



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 25, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 27, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, October 11, 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.

OS I

Assistant Emergency Traffic Patrol Manager
Region 1/District 1/Traffic
Office of Highways Project Implementation
New Lenox

Attachments
43130

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, October 11, 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:	Operations Supervisor I	Salary:	\$6,075 - \$7,545*
Position Title:	Assistant Emergency Traffic Patrol Manager	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW751-23-51-904-50-02	IPR#:	43130

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Traffic/1400 W. Maple St., New Lenox, IL

Description Of Duties:

This position is accountable for maintaining the safe and efficient flow of traffic on the Chicago Metropolitan Area Expressway System by providing effective incident management at expressway crash scenes and requests for motorist aid.

Special Qualifications:

Required:

- Valid driver's license
- Frequent district-wide travel and overtime
- Candidate must be available 24-hours a day/7-days a week

Desired:

- Completion of three years of college with the major courses 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, with additional training in Traffic Incident Management
- Twelve years of engineering technician experience with a minimum of three years in supervisory position
- Familiarity with the Federal Highway Administration's *Manual on Uniform Traffic Control Devices* and its application to incident management
- Ability to plan and direct the efforts of employees for efficient accomplishment of Emergency Traffic Patrol's program objectives
- Ability to maintain harmonious relationships with employees, agency officials, various law enforcement and emergency agencies, trucking associations, news media, vendors, equipment manufacturers and the general public
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday (30-minute lunch) – start time for training shift

This is a 24-hour operation. This position will work outside of regular office hours, including early mornings, nights, weekends and holidays. Shifts will be determined upon completion of training.

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**

DATE:	September, 2018	POSITION:	Assistant Emergency Traffic Patrol Manager
APPROVED BY:	Lisa E. Heaven-Baum	OFFICE:	OHPI/District One/Region One/Bureau of Traffic
CODE:	PW751-23-51-904-50-02	REPORTS TO:	Emergency Traffic Patrol Manager

Position Purpose

This position is accountable for maintaining the safe and efficient flow of traffic on the Chicago Metropolitan Area Expressway System by providing effective incident management at expressway crash scenes and requests for motorist aid.

Dimensions

Subordinate Personnel:	27
Annual Total Payroll:	\$10M
Operating Equipment Value:	\$10M
Annual Emergency Patrol Motorist Assists:	100,000

Nature and Scope

This position reports to the Emergency Traffic Patrol Manager. Reporting to this position are two Highway Maintenance Lead-Lead Workers, two Highway Maintenance Lead Workers and twenty-three Highway Maintainers.

This position has responsibility for one of three (3) shifts that assure a continuous 24-hours a day, 365-days a year, patrol and emergency service to expressway motorists. Services provided are unique and complex and include: providing first aid to crash victims, removing disabled or demolished vehicles from the expressway, implementing traffic control for emergency situations, providing assistance to disabled motorists, immediate removal of debris or spilled loads, and providing assistance during major snow storms by removal of stranded vehicles. This responsibility must be put in proper context. The Chicago Metropolitan Area Expressway System is one of the busiest highway systems in the world. The fact that fifteen million vehicle miles are traveled daily on the one hundred ten miles that comprise the system, with sections exceeding 330,000 vehicles per day, creates a condition of potentially continuous traffic disruption. This makes it imperative that expressway incident management be prompt and effective if traffic flow and motorist safety and convenience are to be maintained. Because traffic flow on the expressway system is very visible and vital to inter and intra urban transportation, expressway incidents and the Emergency Traffic Patrol (ETP) management is continuously exposed to media attention and hence is politically very sensitive. This is complicated by the fact that this position must carry out its responsibilities through supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinate cooperation.

Typical problems encountered in this position include establishing a work climate through proper motivation, continuous training and consistent and equitable disciplinary policies that improve employee productivity and employee morale. The around-the-clock operation poses unusual problems with work scheduling and efficient vehicle assignment. This position must coordinate a multi-agency response to major traffic emergencies and detouring of high volumes of traffic at special events, crashes or major disasters.

The incumbent supervises lead workers and drivers, distributes and interprets policies and procedures, determines work assignments, recommends disciplinary action for employees and assigns daily manpower on his/her shift. He/She supervises and conducts employee training in first aid, Cardio Pulmonary Resuscitation (CPR), extrication, hazardous materials, state-of-the-art heavy recovery techniques, Traffic Incident Management,

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departmental and ETP policies and procedures and traffic control safety. He/She approves leaves of absence, authorizes overtime and approves attendance records. The incumbent works closely with police agencies and the Secret Service regarding traffic control for presidential and VIP visits. He/She assists the ETP Manager in representing the department at inter-agency disaster management planning meetings with the Illinois Terrorism Task Force (ITTF), the Illinois Emergency Management Agency (IEMA), the Department of Homeland Security (DHS), and the Lake Michigan Interstate Gateway Alliance (LMIGA). He/She acts as a spokesperson for Illinois Department of Transportation (IDOT) at major incident scenes. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the Maintenance Field Engineer, he/she: counsels staff regarding work performance, approves time off, adjusts first-level grievances, recommends/initiates discipline, prepares and signs performance evaluations, and coordinates staffing needs.

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

- Lead-Lead Worker (2): is responsible for supervising the direction of 23 patrol vehicle drivers who provide on-the-road motorist service.
- Lead Worker (2): is responsible for directing 23 patrol vehicle drivers who provide on-the-road motorist service.
- Highway Maintainers (23): is responsible for providing incident responses and motorist aid.

The incumbent performs his/her duties within the constraints of union agreements and departmental and district policies and priorities. He/She must exercise considerable discretion in the areas of maintenance management, budget administration, employee motivation, disciplinary action, working hours and overtime authorization. The incumbent determines how best to respond to emergencies such as weather, the presence of hazardous materials, and accidents. He/She is constrained by all applicable state/federal guidelines.

The incumbent maintains frequent contact with the ETP Manager, the Communications Center and the Bureau of Maintenance on expressway work affecting traffic flow. Outside the department, the incumbent maintains daily contact with various law enforcement agencies, fire departments, emergency and disaster agencies, trucking associations, and the public. Frequent district-wide travel and overtime are necessary parts of this position, as well as work outside of regular office hours, including early mornings, nights, weekends and holidays.

The effectiveness of this position is measured by a continual high level of service provided to the expressway users while staying within the annual budget and with the most efficient use of personnel.

Principal Accountabilities

1. Maintains acceptable standards of productivity through effective organization of work crews, proper allocation of resources, continuous equipment usage, and proper employee assignment and motivation.
2. Participates in disciplinary and grievance resolution proceedings. Conducts, as required, investigations in conjunction with the district administrative staff and the ETP Manager.
3. Develops, trains, motivates and evaluates subordinate staff to perform tasks effectively and safely.
4. Recognizes, recommends and implements procedures to optimize the utilization of manpower, equipment and money.
5. Provides up-to-date emergency service and freeway incident management.

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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 assigned