

Human Resources Center of Edgar and Clark Counties  
**JOB POSTING (Open to External or Internal Applicants)**

**POSITION:** Rest Area Worker- (1 Part Time Male needed)

**DEPARTMENT/PROGRAM:** Rest Area

**LOCATION:** Cumberland Road Rest Area; I-70 West Bound Rest Area near Marshall, IL

**RATIONALE:** The Rest Area Worker is responsible for performing custodial duties at the Cumberland Road Rest Area.

**IMMEDIATE SUPERVISOR:** Rest Area Coordinator or Assistant Rest Area Coordinator

**POSITIONS SUPERVISED:** Rest Area Workers

**EEO CATEGORY:** 9.0

**SALARY SCHEDULE/PAY GRADE LEVEL:** I

**SAFETY SENSITIVE POSITION:** Yes

**EXEMPT/NON-EXEMPT STATUS:** Non-Exempt

**DRIVING IS ESSENTIAL FUNCTION:** No

**MINIMUM QUALIFICATIONS:**

1. Ability to pass pre-employment background checks, with no Disqualifying Convictions as listed in the Health Care Worker Background Check Act or possessing a waiver of such conviction from in accordance with that act.
2. Ability to pass pre-employment drug screening
3. Ability to comply with Illinois Department of Transportation's expectations

**DESIRABLE QUALIFICATIONS:**

1. High School diploma or equivalent
2. Knowledge of rehabilitation process
3. Ability to work and direct individuals who have disabilities
4. Knowledge of custodial/grounds maintenance procedures
5. Dependable means of transportation
6. First Aid/CPR Certification
7. Ability to interact with the public in ways that reflect positively on DOT and the agency
8. Ability to reliably report to work as scheduled

**PHYSICAL REQUIREMENTS:**

1. Walk/stand up to 100% of the time.
2. Lift, push, pull and carry up to 50 pounds, 76-100% of the time.
3. Reaching in front of body up to 75% of the time.
4. Bending, 11-40% of the time.
5. Climbing ladder, 11-40% of the time.
6. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
7. Talking 76-100% of the time.
8. Hearing for ordinary conversation 76-100% of the time.
9. Visual acuity for 20" or less, 76-100% of the time.
10. Wears Personal Protective equipment 100% of the time including use of gloves when performing janitorial duties, face mask when within 6 feet of another person and HRC reflective vest while performing duties outdoors.

**HOURS PER WEEK:** Up to 29.75 hours per week.

**DATE AVAILABLE:** 3/16/21

**HOW TO BECOME AN APPLICANT:**

**Internal Applicants** must submit a letter of interest while the posting is still active at:

<http://www.hrcec.org/index.php/employment-new/job-openings>

**External Applicants:** **1.** Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), **2.** meet the minimum qualifications for the position, **3.** Application must state specific position(s) applying for, and **3.** Application must be received while there is an active posting at: <http://www.hrcec.org/index.php/employment-new/job-openings>

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