



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 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 8, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, May 19, 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.

TM V

Emergency Traffic Patrol Manager
Region 1/District 1/Traffic
Highways Project Implementation
Chicago

Attachments
41483

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 **Friday, May 19, 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:	Technical Manager V	Salary:	\$6,020 - \$8,115*
Position Title:	Emergency Traffic Patrol Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW415-23-51-904-40-01	IPR#:	41483

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 ensures 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 with the removal of stranded vehicles.

Special Qualifications:

Required:

- Valid driver's license
- Candidate must be available 24 hours a day, 7 days a week, and able to work extensive periods of overtime
- Frequent districtwide travel

Desired:

- Four years of college, preferably with courses in business, public administration, sociology, engineering and/or other technical related courses, with formal training in Traffic Incident Management
- Seven years' experience in public or business administration, with a minimum of five years experience in Traffic Incident Management or combination of experience and training
- Five years supervisory/managerial experience, with working knowledge of management techniques and modern organizational concepts
- 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 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:	December 2016	POSITION:	Emergency Traffic Patrol Manager
APPROVED BY:	Lisa E. Heaven-Baum	OFFICE/DIVISION:	OHPI/District One/Bureau of Traffic
CODE:	PW415-23-51-904-40-01	REPORTS TO:	Expressway Traffic Operations Engineer

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:	Direct 9, Indirect 109
Annual Total Payroll:	\$9,000,000
Annual Cost of Materials or Services Purchased:	\$1,300,000
Operating Equipment Value:	\$8,000,000
Annual Emergency Patrol Motorist Assists:	100,000

Nature and Scope

This position reports to the Expressway Traffic Operations Engineer. Reporting to this position are three Assistant Emergency Traffic Patrol Managers, an Emergency Traffic Patrol Equipment Technician, a Stationary Engineer, a Storekeeper II, an Office Associate and two Office Assistants.

This position has total responsibility for assuring 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.

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. Because this is a continuous operation, this favorable work climate is an overriding consideration. 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 continuously evaluates and devises techniques and procedures to improve expressway incident management so as to reduce response time and expedite site clearance.

The incumbent personally authorizes the expenditure of all funds, recommends disciplinary action for employees, assigns manpower to particular work shifts, develops the annual Unit budget and establishes patrol routes. He/she supervises 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 by personally supervising traffic control for Presidential and VIP visits. He/she represents 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 accomplishes his/her accountabilities through the following staff:

- Assistant Patrol Manager (Shift Supervisors) (3): responsible for directing and supervising 12 Lead Workers and 85 patrol vehicle drivers who provide on-the-road motorist service.
- Emergency Traffic Patrol Equipment Technician (1): responsible for directing and supervising 12 employees and is responsible for the maintenance and operation of the patrol truck fleet and all related equipment and supplies.
- Storekeeper II (1): responsible for maintaining an adequate inventory of supplies and equipment parts.
- Office Associate (1): responsible for performing administrative functions for the Unit.
- Office Assistant (2): responsible for preparing and maintaining records on fleet usage, commodity expenditures, motorist assists, budgetary records and timekeeping.
- Stationary Engineer (1): responsible for the Emergency Traffic Patrol headquarters physical plant.

The incumbent is required to exercise considerable independent judgment in expressway incident management because many guidelines and policies are established largely as a result of work experience.

The incumbent maintains frequent contact with the District Administrative staff, 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, news media, vendors, equipment manufacturers and the public. Frequent district-wide travel and overtime are necessary parts of this position.

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. Develops, trains, motivates and evaluates a subordinate staff to perform tasks effectively and safely.
2. Recognizes, analyzes, solves, recommends and implements procedures to optimize the utilization of manpower, equipment and money.
3. Optimizes expenditure of budgeted funds.
4. Provides the most capable and up-to-date emergency service and freeway incident management team for one of world's busiest expressway system.
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