

# Job Title: OPERATIONS SUPERVISOR I - BRIDGE MAINTENANCE - IPR#44772

**Agency:** Department of Transportation

**Closing Date/Time:** 07/28/2021

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

**Job Type:** Salaried Full Time

**County:** Edgar

**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.

\*\*\*\*\***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.

## 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 routine maintenance, minor preventative maintenance, emergency repairs and assisting with bridge inspection on all state-maintained bridges and subways in the district. This position performs administrative/supervisory functions pertaining to personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

### Nature and Scope

This position reports to the Bridge Maintenance Engineer. Reporting to this position is the Bridge Maintenance Lead Worker and Bridge Maintenance Highway Maintainers.

Under the direction of the Bridge Maintenance Engineer, the incumbent is responsible for detailed inspection, preventative maintenance and routine and emergency repairs to all the state-maintained bridges in the district. This position is responsible for the timely, conscientious inspection of these bridges to assure properly scheduled maintenance and repairs to the extent the motoring public may continue safe use of these structures. This position is unique in that it is a field position located remote from the district headquarters and the incumbent's responsibilities cover all functional areas within this district which must be performed without direct supervision.

Often performing under semi-hazardous conditions, the incumbent performs detailed structural inspections and prepares reports on the condition of each bridge. The greatest challenge to the incumbent is to recognize structural deficiencies and initiate repairs to eliminate any major structural problems.

The functions performed by the incumbent personally include the detailed inspecting of bridge decks, superstructures and substructures, preparing sketches and reports on problem areas, assisting the

Bridge Engineer in determining priorities, methods and costs of maintenance and repair. The incumbent advises the Bridge Maintenance Engineer of potential major problem areas. Supervisory functions include preparing schedules of work, procuring equipment and materials, monitoring the budget, checking and approving timecards, scheduling work assignments and directly supervising the activities of the Bridge Crew. This position directs the cleaning operations of pier caps, bridge seats, abutments and hubguards and supervises repairs that can be made in conjunction with the cleaning operation. These repairs include spot painting, temporary deck patching, temporary joint repair, brief structural repairs and renovations such as replacement of concrete handrail, permanent deck patches, permanent joint repair, etc. During emergency situations such

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

as heavy snow or rain, the incumbent aides in the supervision of maintenance operations by communication, coordination and road condition inspection. 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 Bridge Maintenance 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 his/her accountabilities through the following positions: one (1) Highway Maintenance Lead Worker and up to eight (8) Highway Maintainers involved with bridge repair and inspection activities.

This position will work in compliance with Standard Specifications for Road and Bridge Construction, National Bridge Inspection Program, Illinois Department of Transportation Policies, Federal Highway Administration Policies and various other specifications. The incumbent has considerable latitude to determine the means and methods for work performed by the Bridge Crew. Problems beyond the authority of the incumbent such as bridge closure, fund allocations and major bridge repairs, will be referred to the Bridge Maintenance Engineer.

Within the department, the incumbent contacts all district bureaus, district maintenance team sections and the central Bureau of Operations and Bridge Office. Contacts outside the department are with city, state and county officials, contractors and the traveling public. District-wide travel, considerable overtime and 24 hours per day, 7 days per week availability is required.

The effectiveness of this position can be measured by the accurate and efficient inspection of bridges and by the timely performance of general maintenance and minor repairs that will lengthen the structural life of the bridge.

### **Principal Accountabilities**

1. Assists with district Bridge Inspection Program.
2. Supervises general maintenance and repairs to bridges.
3. Ensures maintenance of assigned equipment, building and proper budget administration activities.
4. Aides in emergency maintenance to keep bridges open for the traveling public.
5. Trains, motivates, evaluates and supervises his/her subordinate personnel to assure objectives are accomplished.
6. Assumes responsibility for Bridge Maintenance Engineer during his/her absence to assure the overall work is completed in an efficient manner.
7. In conjunction with the Bridge Maintenance Engineer and Operations Engineer counsels staff regarding work performance, approves time off, adjusts first-level grievances, prepares and signs performance evaluations, and coordinates staffing needs.
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 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

- Extensive knowledge of the principles and practices of civil engineering related to the design, construction and maintenance of transportation projects
- Experience supervising a unionized workforce
- Ability to plan and direct efforts of work for efficient accomplishments of program objectives
- Strong oral and written communication skills

**Work Hours:** 7:00 AM to 3:30 PM Monday - Friday (30 minute lunch)

**Work Location:** 1200 E US Highway 36 Tuscola, IL 61953-8040

**Office:** Office of Highways Project Implementation/Region 3/District 5/Operations

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

**Job Function:** Transportation