



**CURRENT EMPLOYMENT OPPORTUNITIES  
QUALIFICATION SHEET**

**This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:**

**February 8, 2012 until February 23, 2012**

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<u><b>DEPARTMENT</b></u>	<u><b>POSITION</b></u>	<u><b>SALARY</b></u>
Engineering	Welder	\$22.37/Hr.

**JOB QUALIFICATIONS:**

**To be selected for a position**, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant’s qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**Internal Applicants** who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their time and attendance records (including late starts and early quits) for the preceding 12 months, work record, safety and discipline records and their performance assessments.

**EDUCATION:**

- High school graduate or GED equivalent is required.

**EXPERIENCE:**

- Minimum of two (2) years welding and/or fabricating experience is required.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- Must possess a Class “A” Commercial Drivers License (CDL) with endorsements of air brakes, tanker, and trailer combination or a valid Class “A” CDL permit at the time of interview with the above endorsements, and the ability to obtain a Class “A” CDL within thirty (30) days of employment.
- Incumbent must be able to lift 100 pounds.
- Required to pass a written examination with a minimum of (75%) seventy-five percent or higher in order to qualify for an interview.

Applicants interested in applying for this position can apply in person at our [Downers Grove Office](#) located at 2700 Ogden Ave. between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Applications can also be printed out by clicking on the [Application link](#) and mailed to:

Illinois Tollway – Human Resources  
2700 Ogden Ave.  
Downers Grove, IL, 60515

**All applications must be received by the application deadline indicated on the qualification sheet or Internet site.**

## **WELDER POSITION DESCRIPTION**

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### **POSITION PURPOSE:**

Perform a wide variety of maintenance and construction welding as required or assigned.

Fabricate/repair equipment in the garage or in the field. Able to operate various pieces of equipment needed to satisfactorily complete their assignment.

### **NATURE AND SCOPE:**

Works with other Maintenance personnel, mechanics, and personnel from other departments to repair or fabricate various items or structures. Receives assignments from the Roadway Section Manager or Supervisor, Roadway and/or Fleet District Managers, or designated Supervisory personnel outside of the department. Will guide or train Equipment Operator/Laborers as they are assigned to assist in welding tasks.

### **REQUIREMENTS:**

High School or GED equivalent is required. Minimum of two (2) years welding and/or fabricating experience is required. Welding Certification test consisting of both a written and field welding to demonstrate abilities. Incumbent must be able to lift 100 pounds. Required to pass a written examination with a minimum of (75%) seventy-five percent or higher in order to qualify. Must possess a Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, tanker, and trailer combination or a valid "A" CDL permit at the time of interview with the above endorsements, and the ability to obtain a Class "A" CDL within thirty (30) days of employment.

### **PRINCIPLE ACCOUNTABILITIES**

1. Able to operate electric arc, heli-arc, oxy-acetylene or other welding equipment to weld various ferrous or non-ferrous metals and alloys.
2. Demonstrate knowledge of different types of welding rods and their specific uses.
3. Ability to fabricate from blue prints, drawings, or verbal instructions.
4. Perform welding/cutting operations in the field or shop following established safety rules.

**PRINCIPLE ACCOUNTABILITIES (Continued)**

5. Can be called upon at all times to perform other maintenance work, such as snow and ice control, or other maintenance emergencies as needed.
6. Maintain an adequate inventory of material that is needed, by informing Foreman before complete depletion of material has occurred.
7. Direct and train employees of a lower classification as required.
8. Prepare accurate work records of material and labor utilized daily.
9. Other duties as assigned.