

Job Title: OPERATIONS SUPERVISOR I - TRAFFIC OPERATIONS SUPERVISOR - IPR#45912

Agency: Department of Transportation

Closing Date/Time: 05/24/2023

Salary: \$6,200 - \$9,015 MONTHLY

Job Type: Salaried Full Time

County: Jackson

Number of Vacancies: 1

Plan/BU: Non-Union

***This position is covered by the Revolving Door Prohibition policy.**

*******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.

All applicants who want to be considered for IDOT positions MUST apply electronically through the illinois.jobs2web.com website.

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 Traffic 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.

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

This position is accountable for supervising field forces in installation and maintenance of all traffic control devices on state highways in District Nine. This position performs administrative and supervisory functions including but not limited to: personnel issues, discipline, grievances, Asset Management Program (AMP) entries, commodities and equipment inventories, budget preparation, employee evaluations, accident reports, and leave slips.

Subordinate Positions:	2 Direct; 11 Indirect
Area of Operation:	16 Counties, 3,765 Highway Lane Miles
Number of Signs Maintained:	32,000
Annual Traffic Related Contracts:	\$2,000,000

This position reports to the Traffic Operations Engineer. Reporting to this position are the Sign Shop Foreman, Highway Maintenance Lead Worker, and Highway Maintainers.

This position directs the installation and maintenance of traffic control and lighting devices which will enable motorists to travel to their destinations in a safe and efficient manner. In addition, the position acts as Resident Technician on traffic related projects within the district.

Typical problems involve laying out new signs and pavement marking installations; determining the proper types, placement and geometric configurations of traffic control devices to achieve safe and efficient traffic flow; assisting in determining the most efficient method of controlling traffic during emergencies; planning detours for road closures; insuring field forces perform work properly and efficiently; and reducing public complaints through continual inspection of traffic control devices.

The incumbent personally inspects traffic control devices both day and night; plans all highway lighting repair work; orders repair parts for highway lighting devices; investigates public complaints about traffic control devices, signing, and pavement marking; trains field personnel; prepares budgets; performs commodities and equipment inventories; and resolves personnel problems. The incumbent conducts grievance/ disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. In conjunction with the Traffic Operations Engineer, 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.

(Job Responsibilities continued)

Responsibilities are accomplished with the assistance of the following staff:

Sign Shop Foreman - who is responsible for administering the activities of the district Sign Shop which include the production, storage, maintenance and erection of signs, pavement markings, traffic signals, maintaining sign inventory data, developing signing work orders, conducting JULIE locates, assisting with the traffic operations inventory, and coordinating the district's Adopt-A-Highway Program.

Highway Maintenance Lead Worker - who outlines and directs assignments for a crew of workers performing maintenance, manufacture, and assembly of all traffic control devices on state-maintained highways in the district.

Highway Maintainers - who performs a variety of tasks related to performing maintenance, manufacture, and assembly of all traffic control devices on state-maintained highways. Installs sign posts, signs, and barricades. Performs general repairs of signs to complete work orders used in detail daily sign work.

The incumbent has broad authority to resolve problems but must consult a superior to discuss traffic related complaints, priority of projects, personnel matters, and unforeseen emergencies. The incumbent has authority to purchase supplies and services and to recommend personnel actions. The position functions in accordance with the Manual On Uniform Traffic Control Devices, Federal Traffic Regulations, Illinois Highway Standards for Traffic Control, Standard Specifications for Traffic Control Items, Illinois Department of Transportation (IDOT) Safety Code, and IDOT Personnel Policies Manual. This position requires a valid drivers' license; 24/7/365 availability for emergency call-outs; extensive travel within the district and some outside the district which could include overnight stays; possible overtime during evenings, nights and weekends; the ability to climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants; and perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, muddy, windy, icy), active construction sites and roadways open to traffic.

Within the department the incumbent has contact with the Central Bureau of Operations, all district bureaus, and Operations personnel in other districts. These contacts pertain to the location, installation, repair, and maintenance of traffic signs, signals and pavement marking. Outside contacts are with private citizens, police,

local agencies, and contractors. The purpose of these contacts is to answer complaints, provide assistance regarding traffic control items, and to ensure that projects are completed according to specifications.

The incumbent's performance may be evaluated by determining whether new signs and pavement marking installations are completed in a timely and accurate manner, whether existing signs, highway lighting fixtures and pavement markings are properly maintained, and whether there is a quick response to emergency situations.

Principal Accountabilities

1. In conjunction with the Traffic Operations Engineer, counsels staff regarding work performance; approves time off, adjusts first-level grievances; prepares and signs performance evaluations; performs AMP entries; prepares budgets; and coordinates staffing needs.
2. Ensures new sign and pavement marking installations are completed in a timely and accurate manner.
3. Ensures that all existing signs, highway lighting fixtures, and markings are properly maintained.
4. Ensures the response to emergency situations is quick and that good judgement is exercised.
5. Ensures contractors build traffic related projects according to specifications.
6. Ensures field forces are properly training and equipped.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. 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, 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
- Valid driver's license
- Districtwide travel and occasional statewide travel with overnight stays
- 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
- Ability to wade in water and deal with animals, insects, rodents, snakes and poisonous plants; and outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy, icy), active construction sites and roadways open to traffic

Position Desirables

- Ability to plan and direct efforts of work for efficient accomplishment of program objectives with minimum guidance/supervision
- Ability to maintain harmonious relationships with employees, agency officials and the public
- Strong oral and written communication skills

Work Hours: 7:00 A.M. - 3:30 P.M. Monday - Friday

Work Location: 2801 W Murphysboro Rd Carbondale, IL 62901-1059

Office: Office of Highways Project Implementation/Region 5/District 9

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management; Public Safety

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

- systems@SIL-P1.ns2cloud.com