



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 14, 2016

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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 April 14, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, April 27, 2016**. Applicants 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.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

Chief Rail Transit Safety Oversight Manager  
Office of Intermodal Project Implementation  
Chicago

Attachments  
40721

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, April 27, 2016**, 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>Technical Manager V</b>	<b>Salary Range:</b>	<b>\$6,020 - \$10,210</b>
<b>Position Title:</b>	<b>Chief Rail Transit Safety Oversight Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-80-008-00-01</b>	<b>IPR#:</b>	<b>40721</b>

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

Office of Intermodal Project Implementation/JRTC 100 W. Randolph, Suite 6-600, Chicago, IL

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### Description Of Duties:

This position is responsible for supervision and coordination of activities for rail transit safety for the Illinois State Safety Oversight Agency (IL-SSOA). The incumbent is responsible for planning and tracking all team activities, including Federal Transit Administration (FTA) certification training and integration into overall transit oversight program objectives and goals. The incumbent provides direct supervision of the inspectors and investigators in various railroad disciplines, including: Track and Structures, Motive Power and Equipment, Operating Practices, Signal and Train Control.

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### Special Qualifications:

#### *The following criteria is required:*

- FTA Transit Safety and Security Program certification at the time of hire, or ability to obtain certification within a 12 month period, with ability to complete future required training to maintain FTA certification for the SSOA program in Illinois
- Valid driver's license
- In-state and out-of-state travel

#### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in government, business administration, public administration, or transportation safety
- Previous management experience in transportation programs
- Minimum of four years of engineering work experience involving transit rail safety

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

**\*THIS POSITION REQUIRES 24-HOUR CALL AVAILABILITY FOR RAIL TRANSIT EMERGENCIES.**

**\*This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	April 11, 2016	<b>POSITION:</b>	Chief Rail Transit Oversight Manager
<b>APPROVED BY:</b>	<i>Beth McCluskey</i>	<b>OFFICE:</b>	Intermodal Project Implementation
<b>CODE:</b>	PW415-23-80-008-00-01	<b>REPORTS TO:</b>	Safety Oversight Section Manager

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***Position Purpose***

This position is responsible for supervision and coordination of activities for rail transit safety for the Illinois State Safety Oversight Agency (IL-SSOA).

***Dimensions***

Rail Safety Quarterly Reports	4 Annually
Rail Safety Annual Reports	1 Annually
Rail Safety Triennial Reviews	1 Every 3 Years
Safety Audit Investigations	6 Annually
Safety Inspections	15 Annually

***Nature and Scope***

This position reports to the Safety Oversight Program Section manager as does the Program Regulatory Analyst. Reporting to this position will be the Signal Safety Specialist, Track Safety Specialist, Railroad Operations Safety Specialist, Incident Investigators and Equipment Inspectors.

The incumbent is responsible for planning and tracking of all safety team activities, including their Federal Transit Administration (FTA) certification training and integration into overall transit oversight program objectives and goals. The incumbent provides direct supervision of the inspectors in various railroad disciplines, including: Track and Structures, Motive Power and Equipment, Operating Practices, Signal and Train Control for the rail transit agencies covered by the IL-State Safety Oversight Agency (IL-SSOA), including the Chicago Transit Authority (CTA), and St. Clair County Transit District (SCCTD).

The greatest challenges for the incumbent will include the supervision of the inspection and investigation team, including all aspects of their work planning and tracking. The incumbent leads development, review, analysis, modification and implementation of the IL-SSOA rail safety team processes and procedures, documentation, tracking mechanisms and reporting to management. Conducts personnel reviews, trains, advises, monitors the technical competence of personnel and recommends personal development plans of the inspection team staff. Incumbent works with the IL-SSOA safety staff to conduct facility, equipment and operations inspections as part of accident investigations, triennial reviews, audits, and random inspections. This position also coordinates with the inspection, investigation, and audit staff to conduct studies, field inspections, and meetings. This position is personally responsible for leading and conducting inspections, investigations, and reviews of policies and procedures of the transit agencies covered by the IL-SSOA, and takes a lead role in major and more complex or controversial inspections, investigations, informal complaints, and formal proceedings in connection with transit safety oversight, and enforcement of both Federal and State regulations. The incumbent will coordinate the integration of IL-SSOA safety team staff in accident, hazard and other investigations of rail transit agencies covered by the IL-SSOA. This position is also responsible for preparing testimony as an expert witness and acts as staff representative in proceedings before the Department.

