

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HIGHWAY MAINTENANCE LEAD WORKER

POSITION CODE: 18659

Effective: 3-21-

02

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, instructs and outlines assignments for a crew of skilled, semiskilled, or unskilled workers engaged in performing maintenance work on state highways and highway structures; follows blueprints, sketches, oral and written instructions in the performance of these duties; participates as a lead worker.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Instructs and outlines assignments, as a participating lead worker, for skilled and unskilled workers engaged in operating Class "A" CDL equipment (truck tractor w/trailer, tandem axle dump trucks, tandem axle truck mounted wrecker) motor graders, tractors, trucks, backhoes, loaders, snow plows and other types of highway construction and maintenance equipment.
2. Directs a group of skilled and unskilled workers in the maintenance of highway guard rail, culvert and gutter work, bridge repairs and drainage installations.
3. Distributes assignments for staff in the painting and minor repair of bridges, approaches, abutments, guardrails, the installation of traffic signs, replacement of raised pavement marker reflectors, and the painting of traffic lanes.
4. Implements assignments for staff and works toward the repair and maintenance of surfaces, shoulders, and highway structures.
5. Outlines, distributes, and participates in assignments for staff in the removal of snow and ice from road surfaces and makes reports on road conditions.
6. Submits daily reports for hours worked, supplies used, work performed, verifies employee attendance and overtime reports, and monitors field equipment repairs and preventative maintenance programs.

HIGHWAY MAINTENANCE LEAD WORKER (continued)

7. May assist with repair and overhaul of mechanical equipment.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of high school.

Requires two years experience performing highway construction and maintenance work.

Knowledges, Skills and Abilities

Requires working knowledge of highway construction or maintenance work and materials.

Requires working knowledge of the use of blueprints.

Requires the ability to keep simple records and make routine reports.

Requires the ability to outline assignment and communicate assignments to skilled and unskilled workers.

Requires the ability to maintain harmonious working relationships.

Requires the ability to perform minor mechanical repair work on road equipment.

Requires the ability to perform arduous physical labor.

Requires the ability to understand and carry out oral or written assignments.

Requires an appropriate valid Commercial Driver's License – Class A with appropriate endorsements, including air brakes, (The Commercial Motor Vehicle Safety Act of 1986 established the Class A License as Combination vehicles – GCWR (Gross Combination Weight Rating) of 26,001 or more pounds.

Requires one year driving experience immediately preceding appointment free of incidents which could result in license suspension or revocation.