



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 27, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 28, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, July 12, 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.

TM IV

Rail Transit Safety Coordinator
Office of Intermodal Project Implementation
Chicago

Attachments
42890

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, July 12, 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:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Rail Transit Safety Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-80-008-10-01	IPR#:	42890

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation/69 West Washington Ave, Suite 2100, Chicago, IL

Description Of Duties:

This position is responsible for assisting in rail transit incident investigations, development of corrective action plans, and hazard management for the Safety Oversight Program Section. The incumbent is responsible for the coordination of investigations involving rail transit accidents, incidents, and occurrences, as well as, conducting field inspections and rules compliance checks, tracking transit agency hazards, reviewing transit agency reports, preparing hazard analyses, reviewing transit agency safety and security plans, overseeing transit agency compliance with federally mandated safety and security programs, and making recommendations in the development of performance measures to improve rail transit safety.

Special Qualifications:

Required:

- FTA Transit Safety and Security Program certification, or ability to obtain certification within twelve months of hire date
- Valid driver's license
- 24-hour call availability for rail transit emergencies
- In-state and out-of-state travel
- Ability to climb, use ladders and walk on uneven surfaces, steep terrain, active railroad tracks and jobsites

Desired:

- Completion of four years of college preferably with major courses in safety, engineering, construction or transportation
- Minimum of five years of work experience involving engineering, rail operations, commuter transit, infrastructure or facility maintenance, rail track maintenance, rail vehicle maintenance, rail safety, signals, traction power or railroad agencies
- Working knowledge of safety management systems, transit system safety, transit system security, and general knowledge of federal safety regulations
- Working knowledge of active rail right-of-way, implementing safety rules and procedures during revenue operations
- Excellent oral and written communication skills; and proficient in Microsoft Office programs (Excel, Word, Powerpoint, etc.)

Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	5/9/2018	POSITION:	Rail Transit Safety Coordinator
APPROVED BY:	James Hickey	OFFICE/DIVISION:	Office of Intermodal Project Implementation
CODE:	PW414-23-80-008-10-01	REPORTS TO:	Chief Rail Transit Safety Oversight Manager

Position Purpose

This position is responsible for assisting in rail transit incident investigations, development of corrective action plans, and hazard management for the Safety Oversight Program Section. The incumbent is responsible for the coordination of investigations involving rail transit accidents, incidents, and occurrences, as well as, conducting field inspections and rules compliance checks, tracking transit agency hazards, reviewing transit agency reports, preparing hazard analyses, reviewing transit agency safety and security plans, overseeing transit agency compliance with federally mandated safety and security programs, and making recommendations in the development of performance measures to improve rail transit safety.

Dimensions

Rail Safety Annual Reports	1 Annually
Rail Safety Quarterly Reports	4 Annually
Monthly Investigation Log Updates	12 Annually
Monthly Corrective Action Plan Updates	12 Annually
Safety and Security Plan Reviews	4 Annually
Safety Audits	12-14 Annually
Safety Inspections	60+ Annually
Safety Investigation Reviews	60+ Annually

Nature and Scope

This position reports to the Chief Rail Transit Safety Oversight Manager. No subordinates report to this position.

This position supplements team resources for triennial audits and in reviewing of rail transit agency safety plans, security plans, and other reference documents, as necessary. Other duties that apply to this position are attending periodic, ongoing, and/or as-needed rail transit agency meetings. The incumbent must present technical information with logically-reasoned judgment to others with clarity and precision. The individual works with federal and other state and local agencies for uniform application of safety program standards and procedures, and may participate in technical standards committees and other technical and professional organizations, as time and funding permit.