This position is responsible for assisting and/or arranging team resources for triennial audits and in assessing IL-SSOA rail transit agencies' System Safety Program Plans, System Security Plans, and other rail transit agency reference documents, as necessary. Other duties that apply to this position are attending rail transit agency meetings to evaluate current and proposed facilities, safety procedures and processes for compliance with federal regulations, and industry standards. The individual works with federal and other state and local agencies for uniform application of safety regulations, and participates in technical standards committees and other technical and professional organizations, as time and funding permit.

Responsibilities are accomplished with the support of:

- *Signal Safety Specialist,*
- *Track Safety Specialist*
- *Railroad Operations Safety Specialist*
- *Incident Investigators*
- *Equipment Inspectors*
- *Program Regulatory Analyst*

who collectively are responsible for synthesizing information, conducting research, and developing statistics in rail transit safety and security activities; conducting complex technical and analytical research, special investigations, as well as policy studies and recommending alternatives on a broad range of regulatory issues involving rail transit safety oversight; making recommendations for the development of measures to improve rail transit safety in Illinois including modifications to existing State safety rules; providing comments and recommendations for Federal Rail Safety rule making procedures; investigating and adapting industry standards and best practices for Illinois; and, preparing written and oral reports, as well as briefings for Department management.

Internal contacts for this position include Department Directors and Bureau Chiefs, particularly in the Office of Intermodal Project Implementation, and the Office of Planning and Programming. External contacts include representatives from the FTA, NTSB, Regional Transit Authority (RTA), Chicago Transit Authority (CTA), Bi State Development Corporation, MetroLink, St. Clair County Transit District (SCCTD), Missouri Department of Transportation (MODOT), and the City of Chicago. This position may be required to travel frequently in-state to accomplish statewide responsibilities, as well as occasional out-of-state travel for training and coordination with external contacts, as well as national organizations. This position also requires 24-hour call availability for rail transit emergencies.

The effectiveness of this position is measured by the ability of the incumbent to effectively build SMS principles into the safety oversight organization, oversee the establishment of rail safety policies, standards, and procedures for the IL-SSOA; the smooth transition of the SSOA program from the RTA and SCCTD to the Department within the timeframes established in the IL-SSOA Transition Plan; effective assistance in the oversight of the rail transit safety consultant and the development and integration of the IL-SSOA staff into the program.

**Principal Accountabilities**

1. Plans and organizes the work and directs the activities of the IL-SSOA safety team staff, including inspection and investigations involving rail transit incidents or safety audits, as well as safety planning and operations of public rail transit guideway systems.
2. Assists the Safety Oversight Section Manager in the preparation and review of reports and studies on safety inspections and investigations, as well as assisting with the development of safety standards, safety audits, and rail transit safety oversight plans.
3. Provides direct supervision for IL-SSOA safety team staff conducting inspections, investigations, and reviews of policies and procedures of the transit agencies covered by the IL-SSOA, and takes a lead role in major and more complex or controversial inspections, investigations, informal complaints, and formal proceedings in connection with transit safety oversight, and enforcement of both federal and state regulations.
4. Assists and/or arranges IL-SSOA safety team resources for annual and triennial audits and in assessing rail transit agencies' System Safety Program Plan, System Security Plans, and other rail transit agency reference documents, as required.
5. Participates in rail safety/incident investigations and hearings and provides expert testimony related to rail transit safety.
6. Serves as the IL-SSOA representative as directed at rail transit safety review meetings to evaluate current and proposed plans and facilities, safety procedures, plans, and processes for compliance with Department General Orders, federal and state regulations, and industry standards.
7. Performs other duties as assigned. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.