



**CURRENT EMPLOYMENT OPPORTUNITIES
QUALIFICATION SHEET**

This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:

May 8, 2013 through May 22, 2013

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Information Technology	Field Network Technician	\$18.92 - \$38.78/HR. (G-8)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION:

- o Possess at least an Associates Degree in Electronic Technology. Persons with a minimum of 30 credit hours of relevant accredited vocational or military electronics course certifications may also be considered.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- o Maintain a FCC General Radiotelephone license, or equivalent (i.e. ETA, APCO, ISCET).
- o Have three to five (3-5) years varied experience in two-way, microwave, and data communications, digital electronics, multiplex communications, CCTV, sonet based fiber optic transport systems, wireless networking, lightning protection, electronic component and system trouble shooting.
- o Possess familiarity with computer based systems and proficiency in word processing and spreadsheet applications, as well as the aptitude to work in or learn various project tracking/planning software.
- o Read and interpret electronic schematics.
- o Utilize a wide variety of test equipment including: multimeters, transmission test sets, protocol analyzers, oscilloscopes, spectrum analyzers, optical time domain reflectometers, network and video analyzers.
- o Maintain the ability to work independently, with limited supervision on various projects.
- o Maintain the ability to work outside, operate lift platforms, and be able to lift objects weighing up to 50 lbs.
- o Work as lone technician on the entire Tollway telecommunications system when staffing or emergency issues arise.
- o A main function of this position is to conduct site inspections at various Tollway facilities during regular work hours as well as subject to being "on-call". This is accomplished by incumbent use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway employees and/or contractors. Therefore, a Valid Drivers License is required
- o Must have the ability to work overtime as required including during off hours / holidays / weekends
- o Must participate in 24x7x365 scheduled support rotation

Ways to apply

- **Online:** Complete the Illinois Tollway application, save it to the computer and email it to jobs@getipass.com
- **In person:** Submit the completed application or pick up and complete the application at [Illinois Tollway Headquarters](#) located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- **By mail:** Send the completed application to:
Illinois Tollway – Human Resources
2700 Ogden Avenue
Downers Grove, IL 60515

This position may be subject to Random Selection. [Random Selection Interview Policy Link](#)

[Application Link](#)

All applications must be received by the application deadline indicated on the qualification sheet or Internet site

In compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., the Illinois Tollway actively takes steps to ensure that our employment application process is accessible to persons with disabilities. Any person with a disability who needs an accommodation for any portion of the application process is encouraged to contact the Tollway's ADA Coordinator, Lisa G. Williams, at (630) 241-6800 extension 1010, TTY (630) 241-6898, or at lwilliams@getipass.com.

Field Network Technician Position Description

POSITION PURPOSE:

Incumbents are responsible for routine and preventative maintenance, programming, and contract support on the Tollway's telecommunications, intelligent transportation systems (ITS), facility security systems, and fuel management systems, as well as providing emergency service on a 24 hour / 7 day a week basis.

NATURE AND SCOPE:

Incumbents report directly to the Field Operations Manager, as does a Voice Communications Coordinator, a PBX Technician, a Communications Equipment Operator, Data Communications Technicians, and Antenna Specialists.

Incumbents are responsible for telecommunications equipment installed at Tollway sites throughout Northern Illinois. Tollway networks carry public safety radio communications for the State of Illinois' Starcom 21 statewide radio system, in addition to other in-house data demands.

Incumbents are responsible for Tollway owned statewide and regional base stations--at select Tollway sites--as well as station battery plants and chargers.

Incumbents have shared responsible for analyzing/troubleshooting, repairing, maintaining and providing contract support for the Tollway's intelligent transportation system (ITS), fuel management system, and various security & attendance systems.

Incumbents are responsible for submitting all required technical and administrative documentation relating to the various types of equipment maintained.

Incumbents have direct involvement with mobile and portable radios used by the Illinois State Police - District 15 and Tollway Maintenance, in addition to dispatch console and central electronics at CA (main offices, Downers Grove) and other areas. This public safety work includes control stations used by plazas, maintenance buildings and towing companies, security alarms at manned and unmanned Tollway sites, network management systems for remote monitoring and control of equipment parameters on fiber optic, microwave, SONET, multiplex, base station electronic equipment, radio room environment, and security conditions.

