



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: November 4, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 9, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, November 23, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Landscape Architect License or copy of current Arborist Certification with the International Society of Arboriculture (ISA) must accompany application for this position. 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

Roadside Maintenance Manager
Bureau of Operations
Office of Highways Project Implementation
Springfield

Attachments
41368

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, November 23, 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: A copy of each applicant's ACTIVE Landscape Architect License or copy of current Arborist Certification with the International Society of Arboriculture (ISA) must accompany application for this position. 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 V	Salary Range:	\$6,020 - \$10,210
Position Title:	Roadside Maintenance Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-75-601-50-01	IPR#:	41368

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Operations/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position develops policies and procedures for vegetation management (both turf and plant related activities) on highway rights-of-way on a statewide basis, for maintenance and operations of roadside rest areas on the state highway system, and provides technical assistance related to roadside management for the highway districts.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel with occasional overnight stays
- A current Landscape Architect License or a current arborist certification with the International Society of Arboriculture (ISA)

Desired:

- Minimum of seven years of experience in roadside maintenance management, three years of which should be responsible supervisory control in the planning or in the direction of roadside maintenance projects
- Comprehensive knowledge of turf and plant management, including herbicides, pesticides, plant varieties and diseases, fertilization, and erosion control
- Ability to develop and maintain cooperative relationships with departmental staff
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 16, 2016	POSITION:	Roadside Maintenance Manager
APPROVED BY:	Amy Eller	OFFICE:	Highways Project Implementation/ Bureau of Operations
CODE:	PW415-23-75-601-50-01	REPORTS TO:	Maintenance Support Engineer

Position Purpose

This position develops policies and procedures for vegetation management (both turf and plant related activities) on highway rights-of-way on a statewide basis, for the maintenance and operations of roadside rest areas on the state highway system, and providing technical assistance related to roadside management for the highway districts.

Dimensions

Number of Rest Areas:	Interstate 54, Primary 76
Value of Roadside Maintenance Work:	\$25,000,000 Annually
Acres of Turf Managed:	150,000
Miles of Interstate Landscape Plantings:	1,700
Contract Plan Preparation and Supervision:	\$10,000,000 Annually

Nature and Scope

This position reports to the Maintenance Support Engineer.

In matters involving roadside maintenance responsibilities, the incumbent develops policies for turf and plant management for highway rights-of-way statewide, including mowing policies, herbicides, plant varieties and diseases, fertilization, and erosion control measures. The incumbent provides advice on hazardous waste responsibilities relating to herbicides and pesticides. This position reviews and approves maintenance contracts relating to rest areas, mowing, weed spraying, tree removal, plant materials cultivation, and turf fertilization. S/He participates in the development and presentation of training programs relating to roadside maintenance and rest area activities, including the erosion control aspects of the Specific Task Training Program and the Professional Development Program. The incumbent performs field reviews and evaluates roadside maintenance activities, implements the historical marker program, and provides surveillance of scenic easements acquired by the department. When requested by a highway district, the incumbent provides technical support such as plan preparations, specification development, field review, and any other service related to roadside plans and contracts. The incumbent also promotes and participates in research activities applicable to the roadside and rest areas.

The major challenge of this position is ensuring rest areas are maintained to the high level demanded by the public within the funds available from an overall restricted budget, providing and/or developing technical means to aid districts in managing and coordinating the varied activities related to plant/turf management, and for rest area operations. A major problem facing the incumbent is the acquisition of budgetary needs for accomplishing roadside maintenance and rest area programs within the ever constrained budget.

This position is responsible for developing policies for the operation and maintenance of highway rest areas statewide, which includes the review of all rest area plans, making recommendations regarding their design and construction, and administering the associated contracts. Some of these contracts will be MAP/BEC participation.

The incumbent works with other professionals both within and outside the Department on issues dealing with security, communications and Homeland Security issues as they relate to the rest areas. S/He also performs field reviews and evaluates rest area activities. At times the incumbent may be called upon to assist executive staff with special projects dealing with such entities as the Governor's Office, local governmental agencies and organizations and citizen based groups such as the Garden Clubs of Illinois.

The incumbent has a wide range of freedom and latitude in accomplishing responsibilities. Only matters of a highly sensitive nature are referred to the immediate supervisor for resolution. The incumbent is constrained by all applicable departmental/state/federal policies and procedures.

In roadside matters, frequent internal contacts are with districts, the central Bureaus of Design and Environment and Construction, and the Office of Planning and Programming. Externally, frequent contacts are with the Departments of Agriculture, Natural Resources, Public Health, Human Services, and Central Management Services; Illinois Environmental Protection Agency; Illinois Historical Society, Capital Development Board; universities: Illinois Landscape Contractors Association; Illinois State Nurseryman's Association; and Illinois Turfgrass Association on matters relating to rest areas and roadside maintenance. S/He is a member of the Landscape Specification Committee, Erosion Control Committee, Illinois Urban Manual Committee and Interagency Committee on Pesticides. Additionally, s/he serves as chairperson of the Rest Area Project Selection Committee and organizes and runs an annual meeting for all district Roadside Maintenance Managers to discuss roadside maintenance issues among the districts. Travel statewide with some overnight lodging will be required.

The effectiveness of this position can be evaluated by the quality and timeliness of services provided to district personnel in managing roadside and rest area operations.

Principal Accountabilities

1. Develops policies for implementing the rest area maintenance program and administers roadside maintenance contracts.
2. Develops policies and provides technical guidelines for those activities relating to roadside maintenance operations and keeps abreast of the state-of-the-art in technology relating to vegetation care.
3. Keeps abreast of laws and policies relating to the use of herbicides, pesticides and all agriculture chemicals applicable to highway operations. Ensures that maintenance employees applying weed sprays, pesticides, etc., have a valid "Public Pesticide Applicator's License" from the Illinois Department of Agriculture.
4. Conducts field reviews and evaluation of districts' roadside maintenance operations and rest area operations.
5. Prepares and presents the erosion control portion of the Specific Task and Professional Development Programs for the Department.
6. Serves as liaison with a number of other agencies and organizations, within and outside the Department of Transportation, on matters applicable to highway roadside management and rest areas.

7. Prepares plans and roadside contract specifications for the highway districts as needed.
8. Prepares and keeps current instruction manuals, plans, training programs and records.
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.
10. Performs other duties as required or assigned.