



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 6, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, April 7, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, April 20, 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

Equipment Specialist  
Office of Intermodal Project Implementation  
Chicago

Attachments  
41617

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, April 20, 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager V</b>	<b>Salary:</b>	<b>\$6,010 - \$8,115*</b>
<b>Position Title:</b>	<b>Equipment Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-80-007-00-01</b>	<b>IPR#:</b>	<b>41617</b>

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### Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation / 69 W Washington St Suite 2100 Chicago, IL

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### Description Of Duties:

Under the direction of the Section Chief, Rail Rolling Stock, this position is responsible for performing a variety of duties in support of the rail rolling stock procurement and project delivery functions; coordinates between the rail rolling stock section of IPI and the staff of the Fleet Manager. In addition, this position will be responsible for interfacing with various organizations within the department as well as at other state (such as the Illinois Commerce Commission) and federal agencies (including the FRA and Amtrak), contractors and others.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Occasional travel (some out-of-state) including overnight stays; overtime

#### Desired:

- Four years of college preferably with courses in business/public administration or public finance
- Seven years' experience in business/public administration, public finance, rail procurement industry, or equivalent combination of experience and training
- In-depth knowledge of contract development and management activities, procurement policies and project funding
- Knowledge of new and innovative rolling stock technology; and general knowledge of rail equipment and locomotives
- Knowledge and experience in the construction and maintenance of heavy capital equipment
- Ability to develop and assemble contract documents

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

**\*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**

<b>DATE:</b>	11/29/16	<b>POSITION:</b>	Equipment Specialist
<b>APPROVED BY:</b>	<i>Jennifer Bastian</i>	<b>OFFICE/DIVISION:</b>	Intermodal Project Implementation
<b>CODE:</b>	PW415-23-80-007-00-01	<b>REPORTS TO:</b>	Section Chief Passenger Rail Rolling Stock

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***Position Purpose***

This position supports the functions of the Section Chief, Rail Rolling Stock and performs a wide variety of duties in support of the rail rolling stock procurement and project delivery functions. This position will coordinate between the rail rolling stock section of OIPI and the staff of the Fleet Manager. In addition, this position will be responsible for interfacing with various organizations within the Department as well as at other State (such as the Illinois Commerce Commission) and Federal agencies (including the FRA and Amtrak), contractors and others. The ideal candidate will be able of independently producing high-quality work within the required time frames and with minimal supervision.

***Dimensions***

Number of Procurements Annually:	20-50
Annual Procurement Budget:	\$10 -\$50 Million
Number of Agreements Annually:	20-50

***Nature and Scope***

This position reports to the Section Chief of Passenger Rail Rolling Stock. This position has no direct subordinates.

The environment for this position centers on the Department's Passenger Rail Rolling Stock activities. In particular, this position is responsible for providing coordination between the Department and the staff of the Fleet Manager. In addition, this position will interface with various organizations within the Department, as well as other State entities (including, but not limited to, the ICC), Federal agencies (the FRA and Amtrak, among others), as well as the staff of contractors and others. A key responsibility of this position is to be able to compose letters, reports and other documentation to be submitted to various Departmental organizations, State entities, Federal agencies and others on a wide variety of topics related to the maintenance, operations and sustainability of the passenger rail rolling stock and other related topics, as instructed by the Section Chief, Rail Rolling Stock. It is also essential that the candidate for this position be able to develop and assemble contract documents, as required. The person in this position shall be capable of independent work and have a demonstrated ability to produce quality work within the required timeframes, many of which are dictated by external priorities including funding cycles and other key parameters.

The greatest challenge of this position is coordinating with procurement staff, legal staff and external entities to develop contracts associated with the procurement of passenger cars and locomotives and to managing the rail car maintenance in a timely manner to ensure the safety of the equipment. Other challenges include preparing and communicating status reports and keeping up with the document management duties as required. This position requires the ability to work under pressure and maintain accurate files and data.

The candidate is personally responsible for a variety of tasks related to the development and management of contracts for procurement of rail passenger cars and locomotives, and other contracts associated with the functionality, delivery, maintenance and oversight of rail passenger rolling stock. The expected tasks include, but are not limited to: development, management and oversight of rolling stock and consultant contracts, development of agreements with Federal and State agencies for the joint procurement of equipment where

required by Grant Agreements, coordination with other Departmental organizations (including procurement and legal), as well as other State agencies, to ensure that complete and correct procurement and other documentation have been developed, distributed and are being effectively managed. As needed this position may also be responsible for working with the other state agencies to ensure that procurement documents and other Correspondences are ready for review, advertisement and/or submittal. This position may also be involved in the development of contractor performance and evaluation criteria, establishment of deliverables and performance measures, monitoring contractor compliance, conducting inspections and coordination of various project activities to ensure timely completion of tasks and delivery of work products. This work may be performed through all phases of rail equipment project identification, funding, procurement, delivery and warranty. Similar duties on projects performed to restore rolling stock to like-new condition or other capital improvement programs are also within the scope of this position. The candidate will be required to analyze project documents and to prepare correspondence related to funding, contract administration, invoices and payments, among others. Preparation of response to contractor and consultant correspondence is also expected of this position. Preparation of project status reports, record keeping, filing and document management duties will also be required.

This position performs independently and exercises wide latitude and freedom in reaching conclusions and developing solutions and recommendations. The person in this position must develop his/her own techniques for problem solving. Matters of a complex or highly sensitive nature are referred to the Section Chief and Deputy Director for resolution. The incumbent is constrained by federal/state rail legislation and by Department of Transportation policies and procedures. Some travel is required, including overnight stays and out-of-state trips.

This position maintains internal contacts with the Offices of Chief Counsel; Finance and Administration, Bureau of Business Services, and Bureau of Information Processing. Externally the incumbent will need to develop effective working relationships with railroad equipment manufacturers, vendors, consultants, representatives of state and federal governmental agencies, and the public for the purpose of accomplishing the responsibilities of the position.

The effectiveness of this position is measured by the ability of the incumbent to effectively manage the oversight of rolling stock contracts for procurement of rail passenger cars and locomotives to ensure proper inventory and maintenance and public safety.

### ***Principal Accountabilities***

1. Develops, and manages, the oversight of rolling stock contracts for procurement of rail passenger cars and locomotives.
2. Coordinates with the staff of the Fleet Manager with respect to on-going maintenance, planned improvements and overhaul/rehabilitation projects associated with state-owned rail rolling stock.
3. Monitors equipment maintenance activities and prepares and/or reviews proper documentation to ensure conformance with equipment maintenance requirements, warranty agreements, as well as funding agency performance and monitoring requirements.
4. Develops and maintains a current inventory of rolling stock equipment and in conjunction with the staff of the Fleet Manager ensures that repairs and preventative maintenance activities are completed as required to maintain the rolling stock in top operating condition.
5. Develops databases to track existing maintenance activities and agreements, warranty repairs and capital improvement programs.

6. Maintains knowledge of railroad rolling stock, including locomotives and passenger cars; Federal Railroad Administration (FRA) safety appliance act and locomotive preventive maintenance practices, as required by the CFR, etc.
7. Prepares project status reports for Department and other State and Federal agencies and governmental entities as required.
8. Analyzes project documents and originates correspondence related to funding, contract administration, invoices and payments.
9. Responds to contractor and consultant correspondences in a timely manner.
10. Identifies and certifies available Federal and State funding, processes and verifies payment of invoices; coordinates with budgets and identifies delays and potential problems.
11. Develops contractor performance and evaluation criteria; establishment of deliverables and performance measures.
12. Performs other duties as assigned.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.