



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 6, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, March 21, 2018**. 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 IV

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

Attachments
42649

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, March 21, 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: 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:	Engineering Technician IV	Salary:	\$4,695 - \$6,735*
Position Title:	Equipment Repair Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-10-402-41-01	IPR#:	42649

Office/Central Bureau/District/Work Address:

Office of Planning and Programming / Bureau of Programming / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the installation, maintenance and repair of all traffic monitoring equipment ranging from sophisticated state-of-the-art solid state, telemetered permanent equipment to microprocessor based portable 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 or uneven terrain
- Ability to lift and carry 50 lbs.
- Frequent statewide and occasional out-of-state with overnight stays

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering, civil engineering technology or electrical/mechanical trades
- Eight years of experience in working with 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 am – 4:30 pm / 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:	January 18, 2018	POSITION:	Equipment Repair Manager
APPROVED BY:	Tracinda Sisk	OFFICE/DIVISION:	Office of Planning and Programming/Bureau of Programming/Planning & System
CODE:	PW014-23-10-402-41-01	REPORTS TO:	Data Management Unit Chief

Position Purpose

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

Dimensions

Personnel/Direct	2 Fulltime Technical Employees
Equipment/Permanent	\$2.0 Million
Equipment/Portable	\$1.35 Million
Parts/Supply Inventory	\$45,000
Shop Equipment/Tools	\$130,000
Annual Traffic Monitoring Program	\$3.53 Million

Nature and Scope

This position reports to the Data Management Unit Chief. Reporting directly to this position are Equipment Repair Technicians.

Under the general supervision of the Data Management Unit Chief, this position functions under circumstances where timely and accurate repairs must be made to complex, solid-state electronic traffic monitoring equipment. The incumbent exercises a wide degree of latitude in coordinating and scheduling the repair activities required for the incumbent and staff assigned to this position. S/He must maintain an inventory of supplies and parts for the operation, repair, and maintenance of permanent and portable traffic monitoring equipment. This person also works with the Data Management Unit Chief and District personnel to plan and include additional permanent sites in construction plans where new sites would be beneficial additions to our current network.

The major challenge facing the incumbent is to provide expert problem diagnosis and repair of various types 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) to evaluate the electrical properties of the pavement at a planned site for the installation of traffic monitoring in-pavement or surface mounted loop detectors; and (3) to evaluate new equipment on the market for design durability and operational characteristics, and to make recommendations concerning the potential purchase of the equipment.

The incumbent is responsible for polling traffic data weekly from the permanent count sites, QA/QC the traffic data collected in preparation for submittal to FHWA, and run QA/QC checks to ensure the equipment is operating correctly.

The incumbent personally repairs and maintains traffic monitoring equipment, schedules assigned staff to make repairs, maintains an inventory of repair parts and supplies, provides expert advice and recommendations

concerning the evaluation and operations of portable equipment. This position supervises the installation of the permanent traffic monitoring equipment. The incumbent performs duties as required and/or assigned.

The incumbent accomplishes accountabilities through the support of the Equipment Repair Technician as well as working with other members of the Data Management Unit.

The incumbent has the responsibility to resolve equipment malfunctions, provide ongoing training to assigned technical staff and district and local agency equipment operators. S/He will be given wide latitude of freedom in which to accomplish accountabilities. This position is constrained by all applicable departmental and state/federal guidelines.

The incumbent has internal contacts with District Traffic Monitoring Data Collectors and Analysts, including Supervisors, for the purpose of maintaining an effective use of traffic monitoring equipment. Externally, the incumbent has contacts with factory research and development engineers and repair technicians to keep abreast of the application of new technology to traffic monitoring equipment. Frequent in state travel is required for this position and occasional out of state travel.

The effectiveness of the incumbent can be measured by an evaluation of the accurate, consistent, and continued operation of statewide traffic counting equipment.

Principal Accountabilities

1. Maintains and repairs, statewide, the portable and permanent traffic monitoring equipment.
2. Plans, coordinates, and performs a preventative maintenance program for district's portable equipment.
3. Maintains an adequate inventory of parts and supplies needed to sustain a Continuous Traffic Monitoring Program.
4. Downloads and reviews traffic data from the continuous count locations in preparation for submittal to FHWA.
5. Provides expert technical advice for the design and installation of new traffic monitoring equipment. Supervises the installation of new traffic monitoring equipment and conducts the test necessary to assure proper equipment operation. Coordinates with the districts to test updates to equipment software.
6. Provides ongoing training for assigned staff on the repair of traffic monitoring equipment.
7. Keeps abreast of the rapidly changing state-of-the-art technology being applied to traffic monitoring equipment.
8. Frequent in state travel is required and occasional out of state travel.
9. Performs other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.