**Position:**

**Transportation Manager 1**  
OhioMeansJobs Post #270196673

**Job Description:**

ODOT is hiring a Transportation Manager 1:

Supervises & assists employees engaged in highway maintenance programs or projects. Operates heavy motorized equipment associated with work crew activities. Reviews 502s for accuracy & completeness; enforces departmental policies, & instructs employees on equipment operation, construction procedures & safety regulations. Maintains daily work records of equipment & material usage; contacts vendors to order materials, parts, supplies &/or services; completes requisitions for materials, equipment & tools; inventories materials, parts & supplies & maintains inventory records; operates personal computer &/or enters data into computer. Assures accuracy of data entered into transportation management system (TMS). Investigates inquiries/complaints & provides information to general public &/or public officials in response to inquiries (e.g., ditching, drainage structure, high weed complaints; AU-62 damage reports); settles minor complaints from general public & refers major complaints to higher authority; attends training sessions & seminars.

Position is full time with benefits $24.53 per hour

**Desired Skills:**

Applicants must meet one of the following depending upon the program projects assigned to the position in question: For positions involved in equipment maintenance & repair, requires 2 yrs. trg. or 2 yrs. exp. in equipment maintenance & repair associated safety practices, & using/operating associated equipment. Or for positions involved in bridge maintenance & repair, requires 2 yrs. trg. or 2 yrs. exp. in bridge maintenance & repair, associated safety practices, & using/operating associated equipment. Or for position involved in route marking, requires 2 yrs. trg. or 2 yrs. exp. in route marking, associated safety practices, & using/operating associated equipment. Or for positions involved in highway maintenance, requires 2 yrs. trg. or 2 yrs. exp. in highway maintenance, associated safety practices, & in using/operating associated equipment. Or equivalent of Minimum Class Qualifications for Employment noted above. Note: if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver’s license.

**How to apply:**

Interested applicants may send resumes to:


Internal State of Ohio Employees Only: [www.myohio.gov](http://www.myohio.gov). See below for instructions:

If you need assistance or have any questions, feel free to contact:

OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

(Attachment #2)

Thank you and best of luck

OhioMeansJobs Ashtabula County

**OPEN DATE**  
2/26/2024

**CLOSE DATE**  
3/6/2024

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