



**CURRENT EMPLOYMENT OPPORTUNITIES  
QUALIFICATION SHEET**

**This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
Resumes are required and must be submitted with the application.**

**August 18, 2014 through August 29, 2014**

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<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Engineering	Maintenance Section Supervisor	\$70,000.00 - \$75,000.00/Year (G-9)

**JOB QUALIFICATIONS:**

**To be selected for a position**, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**Internal Applicants** who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

**EDUCATION:** High-school graduate or equivalent is required.

**EXPERIENCE:** Proven knowledge & experience in snow & ice control operations is required.  
Experience in roadway and appurtenance repair operations is required.  
Management operations and budgeting and personnel (union environment) is required.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- Must also have a valid Class "A" Commercial Driver's License (CDL) with endorsements of air brakes, combination vehicles, and tank truck at the time of application.
- Incumbent should be self-motivated and be able to motivate subordinates.
- Excellent interpersonal and organizational skills are required
- Good written and oral communication skills are required.
- Computerized Management Systems & inventory control procedures is desired.
- The incumbent will be required to pass a written examination in order to qualify for an interview.

**Ways to apply**

- **Online:** Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)
- **In person:** Submit the completed application or pick up and complete the application at [Illinois Tollway Headquarters](#) located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- **By mail:** Send the completed application to:  
Illinois Tollway – Human Resources  
2700 Ogden Avenue  
Downers Grove, IL 60515

This position may be subject to Random Selection. [Random Selection Interview Policy Link](#)

**[Application Link](#)**

**All applications must be received by the application deadline indicated on the qualification sheet or Internet site**

In compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., the Illinois Tollway actively takes steps to ensure that our employment application process is accessible to persons with disabilities. Any person with a disability who needs an accommodation for any portion of the application process is encouraged to contact the Tollway's ADA Coordinator, Lisa G. Williams, at (630) 241-6800 extension 1010, TTY (630) 241-6898, or at: [lwilliams@getipass.com](mailto:lwilliams@getipass.com)

**If you have any questions or would like to check your status of your applications, please contact Human Resources at (630) 241-6800 extension 2333**

## **Maintenance Section Supervisor Position Description**

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### **POSITION PURPOSE:**

Provides support to the Maintenance Section Manager in scheduling, inventory control, motivation of work force, and project surveys. Must be able to take over the duties of the Maintenance Section Manager in his / her absence.

### **NATURE AND SCOPE:**

The Maintenance Section Supervisor reports directly to the Maintenance Section Manager.

340 fixed assets: \$1,190,000.00

Inventory value: \$150,000.00

Petty Cash: \$100.00

The incumbent oversees the activities of a varying number of Clerks, Equipment Operators/Laborers, and mechanical staff. The objective of the Maintenance Section Supervisor is to assist the Maintenance Section Manager to ensure all facets of the maintenance operation are performed to provide the safest Tollway possible.

### **REQUIREMENTS:**

High-school graduate or equivalent is required. Good written and oral communication skills are required. Proven knowledge & experience in snow & ice control operations is required. Computerized Management Systems & inventory control procedures is desired. Experience in roadway and appurtenance repair operations is required; management operations and budgeting and personnel (union environment) is required. Excellent interpersonal and organizational skills are required. Incumbent should be self-motivated and be able to motivate subordinates. The incumbent will be required to pass a written examination in order to qualify for an interview. Must also have a valid Class "A" Commercial Driver's License (CDL) with endorsements of air brakes, combination vehicles, and tank truck at the time of application.

### **PRINCIPLE ACCOUNTABILITIES:**

1. The Maintenance Section Supervisor is the safety coordinator for the maintenance facility. S/he holds bi-monthly meetings with maintenance staff and makes personnel aware of hazards on how to perform duties in the safest manner possible.
2. Incumbent assists the Maintenance Section Manager in performing the annual roadway survey by making inspections of assigned maintenance section. This is done to provide data for budgeting and planning maintenance system activities.

**PRINCIPLE ACCOUNTABILITIES (Continued):**

3. Determines appropriate level and issues discipline to subordinate staff as may be required.
4. The Maintenance Section Supervisor is involved in employee motivation. Responsibilities include encouraging employees to take pride in the performance of their assignments, establishing and maintaining high levels of morale and increasing productivity and quality of maintenance operations in the maintenance section.
5. Incumbent works closely with the Maintenance Section Manager in planning and scheduling daily maintenance activities to keep within budgetary constraints and to supervise the maintenance work force.
6. The incumbent should have knowledge of how to prepare and perform annual performance evaluations of subordinate staff in the event the Maintenance Section Manager is unavailable to do so.
7. In the absence of the Maintenance Section Manager, the Maintenance Section Supervisor monitors all construction work zones within assigned Maintenance Section on a daily basis to ensure compliance with all signing, lane closure, and traffic control procedures.
8. Incumbent is required to respond to all incidents involving lane blockage 24 hours a day 7 days a week (24/7) to ensure that lane blockage is cleared in a timely manner.
9. Incumbent is required to work overnight shifts to supervise the safe completion of repair work on the road that cannot be completed during daytime / rush hour periods, thus reducing / eliminating traffic congestion during peak travel times.
10. Directs Snow & Ice Control Operation to ensure that the existence of inclement weather does not reduce safety or free flow of people, goods and services through the assigned Maintenance Section.