

# Job Title: HIGHWAY MAINTAINER - IPR#44252

Agency: Department of Transportation

Closing Date/Time: 04/21/2021

Salary: \$4,809 - \$6,412 Monthly

Job Type: Salaried Full Time

County: McLean

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 Maintainer.

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 and the day-to-day guidance of Highway Maintenance Lead/Lead Worker, performs a variety of tasks related to the maintenance, repair and upkeep of roads, bridges and other related structures and features. Operates Commercial Driver's License (CDL) licensed vehicles.

25%

1. 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.

- Washes, as well as greases other and conducts minor repairs and preventive maintenance activities of these vehicles and equipment.

25%

2. Performs labor relating to maintenance of roadways.

- Repairs, replaces and patches concrete, bituminous and other roadway surfaces.
- Loads/unloads trucks.
- Spreads salt, sand, gravel and asphalt.
- Fills in shoulder ruts.
- Cleans and repairs bridges.
- Fills, fires and operates asphalt kettles.

- Fills pavement cracks and joints.
- Directs and controls traffic during road maintenance operations.

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 removes hazardous material/obstacles.

### **(Job Responsibilities continued)**

---

10%

4. Performs labor relating to the maintenance of roadside and right-of-way.
  - Cuts grass, weeds and brush.
  - Repairs and cleans culverts, drains, storm sewers, ditches and other drainage facilities.
  - Cleans, repairs and erects signs.
  - Digs post holes, sets or pulls posts.
  - Repairs guardrails and fence.
  - Chips, seals and cleans bridges.
  - Cleans and paints bridge bearings.
  - Paints curbs.
  - Plants, trims and fertilizes trees and shrubbery.

5%

5. Performs routine housekeeping duties at headquarters.
  - Cleans, maintains stockpile of materials and performs other tasks associated with the general care of headquarters.

5%

6. Removes and disposes of trash, dead animals and other debris along highways.

5%

7. Maintains on-the-job records.

5%

8. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

### **Knowledge, Skills, and Abilities**

---

1. Requires knowledge, skill and mental development equivalent to the completion of four years of high school.
2. Requires possession of a Class "A" CDL with appropriate endorsements to include X or N and no airbrake restrictions.
3. Requires one year driving experience immediately preceding appointment free of incidents which could result in license suspension or revocation.
4. Requires ability to perform arduous labor.
5. Requires ability to understand and carry out oral/written instructions.
6. Requires ability to maintain productive working relationships.
7. Prefer experience operating snow plows.
8. Prefer experience maintaining roadways.
9. Prefer experience with maintaining roadsides.

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

Work Location: Towanda - 203 Old Route 66

Yard/County: Towanda/McLean

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

Job Function: Transportation

### **APPLICATION INSTRUCTIONS**

**DO NOT APPLY ONLINE.**

**HOW TO APPLY:** The required bid forms and application outlined below 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](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV) by the closing date of this posting. A copy of each applicant's Class "A" CDL with appropriate endorsements to include X or N and no airbrake restrictions must accompany application for this position.

**TRANSFER AND VOLUNTARY REDUCTION BIDDERS:** Submit Bid Form for RC019 Transfer & Voluntary Reduction (PM12C).  
*This includes certified Bargaining Unit Highway Maintainers, Highway Maintenance Lead Workers or Highway Maintenance Lead/Lead Workers working within Region 3.*

**SNOWBIRD BIDDERS:** Submit Bid Form for Monthly Snowbirds in Accordance with MOU (PM12E) and **CMS-100 Employment Application** (version dated 9/2020 or after)

*Snowbirds must meet the below criteria:*

- *have 180 work days or more with IDOT;*
- *be in good standing with IDOT;*
- *if on a leave of absence, be able to commence performing the duties within ten (10) working days of being offered the position;*
- *have a current CMS A grade in the county of the posted vacancy (if you don't have a current grade, submit Bid Form for Monthly Snowbirds in Accordance with MOU (PM12E) and **CMS-100 Employment Application** (version dated 9/2020 or after) to the agency contact listed above)*
- *possess Class "A" CDL with "n" or "x" endorsements*

**ALL OTHERS:** Submit **CMS-100 Employment Application** (version dated 9/2020 or after)

Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Bid Form for RC019 Transfer & Voluntary Reduction (PM12C) AND Bid Form for Monthly Snowbirds in Accordance with MOU (PM12E).

\*This position is subject to a pre-employment physical and drug/alcohol testing. After hiring, this position is subject to random drug and alcohol testing.