

Job Title: TECHNICAL MANAGER II - VEHICLE COORDINATOR - IPR#45828

Agency : Department of Transportation

Closing Date/Time: 03/21/2023

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: Effingham

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Vehicle Coordinator.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for supervising the operation of the district vehicle fleet which includes the motor pool and provides support and assistance to the Business Services Manager and the Business Services Unit on an as needed basis.

Vehicle Fleet (passenger):	Vehicles: 192
Value:	\$3,850,000
Annual Maintenance & Operation Costs:	\$3,450,000

This position reports to the Business Services Manager. No subordinates report to this position.

This position functions in an environment in which services are provided that support the activities of all district bureaus. Bureau personnel depend upon the vehicles, supplies, equipment, and services provided in order to function efficiently. Coordinating the motor pool becomes tedious because of the limitation of the vehicle fleet, stockroom supplies, and equipment. Inadequacies in any of the areas of accountability could have adverse effects on district operations.

Typical problems include prioritizing use of a limited vehicle fleet, making decisions on distribution of short resources, coordinating remedial action to rectify such shortages and maintaining accurate files under these constraints; and handling the needs of the unit in the absence of the Business Services Manager. The greatest challenge is coordinating vehicle schedules for pool users to meet the continually fluctuating demands of the bureaus while remaining within budgetary constraints.

(Job Responsibilities continued)

Acting as motor pool coordinator, this position oversees the accurate and timely collection and recording of each vehicle's related expenditures; analysis of vehicles cost data; identification of trends and discrepancies which need to be brought to the attention of management; determination of candidates for vehicle replacement; and coordination of purchase and/or disposal of vehicles. This position oversees the scheduling of vehicle usage and maintains required usage documentation. The incumbent oversees vehicle maintenance for the fleet; schedules subsequent services; delivers vehicles for services; maintains service documentation and maintenance preventative services/maintenance records; enters gas and maintenance tickets into appropriate database and maintains files of each district vehicle. The incumbent reviews all receipts, invoices and billing statements to ensure charges are accurate. The incumbent will assist in the day-to-day activities of the Business Services Unit. The incumbent resolves the day-to-day problems of the unit involving mechanical repairs, proper storekeeping and inventorying procedures, etc. which are based on applicable departmental and district policies and procedures.

The incumbent has the latitude to make decisions deviating from normal practice with potential sensitive situations being referred to the Business Services Manager with recommended resolutions.

Internally, the incumbent has daily contact with the Business Services Manager for relaying status of activities and offering recommendations; district personnel at all levels on a daily basis with regard to vehicles, related problems, etc.; weekly contact with the central office regarding commodities, equipment, contractual services, etc.; and daily contact with Central Management Services (CMS) Division of Vehicles facility regarding the maintenance and repair of pool and construction vehicles. The incumbent has weekly contact with the CMS Garage and contractors with regard to services, supplies, equipment, and vehicles provided to the district. Districtwide travel and occasional overtime and call-ins are required.

The incumbent can be evaluated on the basis of being able to provide timely, quality services, supplies, equipment, and vehicles while remaining within budgetary constraints.

Principal Accountabilities

1. Serves as the motor pool coordinator overseeing the accurate and timely collection and recording of vehicle related expenditures; analysis cost data; and identification of trends and discrepancies.
2. Determines candidates for vehicle replacement and coordinates purchase and/or disposal of vehicles.
3. Oversees the scheduling of vehicle usage and maintains required usage documentation.
4. Oversees vehicle maintenance for the fleet; schedules subsequent services; delivers vehicles to service locations; maintains service documentation; maintains preventative services/maintenance records and enters all gas and maintenance tickets.
5. Provides support to the Business Services Manager on an as needed basis by providing assistance during special projects, studies, and day-to-day activities of the unit.

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.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of a bachelor's degree majoring in business administration, public administration, logistics, automotive technology; OR
 - Completion of two years of college in business administration, public administration, logistics, or automotive technology PLUS one year of related experience in logistics, assigning, planning, scheduling, coordinating maintenance repairs, and/or replacement of vehicles, vehicle inventory and record keeping skills; OR
 - Five years of related experience in logistics, assigning, planning, scheduling, coordinating maintenance repairs, and/or replacement of vehicles, vehicle inventory and record keeping skills.
- Valid driver's license
- Districtwide travel, occasional call-ins and overtime

Position Desirables

- Extensive knowledge of fleet maintenance and automotive repair and inventory coordination.
- Proficient in Microsoft Office and inventory control databases
- Strong oral and/or written communication skills.

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

Work Location: 400 W Wabash Ave Effingham, IL 62401-2670

Office: Office of Highways Project Implementation/Region 4/District 7/Adminstrative Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Clerical and Administrative Support; Facility/Fleet Management

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com