



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 26, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 28, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 12, 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.

ET IV

Equipment Manager
Region 2/District 3/Operations
Highways Project Implementation
Ottawa

Attachments
40907

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, October 12, 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

Classification: Engineering Technician IV

Salary Range: \$4,695-\$8,775

Position Title: Equipment Manager

Union Position: Yes No

Position Number: PW014-23-53-507-00-02

IPR#: 40907

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 3/Bureau of Operations/700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for the District 3, Bureau of Operations, vehicles and equipment, and the equipment inventory and control system.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks
- Ability to perform job duties independently and with minimal guidance
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday-Friday

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

POSITION DESCRIPTION

DATE:	November 2015	POSITION:	Equipment Manager
APPROVED BY:	<u>Billy Cruz</u>	OFFICE/DIVISION:	District 3, Operations
CODE:	PW014-23-53-507-00-02	REPORTS TO:	Services and Development Chief

POSITION PURPOSE

This position is accountable for the District 3 Bureau of Operations vehicles and equipment, and the equipment inventory and control system.

DIMENSIONS

Contract Specifications	This position writes 2 to 12 contract specifications per year for the for the purchase of equipment and services
Subordinate Personnel	None
Equipment:	250 trucks, 7 motorgraders, 19 endloaders, 145 tractors, 18 trailers, 15 backhoes, 14 rollers, 2 truck-mounted excavators, one bulldozer, two street sweepers, one vactor truck, 1,556 pieces of miscellaneous equipment
Total Value of Equipment Inventory:	\$31 Million
Purchases:	\$100,000 parts per year, not including items purchased through the Department of Central Management Services

NATURE AND SCOPE

This position reports directly to the Services and Development Chief along with a Budget Facilities Manager and a Landscape Architect. Eight (8) Central Management Services Traveling Mechanics and fifteen (15) Operations headquarters directly report equipment repairs to this position on a daily basis, and there is daily coordination with the Maintenance and Specialty Crews technical field staff.

This position purchases, distributes and trades equipment. This position also provides an inventory, performs operational inspections, manages the Preventative Maintenance Program and secures equipment training. The vehicles and equipment are used every day by over 194 operations employees working out of eighteen (18) team section headquarters. The vehicle and equipment acquisition, delivery and analysis are essential to support the district's highway maintenance operation. This position is unique in that it requires knowledge of new equipment and parts available through various vendors, knowledge of record keeping and procurement procedures and the ability to coordinate the equipment needs and usage in the bureau.

Typical problems include monitoring the performance of vehicles and equipment and working with manufacturers and suppliers to correct any problems and working with the Central Bureau of Operations and suppliers to ensure timely delivery schedules. The greatest challenge of the position is to optimize the use of available fiscal resources to equip the district with the best available tools to accomplish maintenance responsibility economically and efficiently. Continual attention and management of the equipment portions of the Maintenance Management Information System (MMIS) are also required in order to establish equipment utilization standards, costs and needs.

The incumbent may assist at the District Communication Center during right-the-clock snow removal operations.

The incumbent makes recommendations on purchase of vehicles and equipment based on frequent contacts with vendors and suppliers, analysis of past performance and knowledge of state of the art equipment. The position also manages and maintains the District Operations Equipment Inventory, performs an annual inventory of all equipment, requisitions new equipment and schedules and/or authorizes all the repairs and/or disposition of equipment. The incumbent researches and writes specifications for the purchasing and servicing of equipment the district is contemplating purchasing. The incumbent inspects all snow plows and trucks prior to the winter season and tractor and mower parts prior to the summer season. The position also evaluates new equipment and schedules training on equipment. Purchased equipment is personally checked by the incumbent to assure compliance with state specifications. The incumbent enters all equipment related data in the MMIS. He/She is responsible to schedule and monitor the use of special district wide equipment by twelve (12) headquarters such as Vactor, truck and track-mounted excavators, sweepers, rubberized asphalt joint sealer, etc. for normal and emergency use.

The position operates within the guidelines established by the Bureau of Operations and the policies and procedures of the Department of Transportation. The position has the authority to act and to solve job problems within these confines. For those problems which have not had policies established, he/she either makes recommendations to the Services and Development Chief or asks him/her for guidance. This position has the authority to make major decisions regarding ordering parts, routing equipment repairs and instructing field personnel of the safe and proper use of equipment. The incumbent makes recommendations and arranges for safety improvements to operations equipment. The incumbent is responsible for total compliance with every aspect of the Department's Employee Safety Program so that operations can be done in a manner which insures personal safety and to fellow workers and the public.

The incumbent has frequent contact with the State Equipment Engineer in coordinating the purchasing and receiving of operations equipment and parts. Also, the incumbent has frequent contact with the Department of Central Management Services in assisting in the proper setup and servicing of new and old operations equipment. He/She works closely with the District Safety Representative to assure compliance with Department rules at all times. This position requires considerable contacts with team section personnel, field engineers and technicians, factory representatives, other state agencies and the public sector as well. The incumbent is responsible for arranging and coordinating equipment training sessions to be presented by qualified factory personnel. Out of town travel is expected in order to be in attendance at equipment meetings to discuss related equipment problems and solutions as well as equipment specification recommendations. The incumbent is also called upon to participate in special committees to provide guidance or recommendations in equipment type, usage or policy.

Effectiveness of this position can be measured by 1) the condition and adequacy of vehicles and equipment; 2) the timeliness of procurement and allocation of equipment, and 3) accuracy of the equipment inventory.

PRINCIPAL ACCOUNTABILITIES

1. Assure timely procurement and disposal of equipment/vehicles to meet district needs.
2. Evaluating new equipment available on the market and making purchase recommendations.
3. Maintains equipment replacement schedule and recommends purchases based upon age, condition, repair history, new initiatives and budget constraints.
4. Manages an annual physical inventory and maintains perpetual inventory through use of the MMI System.
5. Responsible for an effective Preventative Maintenance Program.

6. Accountable for operator training of unique equipment.
7. Responsible for scheduling of district wide equipment.
8. Performs equipment safety inspections and insures that safety improvement are made.
9. Accountable for approval, scheduling and budgetary control of all major equipment repairs.
10. Procures equipment repair parts and supplies throughout the district.
11. Ensures compliance with Departmental safety rules and regulations.
12. Performs other duties as required.