



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor *DL*
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 17, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 18, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Thursday, June 1, 2017**. 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 the Bureau of Personnel Management at 217/782-5594.

OS I (3 pos) Assistant Emergency Traffic Patrol Manager
Region 1/District 1/Traffic
Highways Project Implementation
Chicago

Attachments
41326

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 Thursday, June 1, 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: 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:	Operations Supervisor I (3 positions)	Salary:	\$6,075 - \$7,545*
Position Title:	Assistant Emergency Traffic Patrol Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW751-23-51-904-40-02	IPR#:	41326

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Traffic/3501 S. Normal Ave., Chicago, IL

Description Of Duties:

This position has responsibility for one of three (3) shifts that ensure a continuous 24 hour a day, 365 days a year, patrol and emergency service to expressway motorists. Services include: providing first aid to crash victims, removing disabled or demolished vehicles from the expressway, implementing traffic control for emergency situations, providing assistance to disabled motorists, immediate removal of debris or spilled loads, and providing assistance during major snow storms through the removal of stranded vehicles.

Special Qualifications:

Required:

- Valid driver's license
- Frequent districtwide travel and overtime
- Candidate must be available 24 hours per day

Desired:

- Completion of three years of college, with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering, with additional training in Traffic Incident Management
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years in supervisory position
- Familiarity with the Federal Highway Administration's *Manual on Uniform Traffic Control Devices* and its application to incident management
- Ability to plan and direct the efforts of employees for efficient accomplishment of Emergency Traffic Patrol's program objectives
- Ability to maintain harmonious relationships with employees, agency officials, various law enforcement and emergency agencies, trucking associations, news media, vendors, equipment manufacturers and the general public
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday (30 minute lunch) – start time for training shift

This is a 24-hour operation. This position will work outside of regular office hours, including early mornings, nights, weekends and holidays. Shifts will be determined upon completion of training.

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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February, 2017	POSITION:	Assistant Emergency Traffic Patrol Manager
APPROVED BY:	Lisa E. Heaven-Baum	OFFICE:	OHPI/District One/Bureau of Traffic
CODE:	PW751-23-51-904-40-02	REPORTS TO:	Emergency Traffic Patrol Manager

Position Purpose

This position is accountable for maintaining the safe and efficient flow of traffic on the Chicago Metropolitan Area Expressway System by providing effective incident management at expressway crash scenes and requests for motorist aid.

Dimensions

Subordinate Personnel:	99 (33 per shift)
Annual Total Payroll:	\$9,000,000
Operating Equipment Value:	\$8,000,000
Annual Emergency Patrol Motorist Assists:	100,000

Nature and Scope

This position reports to the Emergency Traffic Patrol Manager. Reporting to this position are thirteen Highway Maintainer Lead Workers and eighty-six Highway Maintainers.

This position has responsibility for one of three (3) shifts that assure a continuous 24 hour a day, 365 days a year, patrol and emergency service to expressway motorists. Services provided are unique and complex and include: providing first aid to crash victims, removing disabled or demolished vehicles from the expressway, implementing traffic control for emergency situations, providing assistance to disabled motorists, immediate removal of debris or spilled loads, and providing assistance during major snow storms by removal of stranded vehicles. This responsibility must be put in proper context. The Chicago Metropolitan Area Expressway System is one of the busiest highway systems in the world. The fact that fifteen million vehicle miles are traveled daily on the one hundred ten miles that comprise the system, with sections exceeding 330,000 vehicles per day, creates a condition of potentially continuous traffic disruption. This makes it imperative that expressway incident management be prompt and effective if traffic flow and motorist safety and convenience are to be maintained. Because traffic flow on the expressway system is very visible and vital to inter and intra urban transportation, expressway incidents and the Emergency Traffic Patrol management is continuously exposed to media attention and hence is politically very sensitive. This is complicated by the fact that this position must carry out its responsibilities through supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinate cooperation.

Typical problems encountered in this position include establishing a work climate through proper motivation, continuous training and consistent and equitable disciplinary policies that improve employee productivity and employee morale. The around-the-clock operation poses unusual problems with work scheduling and efficient vehicle assignment. This position must coordinate a multi-agency response to major traffic emergencies and detouring of high volumes of traffic at special events, crashes or major disasters.

The incumbent supervises lead workers and drivers, distributes and interprets policies and procedures, determines work assignments, recommends disciplinary action for employees and assigns daily manpower on his/her shift. He/she supervises and conducts employee training in first aid, CPR, extrication, hazardous

materials, state-of-the-art heavy recovery techniques, Traffic Incident Management, Departmental and Emergency Traffic Patrol policies and procedures and traffic control safety. He/she approves leaves of absence, authorizes overtime and approves attendance records. The incumbent works closely with police agencies and Secret Service regarding traffic control for Presidential and VIP visits. He/she assists the Patrol Manager in representing the Department at interagency disaster management planning meetings with the Illinois Terrorism Task Force, IEMA, Department of Homeland Security, and the Lake Michigan Interstate Gateway Alliance and acts as a spokesperson for IDOT at major incident scenes. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the Maintenance Field Engineer, s/he: counsels staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

Per shift, the incumbent accomplishes his/her accountabilities through the following staff:

- Lead Workers (4): responsible for directing 29 patrol vehicle drivers who provide on-the-road motorist service.
- Highway Maintainers (29): responsible for providing incident responses and motorist aid.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and must exercise considerable discretion in areas of maintenance management, budget administration, employee motivation, effective disciplinary action, working hours and overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials, and accidents. S/He is constrained by all applicable state/federal guidelines.

The incumbent maintains frequent contact with the Emergency Traffic Patrol Manager, the Communications Center and the Bureau of Maintenance on expressway work affecting traffic flow. Outside the Department, the incumbent maintains daily contact with various law enforcement agencies, fire departments, emergency and disaster agencies, trucking associations, and the public. Frequent district-wide travel and overtime are necessary parts of this position, as well as work outside of regular office hours, including early mornings, nights, weekends and holidays.

The effectiveness of this position is measured by the continuous high level of service provided to the expressway users while staying within the annual budget and with the most efficient use of personnel.

Principal Accountabilities

1. Maintains acceptable standards of productivity through effective organization of work crews, proper allocation of resources, continuous equipment usage, and proper employee assignment and motivation.
2. Participates in disciplinary and grievance resolution proceedings. Conducts, as required, investigations in conjunction with the district administrative staff and the district ETP Manager.
3. Develops, trains, motivates and evaluates a subordinate staff to perform tasks effectively and safely.
4. Recognizes, recommends and implements procedures to optimize the utilization of manpower, equipment and money.
5. Provides up-to-date emergency service and freeway incident management.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned