

Job Title: OPERATIONS SUPERVISOR I - IPR#46198

Agency: Department of Transportation

Closing Date/Time: 01/27/2023

Salary: \$6,200 - \$9,015 Monthly

Job Type: Salaried Full Time

County: Jackson

Number of Vacancies: 1

Plan/BU: Non-Union

***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 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 an Operations Supervisor.

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 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 and supervisory functions including personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Staff: 2-6 Direct, 15-65 Indirect

Annual Operating Budget: \$0.4 Million to \$1.0 Million

Lane Miles of Highways Maintained: 3,765 which include Interstates 24, 57 and 64

Maintenance Teams/Counties: Pinckneyville/Perry, Murphysboro/Jackson, Anna/Union, Cairo/Alexander & Pulaski, Mt Vernon/Jefferson, West City/Franklin, Marion/Williamson, Vienna/Johnson, Belgrade/Massac & Pope, Enfield/Hamilton & White, Harrisburg/Saline & Gallatin, Elizabethtown/Hardin

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 the district Bureau of Operations activities for an assigned geographic area. 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 supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinate cooperation.

(Job Responsibilities continued)

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 subordinate performance, prompt response to unusual demands, and the development of a favorable image with the public. This position takes emergency actions 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; performing field checks of drainage problems; inventorying road systems within a specified area and providing 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, adjusts schedules to meet such unusual demands; 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. 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.

(Job Responsibilities continued)

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 his/her 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 state and federal guidelines.

Within the district the incumbent has frequent contact with Administrative Services regarding timekeeping and required documentation and Project Implementation for construction update information. Outside contacts are with private citizens, police, and local agencies. The purpose of these contacts is to answer complaints and provide assistance when possible.

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 bureau 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.
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, and adjusts first-level grievances, prepares and signs performance evaluations, and coordinates staffing needs.
5. Meets with the local residents regarding complaints, access permits, and rights-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. Performs duties in 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.

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, 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
- Valid driver's license
- Districtwide travel and some statewide, which may include overnight stays
- 24-hour call availability; requires extensive periods of overtime
- Ability to work in confined spaces, climb steep terrain, wade in water and mud, and deal with animals, insects, rodents, snakes, and poisonous plants; and to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy), and active construction sites and roadways open to traffic.

Position Desirables

- Ability to plan, organize and direct efforts of work for efficient accomplishment of program objectives with minimum guidance/supervision
- Ability to maintain harmonious relationships with employees, agency officials and the public
- Strong oral and written communication skills

Work Hours: 7:00 A.M. - 3:30 P.M. Monday-Friday

Work Location: 2801 W Murphysboro Rd Carbondale, IL 62901-1059

Office: Office of Highways Project Implementation/Region 5/District 9/Operations

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation

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
- systems@SIL-P1.ns2cloud.com