

Job Title: HIGHWAY MAINTENANCE LEAD WORKER - IPR#44988

Agency: Department of Transportation

Closing Date/Time: 07/29/2021

Salary: \$5,115 - \$6,820 Monthly

Job Type: Salaried Full Time

County: Effingham

Number of Vacancies: 1

Plan/BU: RC019

Collective Bargaining Agreement language applies to this posting:

We are currently transitioning away from a paper application process to an electronic application process. This position has not been transitioned. Please follow the directions below when applying to this position.

*******DO NOT APPLY ONLINE*******

Follow the application instructions below to apply to this position.

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.

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

Under direct supervision of the Operations Supervisor, outlines and directs assignments for a crew of workers performing highway maintenance functions; performs labor relating to the maintenance of roadways; operates Commercial Driver's License (CDL) licensed vehicles.

40%

1. As 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 guardrails repair; maintenance and repair of road surfaces and shoulders; traffic control; maintenance of rights-of-way; and snow/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 guardrails repair; maintenance and repair of road surfaces and shoulders; traffic control; maintenance of rights-of-way.

- In the performance of duties, operates CDL Class A licensed vehicles including maintenance trucks, pavement marking equipment, tractors, mowing machines, snow plows, salt spreaders as well as other equipment including compressors, jack hammers, generators.

(Job Responsibilities continued)

20%

3. During snow and ice conditions, operates snow plows and spreads salt and sand.
- Plows and removes snow.
 - Responds to emergency weather situations to inspect roadways and remove hazardous material/obstacles.
 - Prepares road condition reports.

10%

4. During snow and ice conditions, operates snow plows and spreads salt and sand.
- Plows and removes snow.
 - Responds to emergency weather situations to inspect roadways and remove hazardous material/obstacles.
 - Prepares road condition reports.

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.

Knowledge, Skills, and Abilities

- Requires knowledge, skill and mental development equivalent to the completion of two years of high school.
- Requires two years experience performing highway construction and maintenance work.
- Requires possession of a Class “A” CDL with appropriate endorsements, including air brakes.
- Requires one year driving experience immediately preceding appointment free of incidents which could result in license suspension or revocation.
- Requires ability to outline and communicate assignments to skilled and unskilled workers and maintain harmonious working relationships.
- Requires ability to perform arduous physical labor.

Qualifications

Must be a certified Highway Maintainer with a *Promotional Grade “A” and currently working in Effingham County.

OR

Must be a certified bargaining unit Highway Maintenance Lead Worker or Highway Maintenance Lead/Lead Worker working within Region 4.

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

Work Location: Effingham - 1900 W National Ave

Yard/County: Effingham County/Effingham Yard

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

Job Function: Transportation

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

HOW TO APPLY:

THIS POSITION REQUIRES A PROMOTIONAL GRADE “A” FROM CENTRAL MANAGEMENT SERVICES. ALL APPLICATION AND BID FORMS MUST BE SUBMITTED TO: Illinois Department of Transportation, Bureau of Personnel Management, Room 113, 2300 S Dirksen Pkwy, Springfield, IL 62764, Fax: 217/557-3134, Email: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV by the closing date of this posting.

CURRENT HIGHWAY MAINTAINER WITH PROMOTIONAL GRADE “A”:

Submit Bid Form (PM12B) and **CMS-100** (version dated 9/2020 or after)

CURRENT HIGHWAY MAINTAINER NEEDING A PROMOTIONAL GRADE “A”:

Submit Bid Form (PM12B) and **CMS-100B** (version dated 9/2020 or after)

TRANSFER AND VOLUNTARY REDUCTION BIDDERS:

Submit Bid Form for RC019 Transfer & Voluntary Reduction (PM12C).

This includes Bargaining Unit Highway Maintenance Lead Workers or Highway Maintenance Lead/Lead Workers working within Region 4.

Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.

*This position is subject to random drug and alcohol testing.