

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Highway		
<b>Position Title:</b>	Highway Superintendent	<b>Pay Grade:</b>	11B	<b>FLSA:</b>	Exempt
<b>Date:</b>	November 2024	<b>Reports To:</b>	Operations Manager		

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**Purpose of Position**

The Highway Superintendent is responsible for overseeing, planning, and directing the maintenance and construction operations of Jefferson County's highways and associated infrastructure. This position ensures that all projects meet safety standards, are completed on schedule, and are within budget, while adhering to federal, state, and local regulations. The Superintendent also supervises highway personnel and coordinates emergency response operations, contributing to the safe and efficient operation of Jefferson County's highway network.

**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.*

- Plans, coordinates, assigns, directs, and supervises highway maintenance and construction projects, ensuring efficient use of resources and compliance with county standards.
- Issues and oversees permits related to driveways, right-of-way activities, oversize load movements, and utility contractor work.
- Assists with speed zone studies for the Traffic Safety Committee and municipalities, contributing to safety recommendations and improvements.
- Plans and organizes construction projects, including aggregate production, culvert replacement, ditching, demolition, and work assignments, ensuring quality control in setting grades, surveying, and leveling.
- Develops and maintains an annual work schedule, providing updates to the public regarding road closures and re-openings.
- Estimates project costs and budgets for county projects, municipal collaborations, and external agencies such as WisDOT and DNR.
- Acquires easements and procures materials, such as asphalt, aggregate, culverts, and additional equipment needed for project completion.
- Acts as the department's safety coordinator, conducting and overseeing training in OSHA and MSHA standards, work zone safety, and equipment operation.
- Organizes and certifies employees on the proper operation of the County's fleet and machinery.
- Serves on a rotating on-call schedule for 24-hour emergency responses, including winter maintenance, accident assistance, and hazard removal.
- Participates in interviewing, hiring, disciplining, and evaluating employees, providing recommendations for development and performance improvements.
- Responds to inquiries and complaints from the public, law enforcement, and local municipalities, ensuring positive community and interagency relationships.
- Manages winter operations, including monitoring storms, directing salt use, and coordinating anti-icing/deicing efforts. Oversees brine-making processes.
- Maintains detailed records of operations, storm events, and brine use, reporting to the state and other required entities.
  
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures.

- 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 of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- None specified.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associate's degree in engineering, construction management, or a related field and five years of highway construction experience or equivalent level of education, experience, and knowledge.
- Three years of proven leadership and supervisory experience.

### **Other Requirements – Certificates/Licensures**

- Valid Wisconsin Driver's License.
- Valid Class A CDL with N, H, and Air Brake endorsements.
- Preferred certifications include OSHA, MSHA, WisDOT Certified Bridge Inspector, and WisDOT Compass training.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in civil engineering, construction management or related field and five years of experience.

### **Knowledge, Skills, Abilities**

- In-depth understanding of highway construction and maintenance operations, including road repair, resurfacing, snow and ice control, and emergency response strategies.
- Knowledge of federal, state, and local regulations governing highway construction, safety, and environmental protection, with the ability to ensure department compliance with these standards.
- Strong commitment to safety as a priority, with knowledge of OSHA, MSHA, and other safety guidelines. Ability to train employees on safety protocols and enforce safe work practices.
- Proficiency in using and directing the operation of heavy equipment, such as plows, graders, dump trucks, and loaders. Familiarity with equipment maintenance procedures and troubleshooting common mechanical issues.
- Ability to manage multiple projects simultaneously, prioritize tasks, and allocate resources effectively, ensuring timely and within-budget completion.
- Proficient in analyzing data, interpreting technical documents, and making data-driven recommendations for project planning, cost estimation, and operations improvement.
- Strong supervisory skills, including coaching, performance evaluation, conflict resolution, and team development. Ability to motivate and guide a team to meet operational goals.
- Effective communication skills to coordinate with internal departments, local municipalities, contractors, and the public. Skilled in responding to public concerns and resolving complaints professionally.
- Ability to work outdoors in varying weather conditions and respond to emergencies on a 24/7 on-call basis.

- Familiarity with software and tools used in project management, data analysis, and maintenance tracking (e.g., GIS, GPS systems, project scheduling software).

## **Supervision**

- Carries out supervisory responsibilities in line with Jefferson County policies and applicable laws, supervising a team of full-time employees.
- Duties include recruiting, training, evaluating performance, and addressing employee concerns.
- The Superintendent makes recommendations in hiring, disciplinary actions, and performance appraisal processes.

**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.*

- Regularly required to sit, stand, walk, and perform tasks involving reaching, grasping, and handling equipment and materials as well as bending, kneeling, and crouching.
- Infrequently required to climb, lift, push, and pull objects weighing up to 50 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus to handle detailed tasks and monitor road conditions effectively.
- Must work in outdoor environments with exposure to varying weather conditions, including extreme temperatures, snow, rain, and high winds.

**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.*

- Regularly encounters noise, dust, fumes, and other environmental factors typical of construction and maintenance sites.
- Requires awareness of physical hazards, including moving vehicles, heavy equipment, and hazardous materials, necessitating adherence to strict safety protocols.
- Frequently works indoors, using computers and other office equipment to manage records, communicate with team members, and coordinate project logistics.
- Periodically works outdoors, exposed to diverse weather conditions, including extreme temperatures, rain, snow, and high winds.
- May be required to work outside standard business hours, including nights, weekends, and holidays, particularly during emergency situations or severe weather events.
- Use of personal protective equipment (PPE) required.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified*

*individuals with disabilities and encourages 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

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Supervisor

Date

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