



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 22, 2018**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Emergency Manager Certification must accompany application for this position. 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

Transportation Infrastructure Security
Supervisor
Bureau of Operations
Highways Project Implementation
Springfield

Attachments
42324

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 **Thursday, February 22, 2018**, 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: A copy of each applicant's ACTIVE Illinois Professional Emergency Manager Certification must accompany application for this position. 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: | \$6,535 - \$8,778* |
| Position Title: | Transportation Infrastructure Security Supervisor | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW416-23-75-606-00-01 | IPR#: | 42324 |

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is responsible for coordinating disaster responses for the Office of Highways Project Implementation, coordinating the Emergency Operations for the Central Bureau of Operations and overseeing the implementation of the Emergency Operations Plan, Earthquake Preparedness Plan, Nuclear Safety Emergency Preparedness Plan, Strategic National Stockpile Distribution Plan, Mitigation Plan and the Hazardous Material Response Training, and serving as the Primary inter-agency liaison with other state and federal agencies and municipal governments for emergency preparedness and response. This includes oversight of the Disaster and Emergency Relief Fund as it relates to natural disaster response efforts by department staff. Development and administration of the department's wireless communications systems and operations is a key function of this position. This position initiates, coordinates, evaluates, and supervises various technical training seminars throughout the department.

Special Qualifications:

Required:

- Illinois Professional Emergency Manager Certification
- Valid driver's license
- In-and out-of-state travel

Desired:

- Master's Degree preferably with courses in statistics, sociology or public administration
- Three years of experience in public administration, business administration or emergency management planning
- Extensive knowledge in emergency management planning, policies and procedures
- Working knowledge of research and statistical methods and techniques
- In-depth planning, organization and execution of administrative, safety and emergency programs

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.

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

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|---------------------|-----------------------|--------------------|--|
| DATE: | January 31, 2018 | POSITION: | Transportation Infrastructure Security Supervisor |
| APPROVED BY: | Amy Eller | OFFICE: | Highways Project Implementation/Bureau of Operations |
| CODE: | PW416-23-75-606-00-01 | REPORTS TO: | Engineer of Operations |

Position Purpose

This position is responsible for coordinating disaster responses for the Office of Highways Project Implementation, coordinating the Emergency Operations for the Central Bureau of Operations and overseeing the implementation of the Emergency Operations Plan, Earthquake Preparedness Plan, Nuclear Safety Emergency Preparedness Plan, Strategic National Stockpile Distribution Plan, Mitigation Plan and the Hazardous Material Response Training; and serving as the Primary inter-agency liaison with other state and federal agencies and municipal governments for emergency preparedness and response. This includes oversight of the Disaster and Emergency Relief Fund as it relates to natural disaster response efforts by department staff. Development and administration of the department's wireless communications systems and operations is a key function of this position. This position initiates, coordinates, evaluates, and supervises various technical training seminars throughout the department.

Dimensions

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|---|-----------------------|
| Approximate Number of Emergencies Requiring Response: | 50 Annually |
| Approximate Emergency Exercises: | 10 Annually |
| Annual Training Programs: | 30 (900 Participants) |
| Personnel Supervised: | 16+ |

Nature and Scope

This position reports directly to the Engineer of Operations as do the Engineers of Maintenance Operations, Day Labor and Traffic Operations, the Organization and Financial Section Manager, and an Executive Secretary II. Reporting directly to this position are the Incident Management and Communications Systems Manager, Emergency Manager and an Office Coordinator.

This position operates within an environment requiring an in-depth understanding of the essential concepts of emergency management and Department of Homeland Security policies and procedures. This understanding is applied under conditions where time is critical and resource information is inadequate. The incumbent processes federal disaster assistance requests, develops policies in the Emergency Operations Manual, interprets Department of Homeland Security policies and guidelines, coordinates emergency planning and communication, directs disaster response and prepares resource lists. The environment is ever-changing based upon the requirements of new federal and state regulations. The position is unique to the department in that it surveys and coordinates all districts to assess specific types and amounts of emergency management and homeland security training necessary for subordinate development to comply with these regulations. The incumbent actively supports and participates in emergency response functions related to all nine IDOT districts, the Illinois Emergency Management Agency and the Illinois Terrorism Task Force.

The greatest challenges include developing plans and ensuring emergency response actions are implemented to effectively carry out the department's responsibilities in emergency and disaster situations. Typical problems include representing the department's best interest while dealing with organizations which hold different objectives.

