

Assistant Service Plaza Manager (Multiple Locations) Ohio Turnpike and Infrastructure Commission



The Ohio Turnpike & Infrastructure Commission is seeking Part-Time Assistant Service Plaza Managers to work in our Service Plaza Operations Department at multiple locations on the Ohio Turnpike. Please consider bringing your experience, talents, and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's some of what we can offer you:

- Salary range from \$16.03 - \$19.46 hourly
- Excellent pension
- Stability

Minimum Requirements:

- High School Diploma or GED
- Valid Driver's License with auto insurance
- Computer and computer software proficiency
- Public relations and conflict resolution
- Supervisory principles / techniques
- Good communications skills
- Customer service experience preferred
- Work independently with no continuous supervision
- Stand for long periods of time
- Lift 40 pounds occasionally, and the ability to navigate outside perimeter

Hours of Work and Job Duties:

- Part-Time position
- Must be able to work varying day, afternoon and evening shifts, Sunday through Saturday and be available to routinely work weekends and holidays.
- Periodically rotate between service plazas
- Inspect service plaza for cleanliness
- Navigate perimeter of service plaza to ensure grounds are well maintained
- Assist in price surveys on plaza operators
- Collect and document lost and found items
- Work with Ohio State Highway Patrol (OSHP) and OTIC Maintenance Department on related issues of the service plaza
- Maintain building repair log and report deficiencies
- Report all accidents and injuries and complete required reports
- Assist patrons with directions, questions, problems, and complaints
- Maintain literature in information center
- Any other duties assigned by the Service Plaza Manager and/or Division Service Plaza Manager

Applicants **must** designate preferred work locations (set of plazas) on application. Locations for consideration include the following service plazas from West to East:

Western Division Service Plazas

Indian Meadow & Tiffin River Service Plazas (SP 1) – Williams County
Blue Huron & Wyandot Service Plazas (SP 3) – Sandusky County
Erie Islands & Commodore Perry Service Plazas (SP 4) – Sandusky County

Eastern Division Service Plazas

Middle Ridge & Vermilion Valley Service Plazas (SP 5) – Lorain County
Great Lakes & Towpath Service Plazas (SP 6) – Cuyahoga County
Portage and Brady's Leap Service Plazas (SP 7) – Portage County

Application Process:

Background checks will be conducted on all selected applicants and include, but are not limited to, driving record, criminal record, and employment history. A drug test and pre-employment physical are required as a part of the selection process.

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resource Manager
Human Resources Department
Reference Code: Assistant Service Plaza Manager
682 Prospect Street
Berea, Ohio 44017

Applications will be received until positions are filled.

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.