



Bunny Koehler

**Technical Manager III (1 Position)
Vehicle Coordinator**

IPR Number:	44160	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-900-00-02	Shift:	8:00 am – 4:30 pm Monday – Friday
Opening Date:			
Closing Date:		Salary:	\$4,765 – \$8,295 *

Office/Central Bureau/District/Work Address:

Office of Finance and Administration / Bureau of Investigations and Compliance / 2300 South Dirksen Parkway, Springfield, IL

Position Purpose:

This position is accountable for compiling and maintaining detailed information pertaining to the use, operation, cost, and condition of the vehicle fleet for the Bureau of Investigation and Compliance (BIC). This position is also responsible for administering the vehicle fleet operation and annual physical inventory of in-house equipment for BIC as outlined in the department's Property Control and Inventory Manual.

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of a bachelor's degree majoring in business or public administration, **OR**
 - Completion of two years of college plus two years of experience with vehicle or fleet operations management, operational equipment maintenance management, or combination thereof, **OR**
 - Six years of experience with vehicle or fleet operations management, operational equipment maintenance management, or combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables:

- Ability to plan, schedule, and organize vehicle activities for BIC
- Ability to establish programs, service procedures, policies, and guidelines and to relate these to objectives
- Ability to organize, evaluate, and present information effectively
- Ability to interpret laws, rules, and regulations relative to this position
- Ability to review and organize preventative service and maintenance documentation, receipts, and billing statements utilizing the department's maintenance information system
- Ability to establish effective working relationships with local officials, members of the industry, and the public

How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is 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.

Applicants will be notified in writing to schedule interviews.

*Individual salary offers are computed based on an applicant's qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 16, 2020	WORKING TITLE:	Vehicle Coordinator
POSITION CLASSIFICATION:	Technical Manager III	OFFICE/BUREAU:	Office of Finance and Administration / Bureau of Investigations and Compliance
POSITION NUMBER:	PW413-23-40-900-00-02	REGION/DISTRICT:	N/A

Position Purpose

This position is accountable for compiling and maintaining detailed information pertaining to the use, operation, cost, and condition of the vehicle fleet for the Bureau of Investigation and Compliance (BIC). This position is also responsible for administering the vehicle fleet operation and annual physical inventory of in-house equipment for BIC as outlined in the department's Property Control and Inventory Manual.

Dimensions

Division vehicle fleet:	75 - 100 vehicles
Equipment trade-ins:	2 - 5 annually
Special reports:	10 - 15 annually

Nature and Scope

This position reports to the Bureau Chief of Investigations and Compliance. No subordinates report to this position.

The incumbent is responsible for the operation and administration of the state and federal vehicle fleet for BIC which includes spare vehicles and all vehicles assigned to field personnel. The incumbent operates within a service environment providing vehicle related support to staff. This position works with field staff at all levels as well central office staff involving vehicle and preventative maintenance of vehicle matters. The incumbent is responsible for the operation and administration of the state and federal vehicle fleet for BIC which includes spare vehicles and all vehicles assigned to field personnel. S/He must be able to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Typical problems for the incumbent involve maintaining detailed records which state the utilization and operational cost for each BIC vehicle and obtaining forms in a timely manner from staff for the reconciliation of reports for the Bureau of Business Services (BOBS) and Central Management Services, Division of Vehicles (CMS/DOV). The incumbent must review operating records and reports to assess the quality and adequacy of preventative maintenance being performed on BIC vehicles and equipment. Other problems include resolving emergency situations and mechanical and operational issues on short notice regarding the vehicle fleet and responding to a variety of problems that may arise. The incumbent must ensure that problems are resolved as quickly as possible and within all applicable restrictions. This position coordinates the use of spare vehicles while assigned vehicles are receiving maintenance. One of the incumbent's greatest challenges is to ensure that all fleet vehicles are properly maintained and in good working condition.