The greatest challenge for the incumbent will include participating in inspections and investigations at rail transit agencies and conducting follow-up activities as necessary. The incumbent implements the State Safety Oversight (SSO) Program standards and procedures; documents, tracks and develops safety analysis mechanisms; and submits reports to the Safety Oversight Program Section. The incumbent works with section staff and rail transit agency staff to participate in the transit agencies' periodic and as-needed safety inspections and audits, as well as in conducting facility, equipment and operations inspections as part of accident investigations, triennial audits/reviews, and random inspections. The incumbent may represent the section involving any accident, hazard, or other investigations of rail transit agencies.

The incumbent is responsible for performing and reviewing transit agency event investigations (accidents, incidents and occurrences) as directed by the Chief Rail Transit Safety Oversight Manager. This position is also responsible for conducting inspections, investigations, and reviews of policies and procedures of the transit agencies covered by the SSO to ensure compliance with both federal and state regulations. The incumbent will review and track transit agency accident investigation notifications and reports for timely submission, report content, and compliance with the Illinois Department of Transportation (IDOT) System Safety Program Standards and Procedures, the Public Transportation Agency Safety Plan, and the Rail System Safety Program Plan. The incumbent conducts inspections and reviews of the activities of various rail transit functional areas, including rail operations, rail maintenance, training & instruction, power & way maintenance, facilities maintenance, and other related areas at the rail transit agencies, including the Chicago Transit Authority (CTA) and MetroLink. This position also involves ongoing visits to capital project sites, participation in safety-related project meetings, and other activities as part of the oversight of the rail transit agencies' safety and security certification processes, in coordination with transit agency safety, construction, and engineering departments.

The incumbent has some latitude to accomplish accountabilities; however, matters of a unique or sensitive nature are referred to the unit chief with recommendation for resolution. This position is constrained by departmental as well as federal and state regulations.

Internal contacts for this position include various Office of Intermodal Project Implementation (OIPI) staff, and staff from the Offices of Finance and Administration, Chief Counsel, Internal Audit, Communications, and Legislative Affairs. External contacts include representatives from the Federal Transit Administration (FTA), Transportation Security Administration (TSA), National Transportation Safety Board (NTSB), CTA, Bi-State Development, MetroLink, Missouri Department of Transportation (MoDOT), and other local, state, and federal government agencies. This position will be required to travel frequently to accomplish its responsibilities, including out-of-state travel for training and coordination with external contacts or national organizations. This position also requires 24-hour on-call availability for rail transit emergencies. The incumbent must be able to climb embankments, steep terrain and ladders, walk on uneven surfaces, navigate safely on active railroad rights-of-way, construction project sites, and maintenance facilities.

The effectiveness of this position is measured by the ability of the incumbent to effectively investigate transit agency accidents, incidents, and occurrences, manage corrective action plans, monitor hazards, and conduct investigations, as directed by the Chief Rail Transit Safety Oversight Manager, and implement system safety program standards and procedures for oversight of rail fixed guideway public transportation systems.

Principal Accountabilities

1. Coordinates with rail transit agency safety staff regarding inspections and investigations involving rail transit accidents, incidents, and occurrences. Analyzes corrective action plans and monitors hazards, performing as-needed safety and security audits of rail fixed guideway public transportation systems.
2. Assists the Chief Rail Transit Safety Oversight Manager in the preparation and review of investigations, corrective action plans, inspection reports, and data analyses.
3. Participates in conducting inspections, investigations, and reviews of policies and procedures of the transit agencies covered by the SSO Program to ensure compliance with federal and state regulations.
4. Develops and maintains investigation and corrective action plan databases.

5. Assists the section and contractors with periodic and triennial audits and in overseeing implementation of Public Transportation Agency Safety Plans, System Safety Program Plans, System Security Plans, Emergency Preparedness Plans, and other rail transit agency reference documents, as required.
6. Participates in rail transit safety and security accident, incident and occurrence investigations.
7. Serves as one of the SSO representatives as directed at rail transit safety meetings to evaluate current and proposed plans and facilities, safety procedures, plans, and processes for compliance with departmental general orders, federal and state regulations, and industry standards.
8. Performs other duties as assigned.
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.