



Assistant Section Foreman

Kunkle Maintenance Building- Pioneer, OH

The Ohio Turnpike and Infrastructure Commission

The Ohio Turnpike & Infrastructure Commission is seeking an Assistant Section Foreman to work in our Maintenance Department – Kunkle Maintenance Building.

If you are interested in working with us, here is what we can offer you:

- Salary from \$57,625.10 - \$75,996.18 annually
- Excellent Public Pension
- Excellent Health Care Benefits
- Work Vehicle
- Generous Paid Leave
- Growth and Advancement
- Educational Assistance

Minimum Qualifications

Qualified candidates are required to possess the following:

- High School Diploma or GED
- Valid Class “A” Commercial Driver’s License (CDL) with a tanker endorsement
- Minimum of three (3) years of prior experience and training in construction supervision practices and procedures
- Knowledge and experience in project management and time management with the ability to manage multiple demands and/or projects simultaneously
- Supervisory principles/techniques including verbal and written communication
- Proficiency in office practices in the Microsoft Office Suite (Word, Excel, and Outlook) primarily
- Highway/building maintenance practices and procedures
- Ability to read and comprehend technical manuals, blueprints and schematics
- Skill in the operation and use of a variety of construction tools and equipment including, but not limited to loader, dozer, hand tools, saws, trucks, and safety equipment
- Knowledge of the Occupational Safety and Health Act (OSHA) and the Public Employees Risk Reduction Act (PERRA)
- Experience with and administration of the KRONOS electronic time keeping system
- Ability to lift and carry 40 pounds frequently and 100 pounds occasionally and the ability to frequently stand, walk and bend continuously

Internal Candidates Only (Additional Criteria for Consideration)

- Knowledge and proficiency of the current inventory control practice, agency purchasing, requisition and receiving procedures
- Knowledge and familiarity of the Collective Bargaining Agreement (CBA) , Ohio Turnpike Employee Manual, and enforcement of each
- Knowledge and comprehension of Ohio Turnpike Maintenance of Traffic (MOT) Standards

Duties/Responsibilities

Administrators maintenance and repair of asphalt and concrete pavements, bridges, drainage, fence and guardrail, vehicles and equipment, building and facilities. Review assignments and implement specific work tasks, assignments, and allocate equipment, material personnel and other resources to complete the work in an efficient manner; ensures policies are followed in the operations of maintenance including snow and ice, traffic control, inventory, personnel, safety, etc.; administration of certain personnel matters within the respective maintenance section; procure parts, material, and equipment; manages electronic employee time keeping and requests; may perform the duties of Section Foremen in the absence in the respective position; performs any other duties as may be assigned by the Section Foreman.

Work Location and Unusual Working Conditions

Ohio Turnpike & Infrastructure Commission, Kunkle Maintenance Building – Williams County, Milepost 16 Eastbound. Assigned to approximately thirty (30) miles of roadway. Must have the ability to drive throughout the distance of the Ohio Turnpike.

Required to be available for on-call hours to assist with problems affecting section operations including emergency and other situations, considerable overtime may be necessary. May be exposed to extreme temperatures and weather conditions while working outdoors; climb ladder or scaffolding; work in confined, elevated/high work areas; exposure to fumes, dust, dirt, human blood and body fluids, animal carcasses, unpleasant odors, vibration and loud noise, hazardous materials and surface spills.

Application Process

Those interested may obtain application materials at <https://www.ohioturnpike.org/about-us/careers>. Please forward your completed application, resume, cover letter and **FCRA Authorization** to the Human Resources Department via interoffice mail or U.S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resources Manager
Advertisement Code: Assistant Section Foreman – MB 1
682 Prospect Street
Berea, Ohio 44017

Application materials must be received no later than Wednesday, May 26, 2021 at 5:00 p.m.

The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.