

**Jefferson County
Position Description**

Name:		Department:	Highway	
Position Title:	Highway Commissioner	Pay Grade:	20	FLSA: Exempt
Date:	April 2025	Reports To:	County Administrator	

Purpose of Position

The Highway Commissioner directs the planning, construction, maintenance, and operations of the County's highway infrastructure. This role ensures compliance with state and federal transportation laws, develops and oversees departmental budgets, manages departmental personnel and safety initiatives, and coordinates with state, municipal, and federal agencies regarding highway projects and funding.

Essential Duties and Responsibilities.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises Highway Department staff, including hiring, coaching, evaluating, and discipline.
- Develops, implements, and oversees highway construction, maintenance, and operations programs.
- Presents and manages operational and capital budgets. Advises Highway Committee and County Administrator on infrastructure needs and operations.
- Develops short- and long-range infrastructure plans. Directs the development, implementation and maintenance of comprehensive policies and procedures regarding departmental services and programs.
- Manages the maintenance of state, interstate, and federal highways in the county, including maintenance of highways, bridges, capital facilities, and equipment.
- Oversees fleet and equipment specifications, acquisition, maintenance, and replacement planning.
- Oversees snow removal and winter road maintenance operations in accordance with service standards and safety guidelines.
- Ensures compliance with federal, state, and local transportation regulations.
- Serves as liaison with WisDOT for federal, state, and local projects.
- Develops and administers contracts for construction, engineering, and maintenance services.
- Oversees departmental safety and training plans and risk management efforts.
- Advises the County Administrator, County Board Chair, County Board, Department Heads, citizen boards, and various committees on department practices and policy issues.
- Administration of Federal, State and County Highway Aid Programs.
- Represents the department in public meetings and communicates plans and activities to citizens and stakeholders.
- Responds to public inquiries, complaints, and service requests.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities.

While the following tasks are necessary for the work unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- May serve as Traffic Safety Coordinator for Jefferson County.
- May serve on Highway Association Board and/or Committees.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Civil Engineering, Construction Management, Business Administration, or closely related field.
- Seven years of experience in highway engineering, maintenance, or construction, with at least three years in management.

Preferred Training and Experience Required to Perform Essential Job Functions

- Registration as a Professional Engineer (PE) in Wisconsin preferred.
- Ten or more years of progressive highway or public works management experience.
- Federal Highway Administration certification in bridge inspections preferred.
- Familiarity with local government operations and public sector budgeting.

Other Requirements – Certifications/Licensure

- A valid Wisconsin motor vehicle operator's license.

Knowledge, Skills, Abilities

- Knowledge of Wisconsin State Statutes, administrative codes, and regulations related to highways, transportation systems, and public works operations.
- Knowledge of civil engineering principles, highway design standards, and construction practices.
- Knowledge of public sector budgeting, financial management, grant administration, and fiscal controls.
- Knowledge of Federal Highway Administration (FHWA), Wisconsin Department of Transportation (WisDOT), and Occupational Safety and Health Administration (OSHA) regulations.
- Knowledge of highway maintenance, snow and ice control, equipment management, and fleet operations.
- Knowledge of workplace safety programs, risk management practices, and employee training requirements.
- Knowledge of contract law, bid specifications, project management processes, and contract administration.
- Knowledge of personnel management principles, labor relations practices, and employee development strategies.
- Skill in supervising, coaching, and evaluating employees across a wide range of job classifications.
- Skill in project planning, scheduling, budgeting, and resource management.
- Skill in developing and interpreting engineering plans, specifications, cost estimates, and construction documents.
- Skill in analyzing data, preparing reports, and presenting complex information clearly to elected officials and the public.
- Skill in negotiation and administration of service contracts, professional service agreements, and construction bids.
- Skill in strategic planning, long-range infrastructure planning, and capital improvement programming.
- Skill in effective public speaking, conflict resolution, and public relations.

- Skill in operating contemporary office technologies, asset management software, and basic GIS applications.
- Ability to plan, organize, and direct complex highway and transportation operations independently.
- Ability to enforce compliance with safety, environmental, and operational regulations.
- Ability to prioritize and manage multiple large-scale projects simultaneously under tight deadlines.
- Ability to develop short- and long-term operational strategies aligned with countywide goals and objectives.
- Ability to build and maintain effective partnerships with internal and external stakeholders, agencies, and communities.
- Ability to respond calmly and effectively to emergencies, natural disasters, and weather events.
- Ability to exercise sound judgment, discretion, and confidentiality in handling sensitive or controversial issues.
- Ability to interpret, explain, and apply policies, ordinances, rules, and regulations clearly and fairly.

Supervision

- Leads and supervises departmental teams exceeding 50 employees, including administrative, operational, and technical personnel.

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Frequent movement between office, highway sites, and outdoor environments.
- Use of computers and office equipment.
- Occasional lifting or carrying up to 50 pounds.
- Ability to traverse uneven surfaces and construction zones.
- Ability to read and interpret highway plans and review projects and traffic control signing in the field. Color-blindness may present difficulties in interpreting certain plans for field conditions, requiring assistance.
- Ability to have the depth perception and vision to visit and review job site progress, and inspect bridge defects in-field or other related maintenance issues.

Work Environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Combination of office and field settings.
- Occasional exposure to loud noise, mechanical parts, and outdoor weather.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations for qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
