

**Operations Supervisor I (1 Position)  
Operations Supervisor**



<b>IPR Number:</b>	<b>44513</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW751-23-55-502-00-02</b>	<b>Shift:</b>	<b>7:00 am – 3:30 pm Monday – Friday</b>
<b>Opening Date:</b>			
<b>Closing Date:</b>		<b>Salary:</b>	<b>\$6,200 – \$9,015 *</b>

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

Office of Highways Project Implementation / Bureau of Operations / Region 3 / District 5 / 13473 IL Hwy 133, Paris, IL

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**Position Purpose:**

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

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**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Completion of two years of college in civil engineering technology, pre-engineering or a related technical/science curriculum **PLUS** five years of experience in civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field, of which three years is supervisory experience **OR**
  - Seven years of experience in engineering technology, civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field, of which three years is supervisory experience
- Valid driver's license
- District-wide travel
- Must be available 24 hours per day, 7 days per week, 52 weeks per year, and may be required to work extensive periods of overtime

**Position Desirables:**

- Ability to plan and direct efforts of work for efficient accomplishments of program objectives
  - Strong oral and written communication skills
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**How to Apply/Remarks:**

Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

This position is subject to the Revolving Door Prohibition Policy.

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is 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.

Applicants will be notified in writing to schedule interviews.

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

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July 1, 2020	<b>WORKING TITLE:</b>	Operations Supervisor
<b>POSITION CLASSIFICATION:</b>	Operations Supervisor I	<b>OFFICE/BUREAU:</b>	Office of Highways Project Implementation / Bureau of Operations
<b>POSITION NUMBER:</b>	PW751-23-55-502-00-02	<b>REGION/DISTRICT:</b>	Region 3 / District 5

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***Position Purpose***

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

***Dimensions***

Staff:	12 - 120
Annual Operating Budget:	\$895,000 - \$1,000,000
Lane Miles of Highways Maintained:	Varies

***Nature and Scope***

This position reports to a Maintenance Field Engineer. Reporting directly to this position are Highway Maintenance Lead/Lead Workers and Highway Maintainers.

This position is accountable for the day-to-day planning, organizing, coordinating, and inspection of Operations activities for the assigned geographic areas. This position is unique in that it is a field position. Travel occurs throughout the assigned geographical areas as construction sites are away from the district headquarters and the incumbent's responsibilities cover most daily highway maintenance functions within that designated area. In addition, the incumbent is on call 24 hours per day, 7 days per week, 52 weeks per year. Due to the high visibility of maintenance activities, effective performance is essential if traffic disruptions are to be avoided, motorist safety is to be ensured, 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 supervision and staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining staff cooperation.

Typical problems involve performing a wide variety of maintenance functions and achieving satisfactory results in short periods of time without sacrificing the safety of the traveling public and employees. The greatest challenge to this position is to establish and maintain a work climate that results in productive staff performance, prompt response to unusual demands, and the development of a favorable image with the public.

This position takes emergency actions including directing erection of traffic control and supervision to correct pavement blow-ups, flood water conditions, snow removal, and other related highway safety hazards which may occur at any time; performs field checks of drainage problems; inventories road systems within a specified area and provides technical knowledge necessary for personnel to perform maintenance duties. The incumbent prepares special reports and responses to public complaints, inquiries and requests and serves as a liaison between the district and private citizens. S/He plans and implements maintenance work programs designed to maximize needs 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 such unusual demands; supervises Contract Maintenance and Day Labor jobs, i.e., concrete patching, routing and sealing, culvert repair, ditch cleaning, bump grinding, etc.; administers the duties of the Motorist Caused Damage Fund for accident repairs on guardrail, sod, trees, wing walls, fences, and sound barriers; administers the Adopt A Highway Program in the field; coordinates, witnesses, and records core thickness tests for new Portland Cement concrete (PCC) and full depth bituminous pavements; ensures acceptable employee productivity and safety through on the job instruction covering work procedures, safety policies, equipment operations, work rules, personnel policies and union contract provisions; applies policies in a fair and consistent manner and provides for the security and safety of assigned facilities, equipment, and commodities. The incumbent conducts grievances/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the Maintenance Field Engineer, s/he counsels staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

The incumbent accomplishes the accountabilities of this position through Highway Maintenance Lead/Lead and/or Lead Workers who supervise skilled and unskilled workers involved in the maintenance and repair of the highways and rights-of-way in the assigned geographical area.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and must exercise considerable discretion in areas of maintenance management, budget administration, employee motivation, effective disciplinary action, working hours and overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials, and accidents. S/He is constrained by all applicable departmental/state/federal guidelines.

