



# 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: June 1, 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 June 5, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, June 18, 2018**. 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

Laboratory Supervisor  
Region 4/District 7/Project Implementation  
Office of Highways Project Implementation  
Effingham

Attachments  
42862

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 **Monday, June 18, 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: 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.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician IV</b>	<b>Salary Range:</b>	<b>\$4,695 - \$8,775</b>
<b>Position Title:</b>	<b>Laboratory Supervisor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW014-23-57-203-23-01</b>	<b>IPR#:</b>	<b>42862</b>

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

Office of Highways Project Implementation/Region 4/District 7/Bureau of Project Implementation/400 W. Wabash, Effingham, IL

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#### Description Of Duties:

This position is accountable for supervising and performing laboratory tests, calculating, and reporting of materials incorporated into state transportation construction, maintenance, and improvement projects.

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#### Special Qualifications:

##### **Required:**

- Valid driver's license
- Ability to routinely lift 50 lbs.

##### **Desired:**

- An associate degree from an accredited two-year civil engineering technology program or the completion of 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
- Extensive knowledge of materials and materials testing procedures
- Ability to supervise, train, and motivate subordinate personnel
- Strong oral and written communication skills

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#### 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**

<b>DATE:</b>	March, 2017	<b>POSITION:</b>	Laboratory Supervisor
<b>APPROVED BY:</b>	Jeffrey M. South	<b>OFFICE/DIVISION:</b>	OHPI/District 7 Project Implementation
<b>CODE:</b>	PW014-23-57-203-23-01	<b>REPORTS TO:</b>	Mixtures Control Engineer

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***Position Purpose:***

This position is accountable for supervising and performing laboratory tests, calculating, and reporting of materials incorporated into state transportation construction, maintenance, and improvement projects.

***Dimensions:***

Subordinates: 1-3 direct  
Value of laboratory equipment: \$100,000  
Value of field test equipment: \$100,000 - \$200,000  
Number of tests conducted: Aggregates - 500 - 1,000 annually  
Soils - 1,500 - 2,000 annually  
Bituminous - 1,500 - 2,000 annually  
Miscellaneous - 300 - 400 annually

***Nature and Scope:***

This position reports to the Mixtures Control Engineer as does the Concrete Mixtures Supervisor, and Bituminous Mixtures Supervisor. Reporting to this position are Sr. Lab Technician, Lab Technician and Jr. Lab Technician.

This position is accountable for providing laboratory tests of various materials gathered, collected or purchased for use in state transportation projects. This position is accountable for ensuring that all laboratory tests of materials are conducted accurately and as described in the standard procedures and within a prescribed period to assure product quality. This position has the primary responsibility for ensuring inferior materials are identified and rejected prior to approval for state programs.

The incumbent must be knowledgeable of a variety of testing devices and assure that all devices are in good working order. The incumbent is accountable for training personnel in the proper testing procedures on a wide range of materials.

A typical problem associated with the position entails ensuring that test samples are properly labeled so that an accurate and complete assessment can be developed. The greatest challenge of this position entails ensuring that all tests are performed in accordance with department standards and procedures and maintaining accurate records for all tests performed.

The incumbent is personally accountable for supervising, assigning, and monitoring laboratory test results prior to submittal to originator. The incumbent ensures the proper tests and test procedures are performed, reviews reports, and establishes and maintains log of testing schedules; the incumbent personally performs tests of a highly technical and complex nature; and provides training and supervision of subordinate personnel. The incumbent is also accountable for issuing and receiving field test equipment, providing advice on laboratory equipment required, and procuring lab supplies and repair parts.

Tests performed in the laboratory:

- Aggregate: Gradation, proctor curves, bearing ratios, plasticity, indices, unit weights
- Bituminous: Extractions, marshall stabilities, gyratory, ignition ovens, mix designs
- Concrete: Cylinder breaks
- Soils: Proctor curves, bearing ratios, hydrometer analysis, plasticity indices, moisture determinations, specific gravities

The incumbent accomplishes accountabilities through a staff of one to three technicians who are accountable for performing various tests of materials, logging results and reporting findings.

The incumbent has full authority over internal operations of the laboratory, basing decisions on a broad and intimate knowledge of standard testing methods. The incumbent has a great deal of latitude in accomplishing responsibilities. Tests of a complex nature are referred to the immediate supervisor or the central Bureau of Materials for resolution. Decisions and recommendations developed by the incumbent have a major influence on the effectiveness of the district highway program. The incumbent is constrained by all department policies and procedures.

The incumbent has internal contacts with the district Construction and Maintenance sections, central Bureau of Materials for the purpose of accomplishing responsibilities. Externally, the incumbent has contacts with material suppliers, producers, contractors, county and local agencies for the purpose of gathering samples or explaining test results.

The effectiveness of this position can be measured on the ability of the incumbent to efficiently and effectively provide essential testing results that assist management in accomplishing program goals.

***Principal Accountabilities:***

1. Directs and personally performs tests on materials ensuring materials conform to approved standards.
2. Develops and maintains complete and accurate records of test results.
3. Establishes priorities of tests on materials submitted to the laboratory.
4. Provides recommendations and reports on test results that assist management in making decisions on materials for highway use.
5. Advises supervisor of laboratory and field test equipment requirements and maintains an inventory of same.
6. Trains, motivates, and evaluates temporary staff to ensure a well-developed and competent staff.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.