Job Title: TECHNICAL MANAGER IV - MAINTENANCE EQUIPMENT MANAGER - IPR#45298

Agency: Department of Transportation
Closing Date/Time: 07/26/2022
Salary: $5,120 - $9,155 Monthly
Job Type: Salaried Full Time
County: Cook
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.

*This position is covered by the Revolving Door Prohibition Policy.

Agency Mission Statement
The Illinois Department of Transportation is seeking to hire a Maintenance Equipment Manager.

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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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 ensuring procurement of proper equipment, tools and supplies necessary to maintain the District Highway System. This position is further accountable for providing technical assistance to personnel regarding equipment operation, maintenance, and repair.

Subordinate Personnel: Direct - 4
Annual Equipment Operation Budget: $5M
Annual Equipment Purchased: $5M
Value of Equipment Inventory: $80M
Maintenance Equipment Storage Sites: 30

This position reports to the Maintenance Support Manager. Reporting to this position are the Maintenance Equipment Technicians and the Preventive Maintenance Equipment Technician.

This position provides the Bureau of Maintenance with the technical expertise needed to select and operate the equipment necessary to perform the highly complex, as well as the more routine activities vital to ensuring the
completion of the maintenance work program. The incumbent must be aware of the latest developments in equipment and roadway maintenance hardware and techniques so as to ensure the proper equipment mix is available when needed to accomplish the bureau's objectives.

Typical problems facing this position include determining the current condition of the Bureau of Maintenance equipment fleet; and dealing with equipment, tools, material and supply requirements, policies, procedures, purchases, and priorities. The greatest challenge is ensuring that the bureau maintains a reliable fleet of equipment and inventory of supplies, in addition to knowing how to utilize such equipment and supplies, which will provide for the most complete, efficient, and economical performance of the roadway maintenance work program.

(Job Responsibilities continued)
The incumbent personally: prepares the annual equipment and major repair part order; establishes programs and priorities for the utilization of equipment and repair funds; prepares the budget requests and justification for the purchase of new equipment; analyzes the need for and recommends the rental or purchase of specialized equipment; provides specialized technical assistance and training in the use of equipment; coordinates equipment training and demonstrations by various vendors; recommends changes in equipment specifications; tests and evaluates new types of equipment; and schedules and performs the formal snow and ice and summer maintenance equipment inspections.

The incumbent accomplishes these accountabilities through the following staff:

- **Maintenance Equipment Technician (3)**: is responsible for the timely completion of major equipment repairs and providing guidance and training in equipment operations and maintenance.
- **Preventive Maintenance Equipment Technician (1)**: is responsible for administering the equipment preventive maintenance program, ensuring proper yard storeroom practices, and preparing and updating inventory and equipment records using MMIS or other automated systems.

Within general policy guidelines, the incumbent exercises considerable independent judgment on matters relating to the purchasing and operation of equipment, referring only unusual policy interpretation matters to bureau management.

The incumbent maintains frequent contact with personnel within the Bureau of Maintenance in matters of equipment usage, unusual maintenance expenditures, and special equipment needs, along with the central Bureau of Operations' Equipment Manager, and various equipment manufacturers and vendors. District-wide travel is required and occasional overtime may be necessary to fulfill the duties of this position.

The effectiveness of this position is measured by its assistance in the completion of the maintenance work programs through the most efficient utilization of equipment.

**Principal Accountabilities**
1. Procures proper types and quantities of maintenance equipment, tools, and supplies within the allotted budget.
2. Develops and trains a qualified equipment maintenance staff at each equipment storage site.
3. Ensures optimum equipment usage by developing and implementing efficient equipment maintenance programs.
4. Ensure most effective use of repair funds.
5. Provides for safe performance of duties by subordinate staff.
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, economics, or public finance PLUS two years of professional experience in public administration, research, statistics, public finance or accounting activities or a combination thereof, OR
  - Eight years professional experience in business or public administration, research, statistics, public finance or accounting activities or a combination thereof
• Valid driver’s license

**Position Desirables**
• Working knowledge of roadway maintenance equipment, hardware, and techniques
• Experience maintaining a large fleet of equipment
• Ability to effectively assist and train individuals in the use of equipment
• Excellent communication skills

**Work Hours:** 8:00 AM - 4:15 PM (45-minute lunch) Monday-Friday
**Work Location:** 4051 N Harlem Ave Chicago, IL 60634-1210
**Office:** Office of Highways Project Implementation/Region 1/District 1/Maintenance
**Agency Contact:** DOT.CO.BPM.EmploymentApplications@Illinois.gov
**Job Family:** Transportation

**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

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