

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 4773  
Job Title: Maintenance Bureau Supervisor  
Salary Grade: 24  
Bureau: Administration  
Department: Transportation and Highways  
Dept. Budget No. 500  
Position I.D. 9517781  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Oversees and coordinates job activities for the largest Bureau of the Cook County Department of Transportation and Highways. Provides for an effective utilization and assignment of professional, technical and skill trades personnel. Manages the day-to-day operations of the Equipment, Road Maintenance, Equipment Operations, Safety and Training Divisions. Executes, administers and coordinates a complex and diversified highway maintenance program for 1,466 lane miles of roads within the Cook County Highway System. Provides administrative direction to the supervisors of five subordinate Suburban Districts. Prepares budget estimates and manpower requirements and coordinates operations with other agencies during local emergencies.

#### **Key Responsibilities and Duties**

Directly responsible for the daily operations that take place throughout the five (5) suburban Maintenance facilities. Oversees the five (5) District Supervisors and their personnel and addresses any of their concerns or crisis that actualize during working hours including emergency overtime hours.

Directly oversees roadway sweeping, pavement repair and patching of its 1400 plus lane miles. Manages the lawn mowing of Cook County's right of way; maintaining curb and gutters; medians; storm sewers and culverts. Reviews all contracts and purchase orders related to the materials needed by all five (5) facilities to perform their respective daily Maintenance Operations.

Administers and directs the Equipment Maintenance Division in a Fleet Preventative Maintenance program for County owned equipment.

Coordinates snow and ice control operations for all five (5) District Maintenance facilities during winter operations; assumes direct contact with the lead supervisor on-call at all five (5) facilities as a means to ensure the safe condition of all Cook County Roadways. Approves all pertinent overtime to be worked and makes the decision as when to end the snow and ice control operations.

Confers with Equipment Supervisor in regards to the status of snow fighting equipment and the transfer of equipment throughout the five (5) Highway Maintenance facilities.

## **Knowledge, Skills and Abilities**

Thorough knowledge of County, State, Federal Highway policies, programs, regulations and requirements relative to highway and road maintenance.

Knowledge of the operations and functions of the Maintenance Bureau Division.

Possession of advanced supervisory/managerial skills in overseeing operations and functions connected with the maintenance of the highway system.

Knowledge of fleet maintenance operations and building maintenance.

Ability to communicate effectively both verbally and in written form.

Ability to direct, motivate and supervise subordinates through completion of work assignments.

Ability to prioritize and handle numerous projects and problems effectively under stressful conditions and time constraints.

Willingness to work extended, flexible weekend and holiday hours as needed. Ability to work in various seasonal weather conditions.

## **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience in highway administration or transportation **OR**, an equivalent combination of professional work experience, training and education.

## **Preferred Qualifications**

Five (5) years full-time work experience in the field of engineering, administration, transportation or highway administration in a managerial or supervisory capacity.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**