



Illinois Department of Transportation

Memorandum

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

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, June 21, 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 5/District 9/Project Implementation
Office of Highways Project Implementation
Carbondale

Attachments
42909

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, June 21, 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

Classification:	Engineering Technician IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Laboratory Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-59-203-32-01	IPR#:	42909

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 responsible for the testing and acceptance of all material submitted to the district laboratory for use on highway and bridge construction and maintenance projects. The incumbent also performs purchasing, maintenance, and inventory of all equipment used by the Materials Section.

Special Qualifications:

Required:

- Valid driver's license
- Occasional districtwide travel and overtime
- IDOT QC/QA certification in, or the ability to successfully complete certification in, Aggregate Technician, HMA Technician Level I, II and III within 24 months of hire date
- Lift/carry up to 50 pounds of equipment and/or materials
- Ability to climb steep terrain, wade in water, and perform tasks in a variety of environmental and weather extremes (hot, cold, wet, windy, muddy), including, but not limited to, active construction sites, roadways open to traffic, and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.

Desired:

- An associate degree from an accredited two-year civil engineering technology program or completion of two years of college in pre-engineering or civil engineering technology
- Eight years of engineering technician experience
- Familiarity with American Association of State Highway Transportation Officials (AASHTO) and American Society for the Testing of Materials (ASTM) specifications and testing procedures for soils, aggregates, Portland cement concrete and hot mix asphalt mixtures
- Familiarity with laboratory safety procedures
- Strong communication skills

Shift/Remarks:

7:00 am – 3:30 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:	March 28, 2018	POSITION:	Laboratory Supervisor
APPROVED BY:	<u>Keith Roberts</u>	OFFICE/DIVISION:	OHPI, District 9, Project Implementation
CODE:	PW014-23-59-203-32-01	REPORTS TO:	Physical Tests Engineer

Position Purpose

This position is responsible for the testing and acceptance of all material submitted to the district laboratory for use on highway and bridge construction and maintenance projects. The incumbent also performs purchasing, maintenance, and inventory of all equipment used by the Materials Section.

Dimensions

Subordinate Personnel:	6 Permanent; 1-3 Temporary
Value of Materials Tested:	\$20-\$30 Million
Equipment Inventory:	Approximately \$1 Million
Equipment & Commodities Purchased:	\$25,000 - \$50,000 Annually

Nature and Scope

This position reports to the Physical Tests Engineer, but may report to the Materials Engineer, Mixtures Control Engineer, or Geotechnical Engineer. Reporting to this position are Senior Laboratory Technicians, a Laboratory Technician, Assistant Laboratory Technicians, and one or more temporary Technicians.

The incumbent in this position performs or supervises the testing and acceptance of materials; reviews and evaluates test results; and prepares written reports to be used for making engineering decisions and as a basis for payment. Failure to carry out these duties may result in costly removal and replacement or greatly reduced service life requiring excessive maintenance and repair costs. In addition, the incumbent has the responsibility of purchasing equipment and commodities used by the Materials Section. Other services include maintaining an equipment and commodity inventory, maintaining a record of expenditures, and maintaining all equipment in good working order. The position is unique because the incumbent is the district's expert in conducting and interpreting the results of the Hamburg Wheel Test, the Illinois Flexibility Index Test, and at least 30 additional highly critical step-by-step tests as specified by the Department's Manual of Test Procedures, the American Society for Testing Materials and the American Association of State Highway and Transportation officials. This position is also unique because it requires that the incumbent convey complex technical procedures and laboratory data into easily understood terms when communicating test results to supervising engineers, contractors, producers, suppliers, consultants, county, local, and other state agencies.

Typical problems confronted by the incumbent involve scheduling tests to meet deadlines; establishing priorities for testing sequences; prioritizing equipment purchases; accurately estimating costs for budgetary purposes; keeping an inventory of equipment; and researching and analyzing equipment so that proper purchase decisions are made. The greatest challenge for the incumbent is in keeping her/his knowledge of testing procedures current with prevailing technologies in the field.

The incumbent performs laboratory tests; trains and supervises subordinates performing laboratory tests; reviews and evaluates all tests; and advises supervising engineers, county and local agencies, consultants, contractors, producers and suppliers regarding test procedures, test results, and test equipment specifications and purchases.

ET IV, Laboratory Supervisor, District 9

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The incumbent is responsible for keeping up to date on new testing equipment and procedures. The analysis of test results, most of which is done by computer, requires the incumbent to have a thorough knowledge of and the ability to update available programs. The incumbent should also have the capacity to create new programs to cover continuously changing test procedures, specifications, and industry standards. The incumbent coordinates the transportation of needed equipment and supplies; researches products used by the Materials Section; obtains estimates from suppliers for planning purposes; and conducts inspections of producer's Quality Control laboratories.

The incumbent achieves his/her objectives through the following subordinates:

Laboratory Technicians - who conduct tests on materials submitted to the district laboratory, evaluate test results, and prepare reports of test results which are used as a basis for making engineering decisions.

Temporary Engineering Technicians/Co-ops – who assist in the testing of materials submitted to the District laboratory.

The incumbent operates within the guidelines established in the Standard Specifications for Road and Bridge Construction, Hot Mix Asphalt Level I, II, and III Manuals, Bureau of Materials Policy Memorandums, The Manual of Test Procedures, IDOT Project Procedures Guide, AASHTO and ASTM Specifications, plans, contracts, and special provisions. The incumbent has broad latitude to act within her/his area but will discuss new types of tests, new procedures, and special situations with her/his supervisor. She/he also has the authority to accept or reject certain materials tested in the laboratory. The incumbent has the responsibility for training, motivating, and evaluating subordinate personnel as well as for their safety. She/he has authority for recommending personnel actions. She/he may serve as a member of a committee to recommend changes in the Standard Specifications, or wording of special provisions. This position requires IDOT QC/QA certification in, or the ability to successfully complete certification in, Aggregate Technician, HMA Technician Level I, II and III within 24 months of hire date; a valid driver's license; some travel within the District; limited overnight travel outside the District; limited overtime during evenings and weekends; ability to climb steep terrain, wade in water, lift and carry up to 50 pounds of equipment and/or materials; and perform tasks in a variety of environmental and weather extremes (hot, cold, wet, windy, muddy), including, but not limited to, active construction sites, roadways open to traffic, and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.

Within the Department, contacts are frequent within other district bureaus and the central Bureau of Materials. Outside contacts are with county and local agencies, producers, suppliers, consultants and contractors. Communication usually involves test procedures, laboratory results, equipment recommendations and specifications.

The performance of the incumbent and his/her laboratory unit is evaluated by the Central Bureau of Materials Laboratory that provides a report, approximately every year, itemizing deficiencies and recommending corrective action for laboratory procedures. The incumbent is responsible for implementing the corrective actions recommended in the report.

Principal Accountabilities

1. Performs and monitors tests on all materials submitted to the district laboratory.
2. Prepares reports for all tests.
3. Purchases equipment and commodities for the Materials Section.
4. Maintains inventory control over the Material Section's equipment.
5. Maintains, stores, and calibrates testing equipment.
6. Trains, evaluates, and motivates subordinate personnel.
7. Conducts inspections of producer's Quality Control laboratories.
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.
9. Performs other duties as assigned.