



Illinois Department of Transportation

Memorandum

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

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

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, August 20, 2018**. Applications will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License 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.

CE VI

Asset Management Engineer
Office of Planning and Programming
Bureau of Programming
Springfield

Attachments
42969

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, August 20, 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 Engineer License 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: | Civil Engineer VI | Salary: | \$6,945 - \$8,983* |
| Position Title: | Asset Management Engineer | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW116-23-10-401-00-02 | IPR#: | 42969 |

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 responsible for the development and management of the Illinois Department of Transportation's (IDOT) Transportation Asset Management Plan (TAMP). The incumbent will oversee the implementation of the TAMP and monitor and report on the department's progress towards meeting TAMP goals and objectives.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional travel

Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Knowledge and experience with asset management principles, including life cycle planning and investment strategies
- Extensive experience developing and maintaining cooperative relationships with staff and external contacts
- Extensive experience in public speaking
- Strong oral and written communication skills
- Strong organizational 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: | May 4, 2018 | POSITION: | Asset Management Engineer |
| APPROVED BY: | Tracinda Sisk | OFFICE: | Planning and Programming Bureau of Programming |
| CODE: | PW116-23-10-401-00-02 | REPORTS TO: | Program Development Section Chief |

Position Purpose

This position is responsible for the development and management of the Illinois Department of Transportation's (IDOT) Transportation Asset Management Plan (TAMP). The incumbent will oversee the implementation of the TAMP and monitor and report on the department's progress towards meeting TAMP goals and objectives.

Dimensions

| | |
|---------------------|-----------------|
| TAMP Updates: | Every 2-4 years |
| Committee Meetings: | 3-4 per year |
| Reports: | 20-30 per year |

Nature and Scope

This position reports to the Program Development Section Chief. No subordinates report to this position.

This position leads the management of the TAMP for the department, including the Enterprise Asset Management System (EAMS), which houses the asset data and the TAMP components. The incumbent is responsible for adhering to all federal deadlines mandated by law regarding the TAMP. The development and implementation of the TAMP must be coordinated with other federally mandated plans and state programs such as the Long-Range Transportation Plan (LRTP), Multi-Year Highway Improvement Program (MYP) and the Statewide Transportation Improvement Program (STIP), in order to ensure consistency among documents and implementation of the department's TAMP.

The greatest challenge of this position is coordinating with various central office bureaus on the TAMP components for the EAMS, including investment strategies, life cycle planning and deterioration models for each of the assets, as well as ensuring the information is current and accessible to users. As additional assets are included in the TAMP, the incumbent is responsible for communicating with other asset owners and for training them on the specific requirements of the TAMP and EAMS.

The incumbent provides analytical tools which will enable better decision-making regarding asset management to staff in the Office of Highways Project Implementation (OHPI) regional offices. S/He will work with the Program Development Section Chief in generating recommended budget needs and recommended programs across assets within the MYP timeframe.

The incumbent has wide latitude in accomplishing his/her responsibilities within the constraints of the department's policies and state and federal rules and regulations. S/He should bring any major changes or issues

regarding asset management to the attention of the Program Development Section Chief for discussion with TAMP committees and/or working groups, if necessary.

The incumbent has considerable personal interaction with various central office personnel within the Bureaus of Design and Environment, Research, Bridges and Structures, Materials and Operations, as well as personnel in the OHPI regional offices regarding coordination of asset management efforts. These efforts include the utilization of the EAMS components to provide consistent project treatment selection across regions. S/He coordinates with the Federal Highway Administration (FHWA) regarding TAMP updates and reporting requirements. S/He is responsible for leading the Asset Management Steering Committee and the Project Management Team and coordinating with the various technical working groups. S/He meets with pertinent committees and/or working groups to reach consensus on TAMP changes and/or to make decisions regarding the TAMP, utilizing their expertise and valuable input. S/He meets periodically with the Executive Office on the department's progress towards achieving the TAMP performance goals. S/He speaks at public-speaking engagements on behalf of the department. This position may serve on various committees representing the department on the subject of asset management. Occasional travel will be required.

The overall performance of this position is measured by the incumbent's effectiveness in managing and implementing the department's TAMP and ultimately by the department's progress towards meeting established TAMP goals.

Principal Accountabilities

1. Develops, manages and oversees the implementation of the department's TAMP.
2. Coordinates with various central office bureaus to ensure programs are developed in accordance with TAMP goals.
3. Coordinates management of the EAMS.
4. Provides decision-making tools and guidance to various central office bureaus and OHPI regional offices, to assist with project selection and appropriate highway and bridge treatments, in accordance with TAMP principals.
5. Develops reports in compliance with all federally mandated reporting requirements related to the TAMP.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required or assigned.