



Highway Fleet Manager

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE HIGHWAY DEPARTMENT OF JEFFERSON COUNTY

Jefferson County's Highway Department works diligently to keep our roads safe by upgrading, repairing, and maintaining 390 lane-miles of State Highways (100 lane-miles are located on Interstate Highway 94), 521 lane-miles of County Trunk Highways, and various Town Highways as requested.

The responsibilities include reconstructing and resurfacing county and town highways, removing snow and preventing ice accumulation, installing signs, maintaining, and repairing department equipment, performing welding tasks for equipment, issuing permits to install driveways on County Trunk Highways, providing emergency assistance, and supporting other county departments in completion of special projects.

WHAT YOU WILL DO

With the necessary knowledge and experience, you will be successful in this role by completing the below key tasks and responsibilities:

- Coordinates truck and equipment maintenance and repair, warranty claims, and insurance claims for the highway department and countywide fleet program.
- Manages countywide fleet program by scheduling and performing vehicle maintenance, repairs, and inspections.
- Assigns shop work; follows-up and submits daily out of service reports to Highway Superintendent. Dispatches field emergency repairs to vehicles as requested by radio and phone.
- Performs truck and equipment specification development; purchases and enters in fleet computer; analyzes fleet utilization. Reviews and writes specifications for new equipment purchases.
- Oversees the scheduling and coordination of all fleet maintenance work including rented or leased equipment, repairs warranty, and insurance claims.
- Enters new equipment in GPS and fueling systems.
- Provide technical guidance on equipment selection, maintenance issues, and repair decisions.
- Analyzes and implements cost-savings methods and techniques; evaluates most effective and efficient solution to problems.
- Oversees, coordinates, and supports truck and equipment setup for use.
- Oversees parts, supplies, quotes, and requests for proposals for equipment and supplies.

Requirements

- Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Requirements

- Five years related experience and/or training; or a bachelor's degree from a college or university plus two years of experience; or equivalent combination of education and experience. Certified fleet manager.
- Class A CDL



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Wage & Benefits

Starting pay \$38.26-\$42.68 hour based on candidate's successful experience and qualification.

Benefit Highlights

- * Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*
- *Group Life insurance * Short & Long Term Disability Insurance*

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY:

For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer