



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: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 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 IV Traffic Incident Management Coordinator
Bureau of Operations
Highways Project Implementation
Springfield

Attachments
41621

Technical Applications [PM1080 rev 6/1/17](#)****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, July 21, 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

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Traffic Incident Management Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-75-606-20-02	IPR#:	41621

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position provides services in the area of Traffic Incident Management (TIM) operations including the development, analysis, and evaluation of traffic control that safely optimize traffic movement through or around the incident location to enable safe, efficient, reliable, and seamless movement of people, goods and services. This position partners with other IDOT entities as well as state, federal, law enforcement, fire departments, EMS and private sector organizations to determine traffic incident management opportunities.

Special Qualifications:

Required:

- Valid driver's license
- In-state and out-of-state travel for conferences and workshops that may include overnight stays

Desired:

- Four years of college preferably with major courses in traffic management, training and presentations or public speaking
- Five years of experience in Traffic Incident Management
- Strong working knowledge in traffic management operations
- Ability to plan, organize, budget and execute training activities
- Ability to make presentations; strong public speaking skills

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

*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.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/9/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 25, 2017	POSITION:	Traffic Incident Management Coordinator
APPROVED BY:	Amy Eller	OFFICE:	Highways Project Implementation/ Bureau of Operations
CODE:	PW414-23-75-606-20-02	REPORTS TO:	Emergency Manager

Position Purpose

This position provides services in the area of Traffic Incident Management (TIM) operations including the development, analysis, and evaluation of traffic control that safely optimize traffic movement through or around the incident location to enable safe, efficient, reliable, and seamless movement of people, goods and services. This position partners with other IDOT entities as well as state, federal, law enforcement, fire departments, EMS and private sector organizations to determine traffic incident management opportunities.

Dimensions

Approximate Number of Training sessions	25 Annually
Approximate Number of Planning Documents	25 Annually

Nature and Scope

This position reports to the Emergency Manager as does the Emergency Coordinator.

The position operates within an environment requiring in-depth understanding of the development of the State of Illinois Traffic Incident Management (TIM) Program. This position is the technical lead for the TIM Program and provides leadership for development, maintenance, advocacy, and education of Emergency Traffic Control and Scene Management Guidelines documents. S/He facilitates positive and cooperative working relationships and manages the development of the training documents. This position develops and maintains performance measures relevant to TIM and develops statewide policy relevant to TIM. The incumbent regularly attends and contributes to improvement project meetings relevant to TIM development and infrastructure. S/He attends TIM research opportunities and recommends ways the IDOT TIM program can advance through technology or innovative practices.

The greatest challenge of this position is assisting with debriefing, after action, and lessons learned processes. Typical problems involve working with numerous federal, state, local and private partners to create a seamless team for delivery of the TIM Program.

This position assists the Emergency Manager with contract oversight activities and with development of program goals and strategies while championing incident management across the state. S/He maintains the traffic incident management database for the data storage of traffic incident information and prepares and provides engineering reports and recommendations on incident management. The incumbent compiles and analyzes engineering data and prepares conclusions and recommendations. This position participates in incident management planning sessions, meetings, exercises, de-briefing meetings and provides data and input to departmental staff concerning traffic incidents, legislation, alternative routing, etc. S/He develops traffic incident management training modules for selected stakeholders; instructs training modules once developed and give presentations to large audiences and evaluates new methods, products and procedures on select products to determine effectiveness in improving traffic incident management. This position develops data for public review, hearing or informational meetings. It prepares and reviews detail plans, design calculations, cost estimations and recommendations prepared by other

engineers for completeness, mathematical accuracy and conformity to engineering practices and standards; determines the validity and reliability of testing methods and procedures; and investigates traffic problems and recommends methods to improve traffic flow and safety.

This position has latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by applicable departmental, state, and federal guidelines.

Internal contacts include highway district offices, all team sections, the Bureaus of Bridges and Structures, Local Roads and Streets, and the Office of Finance and Administration. External contacts include the Illinois Emergency Management Agency, the Illinois State Police, Illinois Legislators, the Illinois Environment Protection Agency, Federal Highways Administration, the Illinois National Guard, the Illinois Department of Public Health, the Illinois Commerce Commission, Central Management Services, the Illinois Department of Corrections, the Illinois Department of Natural Resources, local governments, agencies and associations, contractors, utility personnel and the general public. Travel is required.

The effectiveness of this position is measured by the development of formal communications and documentation on schedules and working hours.

Principal Accountabilities

1. Champions incident management across the state.
2. Maintains the traffic incident management database for the data storage of traffic incident information.
3. Prepares and provides engineering reports and recommendations on incident management.
4. Compiles and analyzes engineering data and prepares conclusions and recommendations.
5. Participates in incident management planning sessions, meetings, exercises, de-briefing meetings, etc.
6. Provides data and input to departmental staff concerning traffic incidents, legislation, alternative routing, etc.
7. Develops traffic incident management training modules for selected stakeholders. Instructs training modules once developed and give presentations to large audiences.
8. Evaluates new methods, products and procedures on select products to determine effectiveness in improving traffic incident management.
9. Develops data for public review, hearing or informational meetings.
10. Prepares and checks detail plans, design calculations, cost estimations and recommendations prepared by other engineers for completeness, mathematical accuracy and conformity to engineering practices and standards.
11. Determines the validity and reliability of testing methods and procedures.
12. Investigates traffic problems and recommends methods to improve traffic flow and safety.
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.
14. Performs other duties as required or assigned.