



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: June 5, 2018

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 20, 2018**. Applications will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

OS I

Traffic Operations Supervisor I  
Region 2/District 2/Operations  
Office of Highways Project Implementation  
Dixon

Attachments  
42814

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, June 20, 2018**, 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: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Operations Supervisor I</b>	<b>Salary:</b>	<b>\$6,075 - \$7,545*</b>
<b>Position Title:</b>	<b>Traffic Operations Supervisor</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW751-23-52-501-00-02</b>	<b>IPR#:</b>	<b>42814</b>

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#### Office/Central Bureau/District/Work Address:

OHPI / Region 2 / District 2 / Bureau of Operations / 819 Depot Avenue, Dixon, Illinois

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#### Description of Duties:

This position is accountable for supporting the Traffic Operations Engineer in the operation of the district sign shop, allocation of tools and supplies, inventory control, equipment maintenance, and maintenance of buildings and storage ground areas. This position is accountable for preserving the highway signing and pavement marking by planning and directing maintenance activities which requires the optimization of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, recommending discipline, grievances, employee evaluations, accident reports, and leave slips.

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#### Special Qualifications:

##### *Required:*

- Valid driver's license
- Extensive districtwide travel
- Must be available 24 hours a day, 7 days per week, 52 weeks per year; and may be required to work extensive periods of overtime

##### *The following criteria is desired:*

- Completion of two years college with major courses 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.
- Twelve years of engineering technician experience, with a minimum of three years in a supervisory position
- Ability to perform job duties independently and with a minimum guidance/supervision
- Strong oral and written communication skills

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#### Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30-minute lunch)

April through October, may be required to work 6:00 am – 4:30 pm / Monday – Thursday (30-minute lunch) – Exact dates vary annually

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 26, 2018	<b>POSITION:</b>	Traffic Operations Supervisor
<b>APPROVED BY:</b>	Kevin Marchek	<b>OFFICE/DIVISION:</b>	OHPI/Region 2/District 2 Bureau of Operations
<b>CODE:</b>	PW751-23-52-501-00-02	<b>REPORTS TO:</b>	Traffic Operations Engineer

***Position Purpose***

This position is accountable for supporting the Traffic Operations Engineer in the operation of the district sign shop, allocation of tools and supplies, inventory control, equipment maintenance, and maintenance of buildings and storage ground areas. This position is accountable for preserving the highway signing and pavement marking by planning and directing maintenance activities which requires the optimization of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, recommending discipline, grievances, employee evaluations, accident reports, and leave slips.

***Dimensions***

Staff:	2 Direct, 15 Indirect, 0-3 Seasonal
Annual Operating Budget:	\$1 Million
Lane Miles of Highways Maintained:	4057 Urban and Rural Lane Miles
Jurisdictional Area:	Boone, Carroll, Henry, Jo Daviess, Lee, Ogle, Rock Island, Stephenson, Whiteside, Winnebago

***Nature and Scope***

This position reports directly to the Traffic Operations Engineer. Reporting to this position is a Highway Maintenance Lead Worker, Highway Maintainers, and the Silk Screen Operator.

The incumbent is responsible for directing signing and pavement marking activities on the state-maintained roadway system within the district. In addition, the incumbent is on call 24 hours a day, 7 days per week, 52 weeks per year. Activities affect traffic flow, roadway capacity and safety. The area serviced contains two major urban concentrations as well as rural areas. The incumbent is also responsible for furnishing sign shop operational support. Activities include sign making, equipment maintenance, purchasing and inventory of equipment and commodities, data input into a variety of computer systems, and scheduling and conducting safety training for traffic field employees.

The greatest challenge for this position is to establish and maintain proper signing and pavement markings throughout the area which the incumbent serves. A typical problem is to conduct sign surveys within an often limited time frame. While performing these functions, the incumbent may encounter shortages of supplies which could cause rescheduling of operations, changes in the policy or law which require major signing changes and emergency situations which will require initiative and comprehensive knowledge.

