



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: Tuesday, October 3, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM VI

Fleet & Facilities Services Section Chief
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42243

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 **Wednesday, October 18, 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: Applications will be accepted from qualified permanent DOT employees only. 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 VI	Salary Range:	\$6,535 - \$11,020
Position Title:	Fleet & Facilities Services Section Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-40-805-00-01	IPR#:	42243

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Business Services / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the oversight of the department's facilities improvement projects, office renovations, staff relocations, physical access, statewide Property Control and Inventory, fleet management, vehicle acquisitions and disposals, vehicle allocation, registration repair and maintenance and credit card administration to ensure effective and economic fleet operations.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel which may require overnight stays
- Ability to lift 50 lbs.

Desired:

- Master's degree preferably with courses in business, economics, statistics, accounting, marketing, public finance and public administration
- Three years of experience in the public sector including experience establishing and monitoring contracts for state government of which two to four years should be in data management activities.
- Strong oral and written communication skills; detail-oriented and well-organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

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

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August, 2017	POSITION:	Fleet & Facilities Services Section Chief
APPROVED BY:	<i>Karen Shoup</i>	OFFICE:	Finance & Administration Bureau of Business Services
CODE:	PW416-23-805-00-01	REPORTS TO:	Bureau Chief of Business Services

Position Purpose

This position is accountable for the oversight of the department's facilities improvement projects, office renovations, staff relocations, physical access, statewide Property Control and Inventory, fleet management, vehicle acquisitions and disposals, vehicle allocation, registration repair and maintenance and credit card administration to ensure effective and economic fleet operations.

Dimensions

Vehicle Fleet:	4,521
Staff	2 Direct; 12 Indirect
Renovation/ Construction Projects	15 annually
Office/Staff Relocations	75 annually
Property items	125,000
Exhibit Shop Requests	150 annually
Office supplies	\$300,000 annually
Property Disposals	500 per month
Reports	150 annually

Nature and Scope

This position reports to the Bureau Chief of Business Services. Reporting to this position are the Unit Chiefs of Facility Improvement and Property Control and Fleet Administration.

This position is responsible for oversight of the department's facilities improvement /maintenance projects, staff relocations. S/He oversees facility maintenance, the statewide Property Control and Inventory Programs, operation of the department's Central Stockroom and Exhibit Shop. This position is responsible for the oversight of the department's vehicle fleet. This includes the acquisition, disposal repair and maintenance, utilization and allocation.

Typical problems include the coordination/scheduling of facilities improvement and renovation /relocation projects involving multiple locations and staff with contractors, DOIT and CMS trades; oversight of the documentation of 125,000 property items ensuring the department's property control and inventory programs are compliant; and providing sound fleet operations while complying with multiple state laws and agency rules governing fleet size, vehicle utilization, maintenance and repair. The greatest challenge is ensuring economic fleet administration while maintaining constant vehicle availability for departmental personnel performing highway construction, maintenance and emergency response duties and ensuring the safety and security of department facilities and ensuring the department's property control and inventory programs are compliant.

This position oversees the department's facilities improvement projects, office renovations and office/employee relocations. This includes oversight of facilities maintenance with CMS Bureau of Property Management at all consolidated and leased locations. The incumbent oversees property transactions to maintain the property control record systems as required by state laws and financial reporting standards. S/He oversees the operation of the Central Stockroom with regards to office supply inventory as well as the operations of the Central Office Exhibit Shop. The incumbent coordinates direction, and integration of work activities of staff and vehicle coordinators to provide for effective fleet administration. S/He oversees departmental procedures for fleet administration and the administration of the Fleet Management Information System. The incumbent serves as liaison with the CMS Division of Vehicles. The incumbent also oversees the utilization and allocation of fleet resources to promote economic and effective utilization.

The incumbent accomplishes accountabilities through the following:

Facility Improvement & Property Control Unit Chief who is accountable for the administration of statewide Property Control and Inventory Program oversight of operation of the department's Central Stockroom and coordination of the department's office renovations, asbestos and abatement and office/employee moves.

Fleet Administration Unit Manager who is accountable for the planning, organizing and directing the fleet information system, vehicle acquisitions and disposals, vehicle repair and maintenance programs, vehicle allocation and usage, as well as vehicle registration and credit card administration to ensure effective and economic fleet operations,.

This position has latitude to accomplish responsibilities, with matters of a unique nature being referred to the supervisor with recommendations for resolution. S/He is constrained by all applicable departmental/state/federal guidelines and regulations.

This position's most significant contacts include internal departmental staff at all levels. External contacts include vendors, contractors, state agencies, local governments, other state agency fleet administrators. This position requires state-wide travel.

The effectiveness of this position is measured by the accuracy and efficient, economic operation of the department's vehicle fleet and the timely and accurate fleet information reports and expedient resolution of problems that threaten the safe/consistent operation of the department fleet. It can also be measured by the timely, efficient and cost-effective completion of facilities improvement projects, office/employee relocations, accurate maintenance and administration of the department's infrastructure, and uniform property control systems.

Principal Accountabilities

1. Oversees the department's facilities improvement projects, office renovations and office/employee relocations.
2. Oversees the facilities maintenance with CMS Bureau of Property Management at all consolidated and leased locations.
3. Oversees property transactions to maintain the property control record systems as required by state laws and financial reporting standards.
4. Oversees the operation of the Central Stockroom with regards to office supply inventory.
5. Oversees the operations of the Central Office Exhibit Shop.

6. Oversees the direction, planning, organizing and integration of work activities of staff and vehicle coordinators to provide for effective fleet administration.
7. Oversees the departmental procedures for fleet administration.
8. Oversees the administration of the Fleet Management Information System.
9. Acts as the liaison with the CMS Division of Vehicles.
10. Oversees the utilization and allocation of fleet resources to promote economic and effective utilization.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as required or assigned.