



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 22, 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

Metals & Miscellaneous Products
Senior Technician
Bureau of Materials
Highways Project Implementation
Springfield

Attachments
42520

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 **Thursday, February 22, 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 IV	Salary:	\$4,695 - \$6,735*
Position Title:	Metals and Miscellaneous Products Senior Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-75-702-51-01	IPR#:	42520

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Materials /126 East Ash, Springfield, IL

Description of Duties:

This position is accountable for the testing of metals and miscellaneous materials used in the state's highway construction and maintenance programs. This position also serves as the lead technician responsible for supervising the laboratory and machine shop in the absence of the Metals and Miscellaneous Products Laboratory Supervisor.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel with overnight stays

Desired:

- An Associate Degree from an accredited two-year engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years of experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Knowledge of test procedures performed in the Metals and Miscellaneous Products Laboratory
- Knowledge of the operation and maintenance of equipment used in the Metals and Miscellaneous Products Laboratory
- Ability to plan and direct efforts of work for efficient accomplishments of the lab and district personnel
- Ability to maintain harmonious relationships with department employees and other state and federal agencies
- Strong oral and written communication skills

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**

DATE:	January 18, 2018	POSITION:	Metals and Miscellaneous Products Senior Technician
APPROVED BY:	Brian Pfeifer	OFFICE:	Office of Highways Project Implementation/Bureau of Materials
CODE:	PW014-23-75-702-51-01	REPORTS TO:	Metals and Miscellaneous Products Laboratory Supervisor

Position Purpose

This position is accountable for the testing of metals and miscellaneous materials used in the state's highway construction and maintenance programs. This position also serves as the lead technician responsible for supervising the laboratory and machine shop in the absence of the Metals and Miscellaneous Products Laboratory Supervisor.

Dimensions

Testing and Machine Equipment Value: \$1 Million
Number of Tests Performed: 500 + Annually

Nature and Scope

This position reports to the Metals and Miscellaneous Products Laboratory Supervisor.

The incumbent is responsible for scheduling, tracking, and organizing laboratory testing of metals and miscellaneous materials. Much of the incumbent's time will be performing tests on approximately 100 various kinds of materials through the use of ASTM, AASHTO, NEMA, ASME, SAE, AWWA, IL test methods, and other testing methods.

Typical problems include setting up the testing equipment and applying the correct test procedures to the sample when the work received has only an identification number. S/He not only performs the tests and operates the equipment, but must be capable of interpreting test procedures, specifications, and results. The incumbent must also use technical skills to calculate results from test data and read and operate various scientific instruments. The greatest challenge is the incumbent may be called upon to aid in the development of test procedures and methods when there are no established practices. S/He must be able to design testing fixtures to ensure new products may be tested properly. The incumbent assists in directing the machine shop to assure samples are prepared in the correct manner.

The incumbent is responsible for assisting with the laboratory supervisor with maintenance of Quality System Management Records in accordance with AASHTO R 18 to ensure accreditation. In case of mechanical breakdown, the incumbent is accountable for the repair of several types of testing equipment. Major equipment repairs and replacements are referred to the incumbent's immediate supervisor; however, the incumbent is responsible for maintenance programs for all the equipment in his/her care. In the absence of the Metals and Miscellaneous Products Laboratory Supervisor, s/he supervises the Metals and Miscellaneous Products Testing sub-unit and consultants.

This position is constrained by applicable department/state/federal policy, practices and guidelines. Matters of a unique nature are referred to the supervisor for resolution.

Internal contacts include Concrete, Cement, Chemistry, and Aggregate Laboratories and district personnel regarding sampling and testing of materials. The incumbent occasionally works with manufacturing companies on methods of testing, and with AASHTO personnel when the bureau's laboratory is inspected for compliance to the National Institute of Standards and Technology's specifications and methods of testing. Occasional travel with overnight stays is required to perform the duties of this position.

The effectiveness of this position is measured by the ability of the incumbent to maintain the laboratory's equipment in sound working order and provide efficient test results in a timely manner.

Principal Accountabilities

1. Performs testing in a competent manner to assure the department that materials meet designed specifications.
2. Schedules, tracks and organizes laboratory testing of metals and miscellaneous materials.
3. Confers with and maintains a good rapport with other laboratories including the Concrete, Cement, Chemistry, and Aggregate Laboratories and with district personnel regarding samples of materials.
4. Assists with the maintenance of the laboratory's Quality System Management Records in accordance with AASHTO R 18 to ensure accreditation.
5. Provides efficient maintenance of equipment, and handles testing instruments in a proper manner to assure that repairs and replacements do not exceed budget costs.
6. Travels on an as-needed basis to perform the duties of this position.
7. Performs other duties as 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.