



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: October 27, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, November 15, 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 Technician
Region 4/District 6/Operations
Highways Project Implementation
Springfield

Attachments
41301

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 **Tuesday, November 15, 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 Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-56-504-00-01	IPR#:	41301

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Operations/650 N Lincoln, Building 'E', Springfield, IL

Description Of Duties:

This position is responsible for procuring, distributing and maintaining inventory records regarding equipment, parts and supplies for the district's Bureau of Operations; and oversees preventive maintenance for these items and coordinates training for operation of the new equipment.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel with occasional overnight stays

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 of which at least four years should be related to civil engineering
- Strong oral and written communication skills
- Familiarity with the *Policy on Permits for Access to State Highways*

Shift/Remarks:

7:00 am – 3:30 pm / Monday - Friday

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2016	POSITION:	Equipment Technician
APPROVED BY:	Jeffrey South	OFFICE/DIVISION:	Highways Project Implementation/Region 4/District 6
CODE:	PW014-23-56-504-00-01	REPORTS TO:	Services & Development Technician

Position Purpose

This position is accountable for procuring, distributing and maintaining inventory records regarding equipment, parts and supplies for the District's Bureau of Operations. It also oversees preventive maintenance for these items and coordinates training for operation of the new equipment.

Dimensions

Equipment inventory:	\$10.7 million
Equipment replacement:	\$1 million
Supplies and parts:	\$400,000

Nature and Scope

This position reports to the Services and Development Technician, as does the Operations Technician, District Roadside Management Specialist and the Radio Communications Operator. Reporting to this position is the Equipment Supply Operations Technician.

This position works within a Bureau that is responsible for the upkeep and preservation of approximately 5,159 miles of highways and its surrounding right-of-way. In order to perform this function, the bureau depends upon approximately \$11.0 million worth of equipment and supplies. It is the responsibility of the incumbent to fulfill this dependency by procuring, distributing, keeping accurate records and overseeing preventive maintenance on all equipment and supply needs. This position must therefore anticipate long range usage so that it may fulfill future equipment and supply requirements. The incumbent is the District representative on the Department's statewide equipment committee.

Typical problems faced by the incumbent are both technical and managerial in nature. These include making decisions regarding equipment assignment needs and repairs, following up on warranties and service guarantees and distributing equipment based on requests and needs. The greatest challenge of this position is the ability to anticipate long range needs and fulfill them with the best equipment and supplies available while purchasing the items at competitive prices.

The incumbent personally procures and distributes equipment parts and supplies to 12 Maintenance Team Sections, the Sign Shop, and the Bridge Crew. The equipment and supplies that are allocated range from end loaders, backhoes, tractor mowers and three-ton dump trucks to mobile radios, barricades, chain saws and paint. Therefore, accurate records must be kept and maintained. When equipment is issued that has different or modified mechanisms, this position conducts and coordinates training programs regarding the operation and maintenance of the new equipment. This position reviews equipment maintenance reports, supervises preventative maintenance activities and pursues warranty services as required. The incumbent personally travels to all Team Sections to conduct an annual inventory inspection.

The incumbent accomplishes accountabilities through the following staff:

Equipment Supply Operations Technician - who works directly for this position and is responsible for the preventative maintenance program for District Operations equipment, warehouse operations, parts purchasing and operates the MMIS computer system.

The incumbent works within IDOT's policies and equipment specifications, budget restraints, field purchase authority allotments and is subject to state property control audits. This position has considerable latitude regarding equipment procurement, distribution and repairs. Problems beyond the authority of the incumbent such as outside repairs, major repair expenses and unique equipment purchases will be referred to the Services and Development Technician along with a recommended solution. This position requires some travel and occasional overnight stays.

Contacts within the Department are with the District's Bureaus of Administrative Services, Implementation, and the Central Bureau of Operations. Outside the Department, the incumbent confers with the Department of Central Management Services and equipment and supply vendors.

The effectiveness of this position is measured by the condition of the equipment supervised, the distribution of supplies, the precision of all records and the accuracy of long range projections.

PRINCIPAL ACCOUNTABILITIES:

1. Procures and distributes equipment, parts and supplies throughout the District.
2. Prepares and maintains up-to-date inventory records.
3. Conducts and coordinates training programs regarding operation and maintenance of new equipment.
4. Reviews equipment maintenance reports and manages preventive maintenance activities through the MMI system.
5. Conducts annual inventory inspection.
6. Conducts equipment safety inspections.
7. Oversees warehouse operations and advises Inventory Technician of parts purchasing and stocking levels.
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.