

# Job Title: HIGHWAY MAINTENANCE LEAD WORKER - FLORA YARD/CLAY COUNTY - IPR#45551

**Agency :** Department of Transportation

**Closing Date/Time:** 10/05/2022

**Salary:** \$5,317 - \$7,089 Monthly

**Job Type:** Salaried Full Time

**County:** Clay

**Number of Vacancies:** 1

**Plan/BU:** RC019

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**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 a Highway Maintenance Lead Worker.

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

40%

1. As Lead/Lead Worker, directs work activities of skilled and unskilled workers involved in the maintenance of guardrail, culvert and gutter work, drainage installations, minor bridge, abutment and guardrail repair.
  - Performs maintenance and repair of road surfaces and shoulders, traffic control, maintenance of rights-of-way, and snow and ice removal.
  - Determines assignments and lays out work .
  - Provides guidance and direction to staff in the completion of duties .

- Directs the activities of personnel to ensure conformance with departmental policies and procedures.
- Advises immediate supervisor regarding performance of assigned staff .

20%

2. Performs labor relating to maintenance of roadways involving the maintenance of guardrail, culvert and gutter work; drainage installations; minor bridge, abutment and guardrail repair.
  - Performs maintenance and repair of road surfaces and shoulders, traffic control and maintenance of rights-of-way.
  - Operates Commercial Driver's License (CDL) Class A licensed vehicles including maintenance trucks, pavement marking equipment, tractors, mowing machines, snowplows, salt spreaders, compressors, jack hammers, generators and other equipment.
  - Responds to emergency weather situations, as instructed verbally or in writing, to inspect roadways and remove hazardous material/obstacles, some weighing up to 50 pounds, from roadways and drainage areas.

20%

3. During snow and ice conditions, assists in snow and ice control.
  - Operates snowplows, spreads salt and sand .
  - Plows and removes snow .
  - Prepares road condition reports .

10%

4. Prepares and submits daily report for hours worked, supplies used, and work performed utilizing the AMP System to schedule work, inventory, materials, and equipment.

5%

5. Instructs personnel in the proper, safe use of equipment, and the appropriate material usage procedures.

5%

6. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

## **Minimum Qualifications**

1. Requires knowledge, skill and mental development equivalent to the completion of four years of high school.
2. Requires two years of experience performing highway construction and maintenance work.

## **Conditions of Employment**

1. Requires possession of a Class A CDL with appropriate endorsements, to include X or N and no airbrake restrictions.
2. Requires one year driving experience immediately preceding appointment free of incidents which could result in license suspension or revocation.
3. Requires successful completion of a background investigation.
4. Requires the ability to perform arduous labor.
5. Requires the ability to lift up to 50 pounds.
6. Requires the ability to work in confined spaces, climb steep terrain, and wade in water.
7. Requires the ability to deal with poisonous plants, animals, insects, rodents, and snakes.
8. Requires the ability to perform outdoor work in a variety of conditions including, but not limited to, hot, cold, wet, windy, muddy, active construction sites, and roadways open to traffic.
9. Requires the ability to understand and carry out oral and written instructions.
10. Requires the ability to maintain productive working relationships.
11. Operations employees are subject to call at any hour of the day or night on any day of the year.
12. Occasionally, the department is required to respond to emergencies outside normal work hours. As a result, negotiated rate employees are required to work reasonable amounts of overtime when necessary.
13. Any bargaining unit employee who may be required to engage in a call out shall respond to the call as quickly as practicable but in no situation can the response time exceed forty-five minutes.

## Position Marketing Statement

The Illinois Department of Transportation seeks to hire a Highway Maintenance Lead Worker. This position outlines and directs assignments for a crew of workers performing highway maintenance functions and performs labor relating to the maintenance of roadways. This position requires a Class A Commercial Driver's License.

**Work Hours:** 7:00 AM - 3:30 PM Monday-Friday

**Work Location:** 7762 Old Highway 50 Flora, IL 62839-4102

**Office:** Office of Highways Project Implementation/Region 4/District 7/Operations

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

**Job Family:** Transportation

## APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)