

# Job Title: TECHNICAL MANAGER VI - SAFETY OVERSIGHT PROGRAM SECTION MANAGER - IPR#46076

**Agency:** Department of Transportation

**Closing Date/Time:** 06/23/2023

**Salary:** \$8,000 - \$9,000 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** Non-Union/At-Will

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

\*\*\*\*\***A RESUME IS REQUIRED FOR THIS JOB POSTING**\*\*\*\*\*

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

**All applicants who want to be considered for IDOT positions MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website.**

**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 Safety Oversight Program Section 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.

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 the management and operation of the State Safety Oversight Section, which acts as the Illinois State Safety Oversight Agency (IL-SSOA), in accordance with Moving Ahead for Progress in the

21st Century (MAP-21), 49 U.S.C. Section 5329 mandates. The IL-SSO oversees safety plans for all planned, under construction, and/or current rail transit services operating in the state of Illinois.

Program Budget: \$2 Million Annually  
FT A Quarterly Reports: 4 Annually  
FTA Annual Reports: 1 Annually  
Triennial Reviews: 1 Every 3 Years  
Safety Audits: 6 Annually  
Safety Investigations: 6 Annually

This position reports to the Director of Intermodal Project Implementation. Reporting to this position are the Chief Rail Transit Safety Oversight Manager, the Program Analyst and the Chief Safety Regulations Manager.

The Office of Intermodal Project Implementation is responsible for serving as the State Safety Oversight Agency (SSOA) for Illinois. The State Safety Oversight Section is responsible for monitoring and coordinating the rail safety programs with the Federal Transit Administration (FTA), Chicago Transit Authority (CTA), St. Clair County Transit District (SCCTD), Bi-State Development Corporation, and the Missouri Department of Transportation (MoDOT) to ensure all FTA mandated SSO program policies, procedures, and standards are in place to obtain and maintain FT A certification.

The greatest challenges for the incumbent will include completing critical milestones and ensuring close coordination among the IL-SSOA, FTA, CTA, SCCTD, Bi-State Development Corporation, and MoDOT to ensure compliance with the transit rail safety oversight program. The incumbent will be overseeing the coordination of all SSOA responsibilities required by MAP-21. The incumbent will be challenged to ensure all SSOA staff complete all required FTA training to acquire certification for the IL-SSOA, maintain that certification, and ensure all FTA mandated SSOA program policies, procedures, and standards are in place to obtain and maintain FTA certification.

### **(Job Responsibilities continued)**

This position is personally responsible for planning, organizing, and directing the activities of the Rail Transit Safety Oversight program. The incumbent reviews and directs the preparation/review of reports, studies, required activities, procedures, safety standards, safety audits, safety oversight plans, and transit equipment and facilities affecting the safety of transit system planning, construction, operations and maintenance. S/He confers and coordinates with the Director of Intermodal Project Implementation on overall division policy while adhering to federal/state guidelines and management direction. This position coordinates the work of the Rail

Transit Safety Oversight Program with other offices, and with the FTA, National Transportation Safety Board (NTSB), rail transit agencies, CTA, MoDOT, Bi-State Development Corporation, Metrolink, and other agencies, as required. S/He participates in investigations and hearings and provides expert testimony related to rail transit safety. This position confers with, advises, and recommends appropriate action to the Director of Intermodal Project Implementation on all matters affecting the safety of rail transit in the state of Illinois. This position represents the department at rail transit safety related conferences and other public functions and confers with the general public, officials of transportation agencies, federal/state/local governments, and civic organizations on rail transit safety matters. The incumbent manages a Rail Transit Safety consulting contract for the IL-SSOA, including reviewing and approving invoices and progress reports.

### **(Job Responsibilities continued)**

Responsibilities are accomplished with the assistance of:

*Chief Safety Regulations Manager* who is accountable for the review and analysis of state and federal rail safety policy and procedures and the development of safety standards and management plans for the rail transit agencies in the state of Illinois.

*Chief Rail Transit Safety Oversight Manager* who provides direct supervision and coordination of the activities of the Rail Transit Safety Oversight (RTSO) team staff. The position is responsible for planning and managing all team activities, as well as integration into the overall transit oversight program to accomplish established goals and objectives.

*The Program Regulatory Analyst* who is responsible for synthesizing information, conducting research, and developing statistics in rail transit safety and security activities; conducting complex technical and analytical research, special investigations, as well as policy studies and recommending alternatives on a broad range of

regulatory issues involving rail transit safety oversight; making recommendations for the development of measures to improve rail transit safety in Illinois including modifications to existing state safety rules; providing comments and recommendations for Federal Rail Safety rule making procedures; investigating and adapting industry standards and best practices for Illinois; and, preparing written and oral reports, as well as briefings for departmental management.

This position has general latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by applicable departmental/state/federal policies and guidelines.

Internal contacts for this position include departmental directors and bureau chiefs. External contacts may include representatives from the FTA, NTSB, , Chicago Transit Authority (CTA), SCCTD, MoDOT, and the city of Chicago. This position may be required to travel frequently to accomplish statewide responsibilities, as well as occasional out-of-state travel for Metrolink oversight responsibilities, training and coordination with external contacts, as well as local and national organizations.

The effectiveness of this position is measured by the ability of the incumbent to effectively oversee the activities of the Rail Transit Safety Program and the development and integration of the IL-SSOA staff into the program.

### **Principal Accountabilities**

1. Plans and organizes the work and directs the activities of the Rail Transit Safety Program concerned with safety planning and operations of public rail transit guideway systems.
2. Reviews and directs the preparation/review of reports and studies on rules, procedures, safety standards, safety audits, safety oversight plans and transit equipment and facilities affecting the safety of transit system planning, construction, operations and maintenance.
3. Confers with the Director on overall departmental policy while adhering to federal/state guidelines and management direction. Coordinates the work of the Rail Transit Safety with other divisions as noted in the internal contacts required.
4. Participates in rail safety/incident investigations, inspections, audits, and hearings and provides recommendations on enforcement actions related to rail transit safety, as required.
5. Confers with, advises, and recommends appropriate action to the Director on matters affecting the safety of rail transit systems and their operations.
6. Represents the department at rail transit related conferences and other public functions, and confers with the general public, officials of transportation agencies, federal/state/local governments, and civic organizations on rail transit matters.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

### **Qualifications**

#### **Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in business administration, public administration, public affairs, transportation safety, management, or occupational safety PLUS four years of experience in large scale transit rail safety and security oversight, performing rail inspections, investigations, audits, corrective action plans, and federal regulations compliance, or a combination there of OR
  - Twelve years of experience in large scale transit rail safety and security oversight, performing rail inspections, investigations, audits, preparing corrective action plans, and compliance with federal regulations, or a combination there of
- Frequent In-state and out-of-state travel
- Valid driver's license
- FTA Transit Safety and Security Program certification or the ability to obtain within 12 months of hire

#### **Position Desirables**

- Working knowledge of Moving Ahead for Progress in the 21st Century (MAP-21) and 49 U.S.C. Section 5329 mandates
- Experience with rail transit safety measures
- FTA Transit Safety and Security Program certified
- Experience with rail inspections
- 3 years of supervisory experience

- Experience preparing expert testimony
- Ability to problem solve and think critically
- Strong Written and Oral Communication Skills
- Strong Organizational Skills

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 69 W Washington St Chicago, IL 60602-3134

**Office:** Office of Intermodal Project Implementation

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Leadership & Management; Public Safety

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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)