



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: October 4, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, October 20, 2017**. Applications 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.

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

ET III

Equipment Repair Technician
Office of Planning & Programming
Bureau of Programming
Springfield

Attachments
42248

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, October 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

Classification:	Engineering Technician III	Salary:	\$3,840 - \$5,308*
Position Title:	Equipment Repair Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-10-402-41-01	IPR#:	42248

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Programming/ 126 East Ash Street/Springfield, IL

Description Of Duties:

This position is accountable for the maintenance and repair of all traffic monitoring equipment ranging from sophisticated state-of-the-art solid state, telemetered permanent equipment to portable electrical devices which are used in the Statewide Traffic Monitoring Programs.

Special Qualifications:

Required:

- Valid driver's license
- Ability to physically access maintained electrical systems both on and off the roadway on uneven terrain
- Frequent statewide travel and occasional out-of-state travel with overnight stays

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, or electrical/mechanical trades
- Five years of experience working with a variety of electronics and electronic test equipment
- Ability to complete simple electronic repairs, diagnose electrical problems, and install electronic equipment
- Ability to utilize Microsoft tools (Access, Excel, Word) to track and complete work orders, equipment inventory, and coordinate ordering of supplies for traffic count season.
- Knowledge of electronics and component level diagrams
- Strong oral and/or written communication 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 (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:	Equipment Repair Technician
APPROVED BY:	<i>Tracinda Sisk</i>	OFFICE/DIVISION:	Office of Planning & Programming/Bureau of Programming
CODE:	PW013-23-10-402-41-01	REPORTS TO:	Equipment Repair Manager

Position Purpose

This position is accountable for the maintenance and repair of all traffic monitoring equipment ranging from sophisticated state-of-the-art solid state, telemetered permanent equipment to portable electrical devices which are used in the Statewide Traffic Monitoring Programs.

Dimensions

Equipment	Permanent: \$2.0 Million Portable: \$1.2 Million
Parts/Supply Inventory	\$120,000

Nature and Scope

This position reports to the Equipment Repair Manager in the Data Management Unit. There are no subordinates reporting to this position.

Under the supervision of the Equipment Repair Manager, the incumbent is responsible for the maintenance and repair of all traffic monitoring permanent and portable equipment ranging from state-of-the-art microprocessor based, computer dependent equipment, to discrete component, solid state, telemetered devices. The incumbent must maintain an inventory of equipment, parts, and supplies for the operation, repair, and maintenance of the permanent and portable equipment. The incumbent determines which parts are needed for repairs, and gathers comparable price quotes from vendors to assist in the purchasing process. The incumbent creates work orders for repairs at permanent traffic count sites.

The major challenge facing the incumbent is to provide problem diagnosis and repair of a diverse variety of traffic monitoring devices, each with different design and operating characteristics.

Typical problems are: (1) to detect malfunctioning equipment and diagnose and repair the problem; (2) coordinate district traffic counting equipment and supply needs for the traffic counting season; (3) coordinate receipt of equipment orders in the expenditures database; (4) ensure sufficient repair parts are available for timely repairs of traffic equipment; and (5) to evaluate new equipment on the market for design durability and operational characteristics.

The incumbent personally repairs and maintains traffic monitoring equipment, makes field visits for repairs, maintains an inventory of repair parts and supplies and traffic counting equipment, provides advice and recommendations concerning the evaluation and operations of portable equipment, and technical advice concerning the design and installation of permanent equipment. S/He will assist the Equipment Repair Manager in the installation of the permanent equipment. The incumbent will use sophisticated repair equipment and parts supplied by the equipment manufacturer to make repairs and preventive maintenance to the large inventory of magnetic lane counters in use throughout the Districts. Perform duties as required and/or assigned.

The incumbent's duties are performed working with other members of the Data Management Unit. The incumbent has the responsibility to resolve equipment malfunctions, and to train District Traffic Staff on Traffic Equipment Operators. S/He will accomplish his/her accountabilities under the supervision of the Equipment Repair Manager.

The incumbent has internal contacts with District Traffic staff for the purpose of maintaining an effective and safe use of traffic monitoring equipment. Externally, the incumbent has contacts with traffic equipment vendors to keep abreast of the application of new technology of traffic monitoring equipment. Frequent travel is required for this position.

The effectiveness of this position is measured by the incumbent's ability to provide accurate, consistent, and continued operation of the traffic equipment needed to support the Illinois Traffic Monitoring Program.

Principal Accountabilities

1. Maintains and repairs the portable and permanent traffic monitoring equipment used to support the Illinois Traffic Monitoring Program.
2. Maintains an adequate inventory of parts and supplies needed to sustain the Traffic Monitoring Program.
3. Performs repairs and preventative maintenance on IDOT's large inventory of magnetic lane sensors in order to sustain the Vehicle Classification Program.
4. Keeps abreast of the rapidly changing state-of-the-art technology being applied to traffic monitoring equipment.
5. Participates in the installation of new traffic monitoring equipment and conducts the tests necessary to ensure proper equipment operation.
6. Instructs District Traffic Staff on the operation and maintenance of traffic monitoring equipment.
7. Requires frequent travel.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.