

Job Title: HIGHWAY MAINTENANCE LEAD WORKER - IPR#45015

Agency: Department of Transportation

Closing Date/Time: 07/29/2021

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

Job Type: Salaried Full Time

County: Moultrie

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.

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%

2. 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. Prepares and submits daily report for hours worked, supplies used, and work performed utilizing the Asset Management Program (AMP) 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

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 Moultrie 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: Sullivan - 1155 State Hwy 32

Yard/County: Moultrie County/Sullivan Maintenance 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.