The incumbent has frequent contact with the district Bureau of Program Development for participating in joint scoping of future roadway projects, in field checking construction plans, advertising control, right-of-way encroachments, and maintenance of excess land for future projects; the district Bureau of Project Implementation during the construction season by visiting construction projects in search of any potential maintenance problems; the district Bureau of Administrative Services, the central Labor Relations Section and the Office of Chief Council with regard to repair of traffic control devices and enforcement of access permits. The incumbent maintains continuous contact with local agency personnel, citizens, elected officials, and the media to coordinate and explain maintenance activities.

The effectiveness of this position can be measured by the quality of road maintenance within the field area, accomplishment of work functions in order of priority, adherence to established policies and procedures when handling complaints or inquiries, and the degree to which efficiency, safety, and effectiveness are employed in the utilization and operation of district Operations equipment.

***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. Participates in disciplinary and grievance resolution proceedings. Conducts, as required, investigations in conjunction with the district administrative staff and the Operations Engineer.
2. Directs snow removal and emergency maintenance operations to ensure that state-maintained roadways are safe and open to the traveling public.
3. Recommends revisions in project scope of work and proposed plans to minimize future maintenance problems.

4. In conjunction with the Maintenance Field Engineer, counsels staff regarding work performance; approves time off; adjusts first-level grievances; prepares and signs performance evaluations; and coordinates staffing needs.
5. Meets with local residents regarding complaints, access permits, and right-of-way problems.
6. Directs repairs, inventory, and allocations of equipment to team sections to ensure that all units are properly used, maintained, accounted for, and replaced.
7. Provides for proper traffic controls through maintenance areas.
8. Coordinates, witnesses and records core thickness tests for new PCC and full depth bituminous pavements.
9. Ensures staff performs duties in accordance with departmental safety rules, practices, and programs. Assists other bureaus with the "Work Site Protection Manual /Other than Highway Maintenance and Traffic Crew."
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
Highway Maintenance Lead Worker	18659-23-55-502-30-01		1
Highway Maintainer	18639-23-55-502-30-01		21
Highway Maintenance Lead/Lead Worker	18659-23-55-502-40-02		1
Highway Maintenance Lead Worker	18659-23-55-502-40-01		1
Highway Maintainer	18639-23-55-502-40-01		13
Highway Maintenance Lead/Lead Worker	18659-23-55-502-60-02		1
Highway Maintenance Lead Worker	18659-23-55-502-60-01		1
Highway Maintainer	18639-23-55-502-60-01		25
Highway Maintenance Lead/Lead Worker	18659-23-55-502-70-02		1
Highway Maintenance Lead Worker	18659-23-55-502-70-01		1
Highway Maintainer	18639-23-55-502-70-01		17
Highway Maintenance Lead/Lead Worker	18659-23-55-502-71-02		1
Highway Maintenance Lead Worker	18659-23-55-502-71-01		1
Highway Maintainer	18639-23-55-502-71-01		8
Highway Maintenance Lead Worker	18659-23-55-504-10-01		2
Highway Maintainer	18639-23-55-504-10-01		22
Highway Maintenance Lead/Lead Worker	18659-23-55-504-20-02		1
Highway Maintenance Lead Worker	18659-23-55-504-20-01		2
Highway Maintainer	18639-23-55-504-20-01		27
Highway Maintenance Lead/Lead Worker	18659-23-55-504-30-02		1
Highway Maintenance Lead Worker	18659-23-55-504-30-01		2
Highway Maintainer	18639-23-55-504-30-01		33
Highway Maintenance Lead/Lead Worker	18659-23-55-504-40-02		1
Highway Maintenance Lead Worker	18659-23-55-504-40-01		3
Highway Maintainer	18639-23-55-504-40-01		42
Highway Maintenance Lead/Lead Worker	18659-23-55-504-50-02		1

Highway Maintenance Lead Worker	18659-23-55-504-50-01		1
Highway Maintainer	18639-23-55-504-50-01		15
Highway Maintenance Lead Worker	18659-23-55-504-60-01		1
Highway Maintainer	18639-23-55-504-60-01		18

**Supervisor of this position**

Immediate Supervisor Position Classification: Civil Engineer V

Working Title: Maintenance Field Engineer

Position Number: PW115-23-55-502-00-01

**Position Requirements**

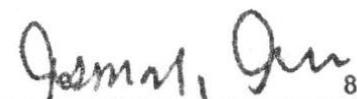
- Education/Experience:
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**Position Desirables**

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**Agency Approvals**

  
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Bureau Chief of Personnel Management

  
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Secretary, Department of Transportation