



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 12, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 30, 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.

ET III (2 pos) Maintenance Cadre Technician
Region 1/District 1/Maintenance
Highways Project Implementation
Schaumburg

Attachments
41388

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, May 30, 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:	Engineering Technician III (2 Positions)	Salary:	\$3,840 - \$5,308*
Position Title:	Maintenance Cadre Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-51-600-00-02	IPR#:	41388

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation /Region One/District One/Bureau of Maintenance/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for performing a variety of technical duties in the Operations Section of the Bureau of Maintenance to develop necessary managerial skills for planning, directing and controlling maintenance field activities.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel and overtime

Desired:

- An associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years of experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Five years of experience in roadways operations and construction, maintenance and/or design or equivalent combination of experience and training
- Ability to analyze information and present solutions in a professional manner
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

*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:	September, 2016	POSITION:	Maintenance Cadre Technician
APPROVED BY:	<i>James Stumpner</i>	OFFICE/DIVISION:	OHPI/District One/Bureau of Maintenance
CODE:	PW013-23-51-600-00-02	REPORTS TO:	Maintenance Operations Manager

Position Purpose

This position is accountable for performing a variety of technical duties in the Operations Section of the Bureau of Maintenance so as to develop necessary managerial skills for planning, directing and controlling maintenance field activities.

Dimensions

Field Checks:	200 Annually
Special Projects:	12 Annually
Maintained Roadways:	250 – 600 Lane Miles

Nature and Scope

This position reports to a Maintenance Operations Manager. Assignment will be made, as required, to a specific Team Section location in the course of which temporary responsibility for supervision of negotiated rate personnel may be required.

Traffic volumes in District One, which amount to approximately twenty billion miles annually over ten thousand lane miles of highways, cause unusual highway and roadside deterioration, result in high employee exposure to accidents and make maintenance field operations highly visible and politically sensitive. Also, these operations include a wide variety of distinct technical activities, such as: various types of pavement partial and full depth patching and sealing; shoulder stoning and rehabilitation; wedging, blading and dragging; repairing earth slopes; inlet and catch basin cleaning; sewer line pipe and culvert cleaning and repair; debris removal and roadside vegetation management; bridge cleaning; bearing maintenance; deck patching; and rest area maintenance. Cadre is essential preparation for Team Section management. The diversity of these maintenance field activities requires the assimilation of a large variety of information so as to assume Team Section supervisory responsibilities when required.

In this position, it is required to develop knowledge of how to organize work crews, how to maintain and properly utilize equipment, and how to accomplish scheduled and emergency work, maximizing the use of available resources. For example, it is necessary to develop knowledge covering the maintenance and repair of pavements, shoulders and adjacent right-of-way and management of snow and ice control operations. The greatest challenge to this position is to develop the ability to perform a wide variety of duties as directed and attain the expertise needed to take over the full responsibility of a Team Section Technician when required.

The incumbent personally assembles field information by completing work demand survey sheets or other documents to support the annual maintenance program. The incumbent gathers field data required by the Maintenance Contracts Section and Bureau of Design for the preparation of plans and contract documents. This position performs elementary surveying, such as establishing grade elevations for the installation of simple drainage projects. The incumbent performs inspections of permit work, and work performed by Maintenance crews and assists the Field Technician with final inspections of improvement projects. Drafting duties including the development of maps for snow and ice control spreading and plowing routes, or for use in conjunction with the formal work program are performed by the incumbent. The incumbent also is given a wide

variety of administrative functions, such as maintenance of Team Section files or assisting with reporting work performance, inventory reconciliation and validating equipment records.

Although the incumbent has no subordinates, periodic supervisory responsibility over small crews of negotiated rate personnel during special projects and full supervisory authority over a Team Section is at times required. The incumbent may be assigned alternate work hours as required for specific projects.

The incumbent performs these duties under the direct supervision of an experienced Operations Supervisor, however, because of the sensitive environment in which the incumbent works, considerable discretion and judgment must be exercised.

The incumbent maintains frequent contact with the Operations Supervisors, the Lead Lead Workers, Mechanics and Storekeepers, as well as Maintenance Personnel located in the District Headquarters. District-wide travel and overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by the ability to carry out a variety of assignments related to Team Section Management, which is determined by the accuracy and timeliness of completed work.

Principal Accountabilities

1. Completes assignments in a timely and accurate manner.
2. Develops knowledge of a wide variety of maintenance field activities, as well as maintenance policies and procedures, in a reasonably prompt timeframe.
3. Develops knowledge and ability to effectively supervise negotiated rate personnel.
4. Provides for the safety of subordinate personnel to comply with provisions of the Departmental Safety Code and established safe work practices.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.