To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 15, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 16, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is 4:30 p.m. on Wednesday, March 29, 2017. Applicants 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET V
Service and Development Technician
Region 2/District 2/Operations
Highways Project Implementation
Dixon

Attachments
41094
Technical Applications (PM 1080 rev 9/19/16) 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, March 29, 2017, 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.

Position Summary Sheet

Classification: Engineering Technician V
Position Title: Service and Development Technician
Position Number: PW015-23-52-505-00-01

Salary Range: $5,015 - $9,155
Union Position: ☑ Yes ☐ No
IPR#: 41094

Office/Central Bureau/District/Work Address:
Office of Highways Project Implementation/Region 2/District 2/Bureau of Operations/819 Depot Avenue, Dixon, IL

Description Of Duties:
This position is accountable for providing administrative support to the district's Bureau of Operations, including the development and administration of the annual maintenance budget. In addition, the incumbent directs research, development, and training to improve the efficiency of bureau activities.

Special Qualifications:

Required:
- Valid driver’s license
- Districtwide travel

Desired:
- Three years of college with the major courses of study being in business/public administration or finance
- Twelve years’ experience in pre-engineering, business/public administration, finance, purchasing or budgeting
- Ability to prioritize projects for management review
- Ability to plan, organize and execute various departmental technical program requirements
- Ability to develop and maintain cooperative relationships with employees, agency officials, and the general public
- Strong oral and written communication skills

Shift/Remarks:
8:00 am – 4:30 pm / Monday – Friday
Position Purpose

This position is accountable for providing administrative support to the District Bureau of Operations, including the development and administration of the annual maintenance budget. In addition, the incumbent directs research, development, and training to improve the efficiency of the Bureau’s activities.

Dimensions

<table>
<thead>
<tr>
<th>Subordinate Personnel</th>
<th>Direct: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau Budget</td>
<td>$14 -- $16 Million</td>
</tr>
<tr>
<td>Value of Equipment Inventory</td>
<td>$12 -- $14 Million</td>
</tr>
<tr>
<td>Roadside Development Contracts</td>
<td>Maintenance: $50,000 -- $75,000</td>
</tr>
<tr>
<td></td>
<td>Rest Areas: $500,000 -- $600,00</td>
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</tbody>
</table>

Nature and Scope

This position reports to the Operations Engineer. Reporting directly to this position are a Maintenance Worker, a Roadside Management Specialist, an Equipment Technician, Operations Services Technician, a Preventive Maintenance Advisor, and a Laborer.

This position provides technical/managerial services and support to the District Bureau of Operations ten-county field activities. Because of limited resources and in the concept of sharing field equipment, the incumbent must stay abreast of field activities to ensure maximum utilization of resources. Due to the incumbent’s involvement with labor relations and employee work rules, sensitive issues are often encountered that require tact and diplomacy. This position is also involved in emergency responses and disaster coordination. These areas put the incumbent in decision-making situations that literally impact the lives of the general public and the Operations field personnel. Sound engineering, effective judgement, and decisiveness are necessary to fulfill the goals of these activities.

Typical problems include isolating specific operational problems or needs, identifying resources required, locating resources available, and recommending workable programs. The greatest challenge to this position is to stay on top of field activities and coordinate resources across organizational lines to ensure priority needs are optimally fulfilled.

The incumbent personally prepares, recommends, monitors, and adjusts the annual maintenance budget. The incumbent also oversees the input and accuracy of data into the Maintenance Management Information System. This position is accountable for hazardous material management; underground storage tank removal, replacement, and monitoring; and the Bureau’s Capital Improvements. He/She reviews and implements policies and will recommend, initiate, and evaluate experimental projects to ensure effective operations. He/She implements, coordinates, and evaluates training programs for Operational personnel. The incumbent supervises the annual inventory of Operations’ equipment, commodities, and develops, initiates, and evaluates preventative maintenance programs. The incumbent directs field radio communication and during emergency snow and ice control operations, accidents, floods, etc. He/She will also investigate and coordinate responses to maintenance-related public complaints.
The incumbent accomplishes his/her accountabilities through the following subordinates:

**Operations Services Technician** who assists in the preparation and implementation of the Bureau’s operating budget, and coordinates the Bureau’s MMI System, and is accountable for communicating technical information to District field personnel when requested and supervises the maintenance and operation of the District’s two-way radio system.

**Equipment Technician** who is accountable for acquiring new Operations equipment, scheduling the repairs and disposal of existing equipment, and maintaining records of the District’s Preventative Maintenance Program.

**Roadside Management Specialist** who is accountable for District-wide roadside landscape development and the operation of rest areas.

**Preventive Maintenance Advisor** who is accountable for the appraisal and inventory of Maintenance, Bridge, and Traffic facilities, major equipment, parts, and tools, and coordinating the District’s preventative Maintenance Program.

**Maintenance Worker & Laborer** who are accountable for maintenance issues around the District and rest areas.

In accomplishing the objectives of this position, the incumbent must operate within the limits of the prescribed Operations and Departmental policies and procedures. This, in conjunction with input from the Operations Engineer, serves as the basic restriction to the incumbent’s ability to make decisions within his/her area of accountability. Recommendations with regard to major changes in policy or procedures or situations with potentially serious consequences are referred to the Operations Engineer for his/her resolution. The incumbent generally serves as technical and operational advisor to the District Operations Engineer.

Internal contacts are made on a regular basis with other Bureau Sections; Field Engineers and Technicians; other District Bureaus; and the Central Bureau of Operations for the primary purpose of coordinating existing and proposed programs. External contacts are primarily with equipment manufacturers and material suppliers to determine availability and specifications of necessary operation items and to investigate and coordinate responses to operations-related complaints. The incumbent will interact with the general public and public officials. Districtwide travel is required.

The effectiveness of this position may be measured by the timely submission of accurate and relevant budget recommendations, the development and maintenance of useful management information systems and training programs, and the development and improvement of existing or proposed roadside development programs.

**Principal Accountabilities**

1. Prepares, monitors, and adjusts the Bureau’s operating budget and Capital Development Program in order to operate efficiently within budgetary constraints.

2. Coordinates hazardous material management and underground storage tank removal and replacement to ensure proper handling.

3. Maintains complete inventory of Bureau’s automotive, off-road, and miscellaneous equipment commodities to ensure adequate inventory at all times.

4. Establish a program of contractual services and Capital Development repair projects to keep Operations’ facilities in optimum operating conditions.

5. Develops and maintains the Preventative Maintenance Program for the District’s Operations fleet to ensure the fleet is in a state of good repair.
6. Directs and maintains the District’s two-way radio system to ensure communication to field operations.

7. Directs the District’s roadside landscape development and rest area activities to improve aesthetics and the environment of the highways.

8. Completes special projects as assigned by the Bureau Chief.

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.