



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 5, 2018

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 6, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, July 19, 2018**. Applications 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.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

OS II

Arlington Heights Operations Supervisor  
Region 1/District 1/Maintenance  
Office of Highways Project Implementation  
Arlington Heights

Attachments  
42940

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, July 19, 2018**, 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.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Operations Supervisor II</b>	<b>Salary:</b>	<b>\$6,310 - \$7,840*</b>
<b>Position Title:</b>	<b>Arlington Heights Operations Supervisor</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW752-23-51-601-40-02</b>	<b>IPR#:</b>	<b>42940</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Maintenance/210 E. Noyes St., Arlington Heights, IL

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#### 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.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- District-wide travel
- Availability 24 hours a day/7 days per week; extensive overtime, especially during the winter months

##### Desired:

- Completion of three years of college with the major courses 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 with a minimum of three years in a supervisory position
- 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; and computer skills

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#### Shift/Remarks:

6:30 am – 3:00 pm / Monday – Friday (30-minute lunch); Vacation utilization is restricted during winter operations.

**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 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	April 2018	<b>POSITION:</b>	Arlington Heights Operations Supervisor
<b>APPROVED BY:</b>	James Stumpner	<b>OFFICE/DIVISION:</b>	OHPI/Region One/District One/Bureau of Maintenance
<b>CODE:</b>	PW752-23-51-601-40-02	<b>REPORTS TO:</b>	Central Area Maintenance Operations Manager

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***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:	15 - 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 are Highway Maintenance Lead Lead Worker, four Highway Maintenance Lead Workers, four Heavy Construction Equipment Operators, twenty-six Highway Maintainers, fifty Seasonal Highway Maintainers, a Storekeeper and two Automotive Mechanics.

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 to develop a favorable image with the public.

## **Arlington Heights Operations Supervisor**

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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; takes prompt and equitable disciplinary action when necessary; 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 (4): is, with a crew of nine to twelve persons, responsible for physically executing various work activities.
- Heavy Construction Equipment Operator (4): is responsible for operating heavy construction equipment as well as performing functions involved in the maintenance and repair of the highways and rights-of-way.
- Highway Maintainer (26): is responsible for performing functions involved in the maintenance and repair of the highways and rights-of-way.
- Seasonal Highway Maintainer (50): is responsible, during snow and ice season, for performing functions involved in the maintenance and repair of the highways and rights-of-way.
- Automotive Mechanic (2): is responsible for repairing and monitoring equipment.
- Storekeeper (1): is responsible for monitoring the area's storerooms, ordering parts and keeping the budget.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and nevertheless, must exercise considerable discretion in the 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 acceptable standards and to ensure timely and effective snow and ice control under conditions of chronically inadequate resources.

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**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. He/she 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 and ensures compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.