The incumbent is accountable for the day-to-day planning, organizing, coordinating, directing and inspection of Traffic Operations activities within the district, which primary activities include sign erection and pavement marking. S/he obtains utility clearances for signing operations. S/he may act as resident engineer on raised pavement marker, high-type pavement marking, and guardrail marker contracts. S/he may be required to provide locations for work orders on various contracts to the Traffic Operations Technician. S/he investigates complaints from various sources relative to traffic signing and pavement marking. The incumbent conducts sign surveys, prepares sign work orders, reviews pavement marking, establishes priorities for assigning pavement markings and signing maintenance, and prepares reports as requested on related activities. S/he may also be required to assist other technical personnel in the Traffic Operations Section with such activities as oversized load investigations and escorts, vertical clearances, temporary traffic control, and emergency detours. In conjunction with the Traffic Operations Engineer, s/he counsel's staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

Principal limits upon the incumbent's activities are regulations such as stipulated in the Manual on Uniform Traffic Control Devices for Streets and Highways, the Bureau of Traffic (Operations) Policies and Procedures Manual, policies and procedures of the district and of the Illinois Department of Transportation (IDOT), the union contract, and fiscal and manpower limitations. S/he receives general assignments from the Traffic Operations Engineer and is expected to complete them through his/her own initiatives. Contact with his/her supervisor should be on a regular basis and as is necessitated when drastic alteration in activity is required. The incumbent has authority to assign and discipline negotiated rate subordinates.

The incumbent's most frequent contacts are with the section heads in the Bureau of Operations and the district Operations Engineer for consultation and mutual guidance. Activities require some degree of contact with section heads of the Bureaus of Project Implementation and Program Development. Outside contacts are with utility companies, law enforcement officials, municipal administrators, and the public in the course of executing his/her functions. Travel is extensive throughout the district during signing, pavement marking and contract supervision. Nighttime inspection activities may also be required.

The effectiveness of the position may be measured by the ability of the incumbent to complete and maintain accurate and timely records on contracts completed, inventories maintained, and adequate signing and pavement marking of state-maintained roadways in a heavily populated and complex area and to resolve complaints to the satisfaction of law enforcement and the public, within departmental limitations. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations Section with timely support in the resolution of such matters. The incumbent also assists Labor Relations Section in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process.

### ***Principal Accountabilities***

1. Plans, directs and controls all district signing and pavement marking program activities in the district in accordance with Department of Transportation policies and procedures.
2. Supervises the daily routine maintenance, adjustment, and major repair of trucks and specialized painting and sign erection equipment; and supervises the periodic major maintenance, repair, and red-lining of specialized paint application equipment.
3. Reviews all personnel's daily work accomplishment reports and supervises the daily input to Maintenance Management Information System (MMIS) of field crews' time, production, equipment and materials utilization.
4. In conjunction with the Traffic Operations Engineer, counsels staff regarding work performance; approves time off; and adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.
5. Maintains equipment and material inventories; determines needs and makes timely requests for supplies of sign, sign material, hardware, traffic paint, solvents, consumable supplies, tools and equipment; makes emergency purchases; inspects and samples received materials for proper quality and quantity; supervises yard, building maintenance and housekeeping.
6. Establishes and directly supervises special signing requirements of detours or road closures for construction projects, railroad crossing repairs and emergency situations occurring on, or affecting, the state-maintained roadway system.
7. Investigates complaints received from the public, municipalities, and law enforcement agencies and accomplishes remedies where problems exist while remaining within departmental policy and preserving the best possible relationship with complainants.
8. Prepares work orders, plans, schedules and evaluates routine sign maintenance, new sign installations and pavement markings.
9. Contacts and coordinates underground work with various utility companies and arranges location of department-owned facilities.

10. Conducts an annual inspection of all traffic appendages and is responsible for ensuring that knockdowns (e.g., signing, posts, etc.), are repaired or replaced in an expeditious manner.
11. Accountable for being on 24-hour call for problems relating to traffic control.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Ensures all rules and policies are adhered to within his/her work group.
13. Performs other duties as assigned.