

JOB POSTING
Eastern District Toll Plaza Supervisor

The Ohio Turnpike Commission is seeking a District Toll Plaza Supervisor to manage the Eastern District – covering Exits 180 thru 239.

Job Duties/Responsibilities

Responsible for supervising all toll plaza operations within the assigned district (approximately one-third of toll facilities); reviews supervisor schedules making necessary changes in assignments; reviews all bi-weekly time summaries in district; reviews leave requests, approving or denying leave according to Commission policies; issues discipline to field employees; communicates directives from the Commission's Administration Building; tests, interviews and evaluates prospective full-time and part-time toll collectors; coordinates new hire orientation with appropriate Commission departments; evaluates job performance of supervisors; assists in coordination of drug and alcohol testing for field employees; acts as Commission representative in departmental Step 2 grievances; mediates and resolves employee conflicts; investigates customer complaints; approves requests for uniform or equipment orders; transports field employees to Administration Building as needed; performs any other duties as may be assigned by the Director of Toll Operations.

Minimum Requirements/Criteria for Consideration

1. Must possess a high school diploma or GED with a business background (e.g. college courses, seminars and/or business/management exposure)
2. Must have solid toll operations management experience with a minimum of 3-5 years of field experience including entry-level supervisory experience
3. Must possess labor and employment relations experience handling employee discipline, contract administration and grievances
4. Must have a clean driving record satisfactory to the Commission's insurance carrier
5. Must be able to drive long distances and respond to an unpredictable field environment
6. Must be available 24 hours a day, 7 days a week, without exception. Requires weekend/holiday oversight of the entire Turnpike interchanges rotating with other district toll supervisors
7. Must be able to lift up to 40 pounds (i.e., ticket boxes, receipt tapes, printers, etc.) for transporting to interchanges within his/her assigned district
8. Must be able to quickly respond for emergencies
9. Must be skilled in the use of computers and Microsoft Office
10. Must possess strong written and oral communication skills and have attentive to detail

Salary

Salary range for this position is \$78,094.64-\$94,816.02 annually, commensurate with experience.

APPLICATION 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: Director of Administration
Human Resources Department
Reference Code: Eastern District Toll Supervisor
682 Prospect St.
Berea, Ohio 44017

Please submit a cover letter, resume, application and FCRA Authorization no later than Monday, March 2, 2020 at 5 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.