



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 13, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 17, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 28, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are 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.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

OS II

Gurnee Operations Supervisor
Region 1/District 1/Maintenance
Highways Project Implementation
Gurnee

Attachments
42081

Technical Applications [PM1080 rev 6/1/17](#)****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 **Friday, July 28, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Operations Supervisor II	Salary:	\$6,310 - \$7,840*
Position Title:	Gurnee Operations Supervisor	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW752 23-51-601-20-02	IPR#:	42081

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Maintenance/3516 W. Washington St., Gurnee, IL

Description Of Duties:

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the expressway routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Special Qualifications:

Required:

- Valid driver's license
- District-wide travel and extensive overtime, especially in the winter months
- 24-hour call availability

Desired:

- Three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience under the direction of a professional engineer
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
- Strong oral and written communication skills.

Shift/Remarks:

6:30 am – 3:00 pm / Monday – Friday (30 minute lunch)

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

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

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 2017	POSITION:	Gurnee Operations Supervisor
APPROVED BY:	James Stumpner	OFFICE/DIVISION:	OHPI/District One/Bureau of Maintenance
CODE:	PW752 23-51-601-20-02	REPORTS TO:	North Area Maintenance Operations Manager

Position Purpose

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the expressway routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Dimensions

Staff:	20-80
Annual Payroll:	\$1.5M – \$2M
Annual Operating Budget:	\$1M - \$1.7M
Physical Plant Building:	\$1M - \$1.5M
Operating Equipment Value:	\$1M - \$1.5M
Road and Bridge Physical Plant:	\$1.5B - \$2B

Nature and Scope

This position reports to the North Area Maintenance Operations Manager. Reporting to this position is a Highway Maintenance Lead-Lead Worker, three Highway Maintenance Lead Workers, two Heavy Construction Equipment Operators, thirty Highway Maintainers and fifty fulltime temporary Highway Maintainers. This position also has an Automotive Mechanic as an indirect report.

This position directs the required maintenance activities in a Primary Operations Area that is comprised of 400-700 lane miles on which approximately 5 million vehicle miles are traveled daily. Within the area, there are approximately 10 – 30 municipalities that interlock the State highway system with a complex system of municipal and county highways and streets. The degree of urbanization, the section's rapid development and the exceedingly high traffic volume give high visibility to maintenance activities and make their effective performance essential if massive traffic disruptions are to be avoided, motorist safety is to be insured and adverse public and political reaction avoided. This position operates in an environment of almost continuous conflict. This is complicated by the fact that this position must carry out its responsibilities through subordinate staff that requires the incumbent to be not only technically proficient, but also have an unusual aptitude for motivating and obtaining staff cooperation.

Maintenance activities in a Primary Operations Area are confronted with unusual and recurring problems: opened and closed drainage systems demand a high degree of technical competence in the maintenance and repairs of storm sewers, inlets and curb and gutter; high traffic volumes create unusual demands for pavement, shoulder and adjacent right-of-way repair and maintenance; the existence of large numbers of local governments poses problems of coordination during snow and ice control and emergency operations. The degree of urbanization and high traffic volumes requires continuous consideration of the effectiveness of various temporary traffic control devices to reduce the possibility of motorist and employee injury. The greatest challenge to this position is to establish and maintain a work climate that results in productive subordinate performance, prompt response to unusual demands and the development of a favorable image with the public.

The incumbent personally: plans and implements maintenance work programs designed to maximize needs and requirements within resource constraints through proper scheduling and resource allotments, continuous equipment usage and proper application of materials and work procedures so as to maintain acceptable levels of service; directs snow and ice control and emergency operations, adjusting schedules to meet unusual demands; participates in scope of work evaluation, plan review, intermittent and final inspection on construction projects; reviews and recommends revisions in municipal maintenance agreements; ensures acceptable employee productivity and safety through on the job instruction covering work procedures, safety policies, equipment operation, work rules, personnel policies and union contract provisions; applies policies in a fair and consistent manner and takes prompt and equitable disciplinary action when necessary and provides for the security and safety of assigned facilities, equipment and commodities. The incumbent participates in disciplinary and grievance resolution proceedings in conjunction with Labor Relations. He/she conducts required investigations in conjunction with the district administrative staff. This position assists the Labor Relations staff in preparing for work rule negotiations and serves as needed on the Central Work Rule Clarification Committee. The incumbent assists Labor Relations in negotiations of collective bargaining agreements. He/she may be called upon to participate in the negotiation process.

The incumbent accomplishes these accountabilities through the following staff:

- Highway Maintenance Lead-Lead Worker (1): is, with a crew of nine to twelve persons, responsible for executing various work activities and performing assigned activities during snow and ice season and in the absence of the Operations Supervisor.
- Highway Maintenance Lead Worker (3): is, with a crew of nine to twelve persons, responsible for physically executing various work activities.
- Heavy Construction Equipment Operator (2): is responsible for operating heavy construction equipment as well as performing functions involved in the maintenance and repair of the highways and right-of-ways.
- Highway Maintainer (31): is responsible for performing functions involved in the maintenance and repair of the highways and right-of-ways.
- Highway Maintainer- FTT (50): is responsible for performing functions involved in the maintenance and repair of the highways and right-of-ways during the busy snow and ice season.
- Automotive Mechanic (1): an indirect report responsible for repairing and monitoring equipment.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and nevertheless, must exercise considerable discretion in areas of maintenance management, budget administration, overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials and accidents. The incumbent assigns and reviews work, provides guidance and training to staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first-level grievances; effectively recommends discipline; prepares and signs performance evaluations; and determines staffing needs, working hours and overtime authorization.

The incumbent maintains continuous contacts with local agency personnel, citizens, elected officials and the media to coordinate and explain maintenance activities. District-wide travel, 24/7 availability and extensive periods of overtime are required to fulfill the duties of this position.

The effectiveness of this position is determined by the ability to achieve work at or above the acceptable standards and to insure timely and effective snow and ice control under conditions of chronically inadequate resources.

Principal Accountabilities

1. Maintains acceptable standards of productivity through effective organization of work crews, proper allocation of resources, continuous equipment usage and proper employee assignment and motivation.
2. Provides direct employee supervision through the assignment and review of work; approval of time off; recommending discipline; preparing and signing performance evaluations; and establishing staffing needs, work hours and overtime authorization.
3. Participates in disciplinary and grievance resolution proceedings in conjunction with Labor Relations. Assists the Labor Relations staff in preparing for work rule negotiations and serves as needed on the Central Work Rule Clarification Committee. Assists Labor Relations in negotiations of collective bargaining agreements. S/He may be called upon to participate in the negotiation process.
4. Directs snow removal and emergency maintenance operations to ensure that State maintained roadways are safe and open to the traveling public.
5. Recommends revisions in project scope of work and proposed plans to minimize future maintenance problems.
6. Provides for the security, safety and upkeep of headquarters structure, grounds and equipment.
7. Provides for the proper traffic controls through maintenance areas.
8. Performs duties in compliance with departmental safety rules.
9. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.