

# Assistant Service Plaza Manager

## The Ohio Turnpike and Infrastructure Commission

Portage / Brady's Leap Service Plazas – Mantua, Ohio



If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

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

- Starting salary: \$15.41 per hour
- OPERS pension

Minimum Qualifications and Requirements:

- High School Diploma or GED
- Valid Driver's License and 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 walk 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
- Walk perimeter of service plaza to insure grounds are well maintained
- Assist in price surveys on plaza operators
- Collect and document lost and found
- 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

The Portage (westbound) and Brady's Leap (eastbound) Service Plazas are located at the 197.0 milepost on the Ohio Turnpike in Mantua, Ohio.

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 Resources Manager  
Human Resources Department  
Reference Code: ASPM – P / BL (7)  
682 Prospect Street  
Berea, Ohio 44017

**Applications will be received until position is 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.***