Illinois Department of Transportation

Memorandum

To:	DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From:	Dianna L. Taylor DT Bureau Chief of Personnel Management
Subject:	Technical Vacancy
Date:	April 22, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 23, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, May 6, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

OS II	Woodstock Operations Supervisor Region 1/District 1/Maintenance Highways Woodstock

Attachments
40193

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, May 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

Illinois Department of Transportation

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Position Summary Sheet

Classification:	**Operations Supervisor II**	**Salary Range:**	**$6,185 - $9,185**
Position Title:	**Woodstock Operations Supervisor**	**Union Position:**	☐ **Yes** ☒ **No**
Position Number:	**PW752-23-51-601-30-02**	**IPR#:**	**40193**

Office/Central Bureau/District/Work Address:

Highways/District One/Schaumburg/Bureau of Maintenance/11916 Catalpa Lane, Woodstock, IL

Description Of Duties:

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the primary routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Special Qualifications:

The following criteria is required:

- Valid Illinois driver's license
- Districtwide travel

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered.
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
- Strong oral and written communication skills

Shift/Remarks:

6:30 am – 3:00 pm / Monday – Friday (30 minute lunch)

***CANDIDATE MUST BE AVAILABLE 24 HOURS A DAY AND MAY BE REQUIRED TO WORK EXTENSIVE PERIODS OF OVERTIME, ESPECIALLY DURING THE WINTER MONTHS.**

*****This position is covered under the Revolving Door Prohibition (RDP) Policy.***

ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION

DATE:	May 24, 2013	***POSITION:***	Woodstock Operations Supervisor
APPROVED BY:	*James Stumpner*	***OFFICE/DIVISION:***	Highways/District 1/Schaumburg Bureau of Maintenance
CODE:	PW752-23-51-601-30-02	***REPORTS TO:***	Area Maintenance Operations Manager

Position Purpose

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the primary routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Dimensions

Staff	15-30
Annual Payroll	$1.5M – $2M
Annual Operating Budget	$1M - $1.7M
Physical Plant Building	$1M - $1.5M
Operating Equipment Value	$1M - $1.5M
Road and Bridge Physical Plant	$1.5B - $2B

Nature and Scope

This position reports to an Area Maintenance Operations Manager as do seven to eight other Operations Supervisors. Reporting to this position are Highway Maintenance Lead Lead Worker; Highway Maintenance Lead Workers; Heavy Construction Equipment Operator(s); Highway Maintainers; and in Cook County only: Automotive Mechanic(s) and Storekeeper.

This position directs the required maintenance activities in a Primary Operations Unit that is comprised of 400-700 lane miles on which approximately 5 million vehicle miles are traveled daily. Within the area, there are approximately 10 – 30 municipalities that interlock the State highway system with a complex system of municipal and county highways and streets. The degree of urbanization, the section's rapid development and the exceedingly high traffic volume give high visibility to maintenance activities and make their effective performance essential if massive traffic disruptions are to be avoided, motorist safety is to be insured 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 subordinate staff that requires the incumbent to be not only technically proficient, but have an unusual aptitude for motivating and obtaining staff cooperation.

Maintenance activities in a Primary Operations Area are confronted with unusual and recurring problems: opened and closed drainage systems demand a high degree of technical competence in the maintenance and repairs of storm sewers, inlets and curb and gutter; high traffic volumes create unusual demands for pavement, shoulder and adjacent right-of-way repair and maintenance; the existence of large numbers of local governments poses problems of coordination during snow and ice control and emergency operations. The degree of urbanization and high traffic volumes requires continuous consideration of the effectiveness of various temporary traffic control devices to reduce the possibility of motorist and employee injury. 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.

The incumbent personally plans and implements maintenance work programs designed to maximize needs and 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 unusual demands; participates in scope of work evaluation, plan review, intermittent and final inspection on construction projects; reviews and recommends revisions in municipal maintenance agreements; ensures acceptable employee productivity and safety through on the job instruction covering work procedures, safety policies, equipment operation, work rules, personnel policies and union contract provisions; applies policies in a fair and consistent manner and takes prompt and equitable disciplinary action when necessary and provides for the security and safety of assigned facilities, equipment and commodities. The incumbent participates in disciplinary and grievance resolution proceedings in conjunction with Labor Relations. S/He conducts required investigations in conjunction with the district administrative staff. This position assists the Labor Relations staff in preparing for work rule negotiations and serves as needed on the Central Work Rule Clarification Committee. The incumbent assists Labor Relations in negotiations of collective bargaining agreements. S/He may be called upon to participate in the negotiation process.

The incumbent accomplishes these accountabilities through the following staff:

Highway Maintenance Lead Lead Worker who, with a crew of nine to twelve persons, executes the various work activities and performs assigned activities during snow and ice season and in the absence of the Operations Supervisor.

Highway Maintenance Lead Workers who, with a crew of nine to twelve persons, physically executes the various work activities.

Heavy Construction Equipment Operator(s) who operate heavy construction equipment as well as perform functions involved in the maintenance and repair of the highways and rights-of-way.

Highway Maintainers who perform functions involved in the maintenance and repair of the highways and rights-of-way.

Automotive Mechanic(s) (Cook County Only) who repair and monitor equipment.

Storekeeper (Cook County Only) who monitor the area's storerooms, order parts and keep the budget.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and nevertheless, must exercise considerable discretion in areas of maintenance management, budget administration, overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials and accidents. The incumbent assigns and reviews work, provides guidance and training to staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first-level grievances; effectively recommends discipline; prepares and signs performance evaluations; and determines staffing needs, working hours and overtime authorization.

The incumbent maintains continuous contacts with local agency personnel, citizens, elected officials and the media to coordinate and explain maintenance activities. Travel is required.

The effectiveness of this position is determined by the ability to achieve work at or above the acceptable standards and to insure timely and effective snow and ice control under conditions of chronically inadequate resources.

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.
2. Provides direct employee supervision through the assignment and review of work; approval of time off; recommending discipline; preparing and signing performance evaluations; and establishing staffing needs, work hours and overtime authorization.

3. Participates in disciplinary and grievance resolution proceedings in conjunction with Labor Relations. Assists the Labor Relations staff in preparing for work rule negotiations and serves as needed on the Central Work Rule Clarification Committee. Assists Labor Relations in negotiations of collective bargaining agreements. S/He may be called upon to participate in the negotiation process.
4. Directs snow removal and emergency maintenance operations to ensure that State maintained roadways are safe and open to the traveling public.
5. Recommends revisions in project scope of work and proposed plans to minimize future maintenance problems.
6. Provides for the security, safety and upkeep of headquarters structure, grounds and equipment.
7. Provides for the proper traffic controls through maintenance areas.
8. Ensures compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.