Incumbents are required to adapt any electronic equipment which may be necessary to interface different types of intelligent transportation system equipment to the Tollway's communication system. This work could include either adapting existing equipment or designing a completely new device if nothing is commercially available.

Incumbents are required to work on peripheral equipment such as house wiring, switching and keying circuit cards, audio amplifiers, intercoms, telephones and PBX equipment, microphones, and speakers which are located in all Tollway buildings.

Incumbents perform maintenance on radio equipment according to FCC and manufacturers' guidelines by inspecting, testing, and servicing the Tollway's telecommunications equipment to ensure proper system operation, reduce downtime, ensure compliance with FCC rules and regulations, and to meet manufacturers' specifications.

Incumbents are responsible for maintenance, system testing, monitoring, and repair on all Tollway telecommunications equipment (microwave radios, SONET, fiber optics equipment, data circuits, 2-way radios, cameras, message signs, intercoms, phones, etc.), to ensure reliable and efficient communications. Each incumbent will have an assigned area of primary responsibility. This area will include numerous equipment locations over approximately 75 miles of roadway. Incumbent is primarily responsible for keeping all the communications equipment in their primary area working up to FCC rules and regulations

NATURE AND SCOPE (Continued):

and industry standards. Additionally, to provide service for weekends or to cover vacations, the incumbent may be responsible for all primary areas for a period of time.

Incumbents, through documentation of personal activity, equipment maintenance reports, and station logs, ensure: FCC compliance, equipment history, inventory control, along with time and assigned vehicle accountability.

Principal challenges to incumbents are:

- Wide variety of communications equipment installed in their area of responsibility
- Balancing all the varying demands of this position
- Extensive, in-depth understanding of the Tollway's complex telecommunications system
- Troubleshooting techniques on state-of-the-art telecommunications equipment and system configurations

Day to day responsibility exists within this job through the prioritizing of maintenance, repairs, and the various service requests.

Key contacts within the Tollway are Maintenance and Toll Services supervisors and employees concerning various communications equipment operation and problems. State Police personnel are also regularly consulted regarding radio and telephone repair issues. Regular outside contacts include Motorola (Starcom), Cisco, ETC Corporation and towing companies, relative to communications system operation.

REQUIREMENTS:

Requirements necessary to perform technical aspects of this position are as follows:

- Possess at least an Associates Degree in Electronic Technology. Persons with a minimum of 30 credit hours of relevant accredited vocational or military electronics course certifications may also be considered.
- Maintain a FCC General Radiotelephone license, or equivalent (i.e. ETA, APCO, IS CET).
- Have three to five (3-5) years varied experience in two-way, microwave, and data communications, digital electronics, multiplex communications, CCTV, sonet based fiber optic transport systems, wireless networking, lightning protection, electronic component and system trouble shooting.
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REQUIREMENTS (Continued):

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PRINCIPLE ACCOUNTABILITIES:

1. Maintain all communications equipment located in their primary assigned area, on a 24/7 basis.
2. Service repairs and maintenance of intelligent transportation system, fuel management, security and attendance equipment at the Tollway, on a 24/7 basis.
3. Emergency repairs to Tollway equipment to prevent or minimize public safety communications outages and interruptions to the Tollway's business functions, on a 24/7 basis.
4. Ensure the quality of service to Tollway communications equipment users through preventative maintenance, equipment repair activities, and proper test methods.
5. Work as a liaison with contractors supplying and installing equipment for the Tollway, to insure that equipment will work correctly in various communications systems.
6. Respond to communications emergencies on a 24 hour / 7 day per week basis, to be scheduled to work on a rotating schedule which includes weekend and holidays, and work as a lone technician on the entire Tollway telecommunications system when required.
7. Maintain good working relations with Tollway personnel to insure proper quality of service. This includes training new or other employees on current job functions when required.
8. Maintain an up-to-date working knowledge of all technical changes and additions to the Tollway's telecommunications system.
9. Advise on Motorola R-56 lightning protection, as needed.

PRINCIPLE ACCOUNTABILITIES (Continued):

10. Complete and close or re-direct (via supervisor) all assignments -- including routine preventive maintenance and emergency repairs, and provides documentation of any changes or modifications.
11. Completes all technical, administrative and FCC documentation required by this position.
12. Perform all other duties as assigned.