



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 7, 2018

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, May 21, 2018**. 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 V

Fleet Administration Unit Chief
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42787

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, May 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: 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.



Position Summary Sheet

An Equal Opportunity Employer

Classification:	Technical Manager V	Salary Range:	\$6,020 - \$10,210
Position Title:	Fleet Administration Unit Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-40-805-20-01	IPR#:	42787

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 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.

Special Qualifications:

Required:

- Valid driver's license
- In-and out-of-state travel which may require overnight stays

Desired:

- Completion of a bachelor's degree preferably with major courses in business administration, operations management, management information systems, public administration and finance
- Seven years of experience, four of which should be in a supervisory or leadership role preferably involving oversight of large scale fleet operations, and three of which should be in public or business administration with focus in heavy equipment/fleet management
- Fundamental understanding of vehicle/equipment repairs and required maintenance
- Proficiency in the use of Microsoft Word, Outlook and Excel
- 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 public

Shift/Remarks:

8:00 am – 4:30 pm / 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:	March 9, 2018	POSITION:	Fleet Administration Unit Chief
APPROVED BY:	Larry Crowley	OFFICE/DIVISION:	Office of Finance & Administration/ Bureau of Business Services
CODE:	PW415-23-40-805-20-01	REPORTS TO:	Fleet & Facilities Services Section Chief

Position Purpose

This position is accountable for 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.

Dimensions

Subordinates	4 Direct
Vehicle Fleet	4,500 Vehicles
Fleet Value	\$160 Million
Special Reports	35 – 50 Annually

Nature and Scope

This position reports to the Fleet and Facilities Services Section Chief. Reporting to this position include the following staff: Vehicle Coordinator, Equipment Specifications Specialist, Laborer, and a Fleet Manager.

This position is responsible for the overall administration of the Illinois Department of Transportation's (IDOT) vehicle fleet ensuring economical allocation, operation and utilization of vehicle resources. This involves designing and directing programs for efficient vehicle acquisition, disposal, repair and maintenance, utilization, and allocation. S/He manages the vehicle Maintenance Management Information System (MMIS) to ensure the accurate capture of data necessary for effective fleet management. The incumbent also develops and communicates department-wide procedures for vehicle assignment, use, repair, acquisition, disposal and data collection. In addition, this position analyzes revisions to legislation and other agency rules reporting the potential impact to the supervisor and proposing action to ensure compliance. This position is unique in that it requires a thorough knowledge of state laws and agency rules governing the acquisition, disposal, maintenance and utilization of state-owned vehicles.

Typical problems include providing sound fleet operations while complying with multiple state laws and agency rules governing fleet size, vehicle utilization, maintenance and repair. The greatest challenge of this position is ensuring economic fleet administration while maintaining constant vehicle availability for department personnel performing highway construction, maintenance, and emergency response duties.

The incumbent is personally responsible for planning, organizing, directing, and integrating the work activities of assigned staff and district vehicle coordinators to provide for the capture and processing of vehicle data, proper vehicle allocation and utilization, timely vehicle acquisitions and disposals, procurement of vehicle maintenance and repair, and compliance with state laws and agency rules governing the use of state-owned vehicles. In conjunction with subordinate staff, the incumbent develops, implements and communicates departmental procedures for all facets of fleet administration. S/He personally maintains the vehicle

MMIS implementing modifications and enhancements to ensure accurate reporting of vehicle cost, allocation, assignment and utilization. The incumbent personally creates various management reports regarding fleet operations in an accurate and timely manner. S/He personally reviews and comments on proposed legislation and agency rule changes that impact IDOT fleet administration, and prepares and implements procedural revisions to ensure compliance. The incumbent shall devise, implement and communicate procedures for the procurement of vehicle supplies, maintenance and repairs ensuring safe and cost-effective fleet operations. To facilitate proper fleet operations, the incumbent personally trains, advises and directs the activities of district and central bureau personnel involved in fleet activities. S/He reviews and approves all vehicle disposals, and directs the annual sale of retired vehicles to Illinois units of local government. The incumbent reviews and approves requests for vehicle acquisitions, and directs the timely preparation of acquisition documents. S/He shall monitor the utilization and allocation of fleet resources, developing and recommending procedural changes to promote economic and effective utilization. The incumbent directs the vehicle credit card program to facilitate the efficient procurement of vehicle operating supplies, proper billings, and abuse detection. The incumbent must act to solve fleet operation problems in a timely manner to ensure constant availability of fleet vehicles. S/He personally acts as liaison with the Department of Central Management Services' (DCMS) Division of Vehicles to analyze the impact of proposed fleet policy changes and recommend policy models that best serve the department's fleet operations.

The incumbent accomplishes his/her accountabilities through the following staff:

Vehicle Coordinators, who are responsible for the central coordination of the IDOT vehicle MMIS, facilitating the proper use and maintenance of IDOT vehicles, and acting as the department's liaisons with the DCMS' Division of Vehicles and Secretary of State to interpret, communicate and ensure compliance with the vehicle use and reporting requirements established by those agencies.

Equipment Specifications Specialist, who is responsible for preparing new technical specifications and constantly reviewing and updating existing technical procurement specifications for over 200 types of maintenance trucks and equipment. These procurement specifications must be developed to provide the most effective and safe fleet.

Fleet Manager, who oversees the direction of the department's central motor pool activities at the Hanley Campus through the monitoring of cost and usage of all vehicles to ensure proper fleet management and implementation of all rules and regulations are being followed.

Laborer Maintenance, who maintains the cleanliness of the central office motor pool fleet vehicles, assists in the assignment of vehicles and fuel cards and ensures the shop is clean and organized.

The incumbent is given wide latitude to accomplish responsibilities and refers matters of a unique nature to the supervisor with recommendations for resolution. This position is constrained by applicable department/state/federal policy, practices and guidelines.

This position's most significant internal contacts include IDOT Administrative Managers, Operations Service Engineers, and Business Services Managers to coordinate and monitor statewide fleet operations. Frequent external contacts include the management personnel of the DCMS' Division of Vehicles regarding that agency's role in governing state fleet operations. Other external contacts include representatives of local governments, other state agency fleet administrators, and vendors providing vehicles and vehicle related services.

The effectiveness of this position is measured by the efficient and economic operation of the department's vehicle fleet. Effectiveness can also be measured by the timely and accurate creation of fleet information reports, and expedient resolution of problems that threaten the safe and consistent operation of the IDOT fleet.

Principal Accountabilities

1. Directs, plans, organizes, and integrates the work activities of assigned staff and district vehicle coordinators to provide for effective fleet administration.
2. Develops, implements and communicates departmental procedures for all facets of fleet administration.
3. Administers the vehicle MMIS implementing modifications and enhancements to ensure accurate reports for vehicle cost, allocation, assignment and utilization.
4. Creates various management reports regarding fleet operations in an accurate and timely manner.
5. Reviews and comments on proposed legislation and agency rule changes that impact IDOT fleet administration and prepares and implements procedural revisions to ensure compliance.
6. Monitors the utilization and allocation of fleet resources to promote economic and effective utilization.
7. Trains, advises and directs the activities of district and central bureau personnel involved in fleet operations. Reviews, approves and processes vehicle acquisitions and disposals.
8. Acts as liaison with the DCMS' Division of Vehicles to analyze the impact of proposed fleet policy changes. Solves fleet operation problems in timely manner to ensure constant availability of fleet vehicles.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as required or assigned.