This position serves as the vehicle fleet liaison for BIC by assigning vehicles, processing license and vehicle transfers, processing vehicle expenditures, maintaining cost records, scheduling general maintenance, coordinating major repairs with the CMS/DOV, and resolving emergency situations involving mechanical and operational problems on short notice. The incumbent personally administers the vehicle Asset Management

Program (AMP) for BIC to capture and process management information related to vehicle assignment and operational costs. S/He is required to prepare monthly and annual reports representing vehicle fleet allocation and utilization as required by BOBS and CMS/DOV. The incumbent coordinates with BOBS to administer BIC's vehicle registration program, vehicle retention program, vehicle transfers, and distribution of fuel credit cards. The incumbent also serves as liaison for BOBS, CMS/DOV, and the Secretary of State (SOS) to procure various vehicle services and ensure the timely payment of repair bills. S/He is responsible for maintaining various legislatively mandated reports relating to BIC's vehicle fleet. The incumbent is also responsible for commuter mileage forms, vehicle multi-driver logs, I-Passes, and monitoring of the central vehicle email inbox for BIC. The incumbent also ensures BIC performs an annual physical inventory of in-house equipment as outlined in the department's Property Control and Inventory Manual. S/He must maintain accurate property control records for all state and federally purchased equipment and property. The incumbent is required to work closely with the Finance Manager and Program Support Unit Manager to ensure adherence to federal and state guidelines in relation to fiscal accountability. The incumbent is responsible for verifying vehicle utilization information, coordinating vehicle trade-in activities, scheduling annual inspections and preventative maintenance, and making suggestions for establishing and updating vehicle utilization and maintenance procedures. S/He is also responsible for the completion of purchase orders for CMS garages prior to taking vehicles or trailers to outside vendors for maintenance and inspection.

The incumbent exercises general latitude in accomplishing the assigned responsibilities. S/He must act independently to solve problems and coordinate the various aspects of the vehicle programs. Matters of a unique or sensitive nature are referred to the Bureau Chief of Investigations and Compliance for final resolution. The incumbent's activities are governed by the provisions of established department, CMS, and SOS administrative rules, policies, and procedures concerning vehicle use, operations, and accountability.

The incumbent's most significant contacts outside the department are CMS/DOV, CMS Property Control Division, and SOS. The incumbent's internal contacts are with staff in BOBS. Occasional statewide travel with overnight stays is required to accomplish the duties of this position.

The success of this position can be measured by the effective allocation and utilization of vehicles and the accuracy and timeliness of reports and records relating to vehicle operational expenditures and utilization.

Principal Accountabilities

1. Administers and maintains operation of BIC's vehicle fleet including all vehicles and trailers assigned to field personnel and interim assignment vehicles. This involves ensuring that all vehicles are maintained and in good working condition at all times including resolving mechanical and operational problems on short notice.
2. Administers BIC's AMP by providing timely and accurate management reports and ensuring proper utilization of BIC's vehicle fleet.
3. Ensures compliance with all AMP required procedures for BIC vehicles by preparing vehicle cost and utilization reports.
4. Formulates and implements changes in BIC's vehicle use and maintenance procedures and acts as the liaison with BOBS, CMS/DOV, and SOS to interpret and implement vehicle policy changes by these agencies.
5. Administers BIC's vehicle retention program to retain and reallocate more than 75 vehicles and trailers annually.
6. Ensures BIC performs an annual physical inventory of in-house equipment and vehicles as outlined in the department's Property Control and Inventory Manual.

- 7. Works closely with BOBS in processing requests for vehicle credit card replacement, title changes and transfers, I-Pass replacement, license plate acquisitions, and other vehicle support services.
- 8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
- 9. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

Supervisor of this position

Immediate Supervisor Position Classification: TM VIII
Working Title: Bureau Chief of Investigations and Compliance
Position Number: PW418-23-40-900-00-01

Position Requirements

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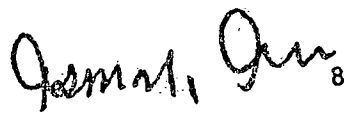
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation