

# Job Title: OPERATIONS SUPERVISOR I - OPERATIONS SUPERVISOR - IPR#45388

**Agency:** Department of Transportation

**Closing Date/Time:** 12/02/2021

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

**Job Type:** Salaried Full Time

**County:** Madison

**Number of Vacancies:** 1

**Plan/BU:** Non-Union

**\*This position is covered by the Revolving Door Prohibition Policy.**

Interested applicants must apply for this position on the Work for Illinois website, [www.work.illinois.gov](http://www.work.illinois.gov). Please direct any questions to the Agency Contact listed below.

All applicants who want to be considered for this position **MUST** apply electronically through SuccessFactors. 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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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.

Subordinate Personnel:	3 direct - up to 63 indirect
Annual Operating Budget:	\$1.85 million
Lane Miles of Highways Maintained:	490
Counties:	Jersey, Greene, and Calhoun

This position reports to the 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 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 supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinated 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 subordinate performance, prompt response to unusual demands, and the development of a favorable image with the public.

### **(Job Responsibilities continued)**

This position takes emergency actions; directs 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, 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, wingwalls, fences, and sound barriers; administers the Adopt-A-Highway Program in the field; coordinates, witnesses, and records core thickness tests for new CPC 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 grievance/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 and/or initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

The incumbent accomplishes the accountabilities of this position through Highway Maintenance 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/federal guidelines.

### **(Job Responsibilities continued)**

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. Travel is required. The incumbent is on call 24 hours per day, 7 days per week, 52 weeks per year.

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 the district Bureau of 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 district Operations Engineer (or Manager).
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 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 CPC and full depth bituminous pavements.
9. Ensures staff perform 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.

### **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
- On call availability 24 hours per day, 7 days per week, 365 days per year

### **Position Desirables**

- Ability to perform job duties independently and with a minimum guidance/supervision.
- Strong oral and written communication skills.

**Work Hours:** 8:00 AM to 4:30 PM Monday-Friday

**Work Location:** 1102 Eastport Plaza Dr Collinsville, IL 62234-6102

**Office:** Office of Highways Project Implementation/Region 5/District 8/Operations

**Agency Contact:** DOT.CO.BPM.EmploymentApplications@Illinois.gov

**Job Function:** 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 work.Illinois.gov homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the work.Illinois.gov 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[KS(1)] and review the Internal Candidate Application Job Aid HERE[KS(2)]

Non-State employees: on work.Illinois.gov – click "Application Procedures" in the footer of every page of the website.