



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Roadway Supervisor
DATE: March 30, 2017
DEPARTMENT: Public Services
REPORTS TO: Public Services Superintendent
PAY GRADE: S200b: \$67,171-\$102,168
FLSA STATUS: Non-Exempt

Position Purpose:

The Village of Hinsdale is seeking a progressive and collaborative individual with strong interpersonal and public works operational skills for the position of Roadway Supervisor in the Public Services & Engineering Department.

Supervision Exercised:

Yes – Crew Workers. This position is responsible for completing performance evaluations, making recommendations with regard to personnel decisions, and will recommend and implement disciplinary decisions.

General Responsibilities:

Position will be responsible for supervising the Roadway Division. The full-time non-exempt position will work under the general direction of the Superintendent of Public Services and will directly work with and supervise crew workers assigned to roadway division operations. The incumbent will be responsible for developing and implementing appropriate roadway division rules, regulations and policies, conducting employee performance evaluations, assisting with employee recruitment, assisting with the preparation of the division budget, managing outside service contracts and coordinating activities with the other Public Services Department divisions and other Village departments.

Position Requirements:

Successful candidate will have a comprehensive knowledge of roadway division operations, including snow and ice removal operations, and the ability to communicate effectively with employees, supervisors, vendors, other government agencies and the public. Essential position requirements also include strong computer, organizational, and interpersonal skills. Previous collective bargaining experience is a plus.

Five (5) years relevant experience required. Some college education and previous supervisory experience preferred. Candidates must possess and maintain a valid Illinois motor vehicle driver's license and an Illinois Class B CDL with air brake endorsement required at time of hire. Both licenses must be maintained during the course of employment with the Village. Must be available for emergency call-in duty on an

overtime basis; this position is subject to 24-hour availability, 7 days per week, including weekends and holidays.

Environmental Factors:

The work environment generally includes the outdoors, operating a vehicle and working in a garage setting. The noise level is occasionally loud. The environment includes inclement weather conditions, working in high traffic areas, working near moving mechanical parts, exposure to high levels of noise for an extended period of time, and exposure to chemicals, fumes or disagreeable odors.

Physical Requirements:

Occasionally required to sit; use hands to touch, handle or feel; reach with hands and arms and talk and hear. Frequently required to stand, walk, lift, climb, stoop, kneel, crouch or crawl. May lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus. Occasionally works at depths of 75 feet below ground.

Safety Functions:

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Benefits:

The position offers competitive health, dental and vision insurance benefits. The Village offers two deferred compensation plans as well as a post-employment health plan (PEHP). This position participates in the Illinois Municipal Retirement Fund (IMRF).

Process:

The selection process includes an application process, interview process, drug screening and background check. The deadline to apply is **April 21, 2017**. The position is expected to be filled as soon as the interview process and background checks are completed. Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer. The Village is an equal opportunity employer.