



**CURRENT EMPLOYMENT OPPORTUNITIES
QUALIFICATION SHEET**

This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
August 18, 2014 through August 29, 2014

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Engineering/ Roadway Maintenance	Roadway Maintenance District Manager	\$88,000.00 - \$94,000.00 (G-6)

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:

- A high school diploma is required with post high school courses in engineering principals and/or management skills desirable.

EXPERIENCE:

- Knowledge requirements for this position must be extensive in roadway maintenance with 4 to 6 years experience in Roadway Maintenance Supervisory capacity.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Strong background in all aspects of snow and ice control and incident management response and techniques is required.
- Supervisory experience with multi-crew activities is also necessary.
- General familiarity with construction plan review, maintenance of traffic plans, civil engineering principles, computerized maintenance management systems, scheduling systems and Microsoft Word and Excel programs are required.
- Strong knowledge inventory and ordering programs/systems are required.
- A valid Class “A” Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles and tank trucks is required at time of application.
- Must pass a written exam with a 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
- **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

Roadway Maintenance District Manager Position Description

POSITION PURPOSE:

This position supervises and coordinates day-to-day operation of the Roadway Maintenance Sections within assigned district. Responsibilities include Improving the coordination of maintenance activities, developing consistency in management and performance of maintenance sections, increasing the lines of communication from top division management to field supervisory staff and training field supervisory staff in incident management response and techniques.

NATURE AND SCOPE:

The Roadway Maintenance District Manager reports directly to the Roadway Maintenance Manager.

Operation Budget: \$8,000,000.00 to \$8,500,000.00
Maintenance Personnel: 175 to 200 people
Maintenance Garages: 5 to 6
Maintenance Foreman: 5 to 6 people

The Roadway Maintenance District Manager is responsible for directing and coordinating the operations of five or six maintenance sections. The Roadway Maintenance District Manager shall communicate on a daily basis with subordinate staff and periodically visit each location to review work accomplished and assist in the development of work programs, schedules and in establishing priorities.

Frequent dialogue with Roadway Maintenance Manager, Incident Manager, Maintenance Section Managers, Maintenance Section Supervisors, Sign Shop Manager, Traffic and Incident Management Center Manager, Fleet Maintenance District Managers, Engineering Project Coordinators, District 15 Operations Personnel, Building Maintenance Supervisory Staff, Outside Agencies and Local Communities as required, regarding work being performed in their district.

Responsible to act as project coordinator for all major Roadway Maintenance construction projects such as Plaza Improvement Projects, and Intermittent Pavement Improvement projects.

This position has additional responsibility to respond to major roadway incidents and other emergency conditions that occur so as to direct and coordinate efforts to restore safe and efficient driving conditions in a timely manner for the monitoring public.

REQUIREMENTS:

A high school diploma is required with post high school courses in engineering principals and/or management skills desirable. Knowledge requirements for this position must be extensive in roadway maintenance with 4 to 6 years experience in Roadway Maintenance Supervisory capacity. Strong background in all aspects of snow and ice control and incident management response and techniques is required. Supervisory experience with multi-crew activities is also necessary. General familiarity with construction plan review, maintenance of traffic plans, civil engineering principals, computerized maintenance management systems, scheduling systems and Microsoft Word and Excel programs are required. Strong knowledge inventory and ordering programs/systems are required. A valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles and tank trucks is required at time of application. Must pass a written exam to qualify for an interview.

PRINCIPLE ACCOUNTABILITIES:

1. Train subordinate staff in the proper maintenance methods and techniques to improve operational efficiency, effectiveness and improve safety of operations.
2. Monitor performance of Maintenance Sections to ensure compliance with Authority policies and progress.
3. Discipline subordinate staff to level of written warning and recommends further disciplinary action to higher authority in accordance with progressive disciplinary principles to correct unacceptable behavior.
4. Participate in Step I Grievance Procedure to resolve conflicts between Management and employees regarding Union Contract and work rules.
5. Develops and implements programs covering operations in Maintenance Sections under their jurisdiction in areas of safety training, etc.
6. Prepare and conduct annual performance evaluations of subordinate staff.
7. Responds to critical accidents within their district to coordinate the activities of all responders (Police, Fire and Rescue Towing and Recovery, EPA, etc.) and facilitate the restoration of safe, efficient driving conditions for the monitoring public.

PRINCIPLE ACCOUNTABILITIES (Continued):

8. Participate in plan review and provides input for all capital improvement projects especially in the area of maintenance of traffic and traffic control.
9. Monitors construction zones to assure compliance with approved maintenance of traffic plans
10. Assist in the development of maintenance of traffic plans for all Maintenance road and plaza construction projects.
11. Recommends purchase of materials or equipment as part of preparation of the annual operating budget and makes recommendations regarding the need for contract maintenance assistance as required.
12. Completion of the Annual Roadway Condition Inspection.
13. Supervises emergency snow removal and de-icing to provide for good winter driving conditions for patrons.
14. Performs annual employee certification eligibility testing to determine employees eligible for promotional consideration.
15. Communicate with Maintenance Section Staff to interpret Maintenance policies and develop consistent understanding system-wide.