



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 6, 2017

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, October 23, 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.

OS I

Size & Weight Enforcement Technician
Bureau of Operations
Highways Project Implementation
Springfield

Attachments
42261

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 **Monday, October 23, 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:	Operations Supervisor I	Salary:	\$6,075 - \$7,545*
Position Title:	Size & Weight Enforcement Technician	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW751-23-75-601-21-02	IPR#:	42261

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 is accountable for coordinating the statewide operations of the Portable Scale Weight Enforcement sub-unit and Vehicle and Cargo Inspection System (VACIS) Program in conjunction with the Illinois State Police. The incumbent troubleshoots scale failure, oversees critical component replacement, performs calibration adjustments, ensures maintenance, and certifies scale accuracy. This position also performs administrative/supervisory functions including personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel with occasional overnight stays

Desired:

- Three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience under the direction of a professional engineer or three years in a supervisory position
- Understanding of the Vehicle and Cargo Inspection System (VACIS)
- Ability to plan and direct efforts of work for efficient accomplishments of program objectives
- Strong oral and 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:	Size & Weight Enforcement Technician
APPROVED BY:	Amy Eller	OFFICE/DIVISION:	Office of Highways Project Implementation/Bureau of Operations
CODE:	PW751-23-75-601-21-02	REPORTS TO:	Weight Enforcement Engineer

Position Purpose

This position is accountable for coordinating the statewide operations of the Portable Scale Weight Enforcement sub-unit and Vehicle and Cargo Inspection System (VACIS) Program in conjunction with the Illinois State Police. The incumbent troubleshoots scale failure, oversees critical component replacement, performs calibration adjustments, ensures maintenance, and certifies scale accuracy. This position performs administrative/ supervisory functions including personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Dimensions

Subordinate Personnel:	1 Direct, 24+ Indirect
Operating Budget:	+ \$1,100,000.00
Equipment Value:	+ \$4,000,000.00

Nature and Scope

This position supervises activity in the Size and Weight Check Sub-Unit and reports to the Weight Enforcement Engineer as does the Traffic Information Specialist. Reporting to this position is a Highway Maintenance Lead Worker and Highway Maintainers. This group is headquartered in Springfield and northern and southern geographic locations throughout the state.

This position operates in an environment that is responsible for day-to-day operations of the Portable Scale Program in conjunction with the Illinois State Police. The incumbent must have the ability to understand electronic components and be mechanically inclined to test and make repairs to sophisticated electronic equipment. Since this position deals with weight enforcement, s/he must have a thorough knowledge of truck size and weight laws and be familiar with various vehicles used to transport loads. Also, s/he must possess managerial skills to effectively manage and train employees who work throughout the state with minimal direct supervision. S/He must be thoroughly familiar with the VACIS trucks working safely in an area where a source of radiation is stored and deployed.

The greatest challenge facing the incumbent is to resolve problems associated with vehicle size and weight enforcement to VACIS systems to protect the Illinois highway system, promote safety, and fulfill federal regulations. The incumbent troubleshoots scale failures and occasionally travels throughout the state to efficiently manage field crews of highway maintainers on a statewide basis.

The incumbent personally coordinates the day-to-day operation of the statewide Portable Scale Program and VACIS with the Illinois State Police. S/He orders and maintains an adequate inventory of parts, and provides input to the annual operating budget. Additionally, s/he troubleshoots failure, oversees the replacement of critical components, performs calibration adjustments, ensures proper maintenance is performed, and is responsible for certifying the accuracy of the weigh scales with the Department of Agriculture's Bureau of Weights and Measures.

At times, the incumbent may be called to testify at court proceedings to explain the department's method of weighing trucks, how the scales operate, or how to determine scale accuracy. S/He counsels staff regarding work performance, approves time off, adjusts first-level grievances, effectively recommends/initiates discipline, prepares and signs performance evaluations, and coordinates staffing needs.

The incumbent accomplishes his/her major accountabilities through the Highway Maintenance Lead Worker and their subordinates assigned to the portable scale detail. These are one or two-person crews who assist the Illinois State Police by performing a variety of semiskilled tasks that involve the transportation, placement, operation and maintenance of electronic truck weigh scales that are used to enforce weight laws at various locations throughout the state. This position requires a valid driver's license.

Under direction of the Weight Enforcement Engineer, the incumbent has the authority to resolve problems involving the daily operation of his/her sub-unit, approve incurred expenditures, and evaluate employee performance. Due to the variety of problems the position will encounter, s/he is afforded considerable latitude in maintaining on-going operations. The incumbent is expected to advise the Unit Chief on a frequent basis concerning operation of the program.

This position is in close contact with the Illinois State Police weekly confidential enforcement schedules, cancellation, scale equipment maintenance, and general operation of the program. S/He meets with representatives of the Department of Agriculture concerning weigh scale certification. S/He is in contact with the portable scale and VACIS manufacturers for consultation on equipment failures and repair coordination. Since this position is responsible for a statewide program with personnel based at satellite locations, occasional overnight travel to review operations or make repairs is required.

The effectiveness of this position may best be evaluated by the amount of downtime attributed to errors in scheduling or equipment failures, the overall operating efficiency of the statewide Portable Scale Weight Enforcement Program and VACIS program, and the meeting of goals contained in the states' Weight Enforcement Plan that is submitted annually to the Federal Highway Administration.

Principal Accountabilities

1. Coordinates the department's statewide Portable Scale Weight Enforcement Program and VACIS Program.
2. Troubleshoots scale and VACIS failure and oversees the replacement of critical components.
3. Performs calibration adjustments, ensures maintenance performance, and certifies the accuracy of weigh scales with Department of Agriculture's Weights and Measures Bureau.
4. Has total familiarity with the mobile VACIS systems and emphasizes safety in areas where a source of radiation is stored and deployed.
5. Trains, supervises, and motivates subordinate staff.
6. In conjunction with the Weight Enforcement Engineer, counsels staff regarding work performance; approves time off; adjusts first-level grievances; prepares and signs performance evaluations; and coordinates staffing needs.
7. Performs duties in compliance with departmental safety rules.
8. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.