This position is responsible for ensuring activities relating to emergency planning and disaster response is coordinated. S/He participates in the development, implementation, and instructions of various technical training programs throughout the department. The incumbent oversees the development of the Emergency Operations Manual, Earthquake Preparedness Plan, Nuclear Safety Emergency Preparedness Plan, Strategic National Stockpile Distribution plan, Mitigation Plan and resource lists for key personnel and equipment. S/He serves as a member of the Department's Disaster Control Group and Central Bureau of Operations liaison which may act for and commit resources of the office in an emergency. The incumbent ensures response activities are closely coordinated with the Illinois Emergency Management Agency, the Federal Emergency Management Agency, and the Federal Highways Administration in response to emergency situations throughout the state. This involves coordinating the planning and preparation of manuals, resource lists, emergency communications, and processing federal disaster assistance requests. The incumbent is personally responsible for the design, development and implementation of Bureau of Operations Homeland Security training programs. The incumbent functions as a liaison with district Operations Engineers and other department-wide administrators. This position is responsible for ensuing coordination of the Office of Highways Project Implementation resources for the Strategic National Stockpile distribution program. This position administers the Public Assistance Disaster/Emergency grant applications for IDOT for reimbursement of funds following an emergency or disaster. This position is responsible for administering the Homeland Security Office for IDOT which entails being a member of the Illinois Terrorism Task Force Transportation Committee and its Sub Groups, preparing the committee and sub groups in preparedness and training for possible terrorist events in the state. The incumbent is responsible for the development, administration, planning, programs, contracts and management of departmental wireless communications systems. This includes the development of policy and procedures for effective management of communications systems and operations. S/He works closely with the Incident Management and Communications Systems Manager to upgrade and enhance existing wireless systems, often in conjunction with other state agencies. This position supervises all operational aspects of the Central Communications Center in the absence of the Incident Management and Communications System Manager. This position also ensures the development and management of the Central Communications center procedures for the effective management of emergency communications, incident notifications and distribution of necessary and appropriate information within the department and to the public.

The responsibilities are accomplished through the following staff:

Incident Management & Communications System Manager, who is accountable for developing, administering, planning, and programming the Department's wireless communications activities, as well as supervision of the Central Communications Center operations.

Emergency Manager, who is responsible for assisting the Transportation Infrastructure Security Supervisor with coordinating disaster responses and plans for the Office of Highways Project Implementation.

Office Coordinator, who prepares documents as needed to complete Emergency Management/Homeland Security Tasks for the Transportation Infrastructure Security Section. Performs general and specialized office support and secretarial functions for section/unit managers and staff by organizing work flow to and from section/unit offices, assuring timely and accurate completion as directed or required including, but not limited to: maintenance of ticker systems; preparing section status reports; organizing and maintaining section file systems; scheduling appointments; preparing travel expense vouchers; processing, reproducing, assembling and collating originals and copies of materials.

This position has wide latitude to accomplish responsibilities within all applicable departmental/state/federal guideline and regulations. Matters of a unique nature are referred to the supervisor with recommendations for resolution. As working supervisor, this position assigns and reviews work; provides guidance and training to staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off.

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 Environmental 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 timely responses to disaster/emergency situations and the efficient deployment and implementation of departmental resources to restore vital traffic arteries following a disaster; by the quality and timeliness of the Bureau of Operations' training programs; by the incumbent's ability to develop creative solutions to complex problems in a timely and cost effective manner, and by the efficient operations of the Central Communications Center and departmental wireless communications resources.

Principal Accountabilities

1. Develops federally required policies, procedures and standards to improve motorist and worker safety while ensuring compliance with department safety rules and practices including the Federal Disaster Assistance Guidelines, Earthquake Preparedness Plan, Emergency Operations Manual, Nuclear Safety Emergency Preparedness Plan, Strategic National Stockpile Distribution Plan and Mitigation Plan.
2. Develops plans and procedures for meeting departmental emergency and disaster responsibilities, and supervises activities to carry out these functions. Serves as the primary liaison between the Illinois Department of Transportation and the Illinois Emergency Management Agency.
3. Participates as a member of the terrorism task force and participates as Chair of the Terrorism Task Force Critical Infrastructure Committee and its sub-committees.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as required or assigned.