in the Standard Specifications for Road and Bridge Construction, Standard Specifications for Construction of Airports, Hot Mix Asphalt Level I, II, and III Manuals, Bureau of Materials and Physical Research Policy Memorandums, the Manual of Test Procedures, IDOT Project Procedures Guide, and the Plans, Contracts, and Special Provisions. The position is given broad latitude to resolve mixture control problems in the field. However, issues of plant stoppage due to poor quality and external inquiries about production problems are referred to the Mixtures Control Engineer along with a recommended solution. The incumbent has the responsibility for training, motivating, evaluating, and the safety of subordinate personnel.

Within the District, this position is in contact with the Bureaus of Construction, Local Roads, Operations and Program Development. In addition, this position has frequent contact with the Bureau of Materials in adjacent districts, the Central Bureaus of Materials and Research, and Division of Aeronautics. External daily contacts are with resident engineers, contractors, materials suppliers, consultants and city, county, municipal and other state agency officials.

The effectiveness of this position is measured by the constant attainment of high quality hot mix asphalt mixtures used in highway and other construction projects within available funding, time and personnel constraints.

Principal Accountabilities

1. Ensures materials and mixture producers meet the requirements of the Standard Specifications for Road and Bridge Construction or Airports, Plans and Special Provisions.
2. Ensures proper documentation and assignment of all materials and tests.
3. Schedules manpower to cover plant production and project needs.
4. Ensures that subordinate Hot Mix Asphalt Technicians develop a good working relationship with construction personnel, contractors, and producers.
5. Reviews all hot mix asphalt and related mixtures reports received by the District.
6. Resolves all mixture problems during and after construction.
7. Trains, evaluates and motivate subordinates. Ensures staff compliance with departmental safety rules.
8. Informs Resident Engineers, County Engineers, and Consultants of all changes in policy and specifications related to mixtures.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.