

Lead Assistant Service Plaza Manager

The Ohio Turnpike and Infrastructure Commission

Erie Island/Commodore Perry Service Plazas – Clyde, 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:

- Salary range from \$19.16-23.29 per hour
- OPERS pension

Minimum Qualifications and Requirements:

- High School Diploma or GED
- Valid Driver's License and auto insurance
- Computer and office proficiency
- Public relations and conflict resolution
- Supervisory principles / techniques
- Good communications skills
- Customer service, hospitality, retail, security, business administration, marketing, facility or operations management 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 acting in lead managerial role in the absence of the Service Plaza Manager
- Must be able to work varying day, afternoon and evening shifts, Sunday through Saturday and be available to routinely work weekends and holidays.
- Assist Service Plaza Manager with drafting employee scheduling, viewing reports and monitoring vendor service standards, conducting quarterly Security Access Card inventory, emergency phone and AED inspections and first aid supply inventory
- Inspect service plaza for cleanliness
- Assist in price surveys on plaza operators
- Collect and document lost and found
- Maintain work order/maintenance log; reports coordinates repairs with OTIC maintenance department
- 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 Erie Island (westbound) and Commodore Perry (eastbound) Service Plazas are located at the 100 milepost on the Ohio Turnpike in Clyde, 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 email to donald.shantz@ohioturnpike.org or via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resource Generalist
Human Resources Department
Reference Code: LASPM – CP / EI
682 Prospect Street
Berea, Ohio 44017

Applications will be received until Monday, June 3, 2019.

The Ohio Turnpike and Infrastructure Commission is an *Equal Opportunity Employer*