Operations 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.

WHAT WE ARE LOOKING FOR

We are looking for someone to lead efficient, high-impact projects for the Highway Department. This role oversees construction and maintenance programs, providing expert guidance to ensure effective operations and strong interdepartmental collaboration.

WHAT YOU WILL DO

The purpose of this position is to manage cost-effective project management for the Highway Department, overseeing all functions related to construction and maintenance programs. This role provides technical expertise and professional guidance to ensure the effective operation of the department and collaboration with other departments.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Ensures compliance with County rules and regulations, State and Federal laws, regulations, and rules. Assures compliance with performance standards and annual department goals.
- Evaluates the integrity of transportation infrastructure (i.e., roads and bridges) within the county by evaluating highway conditions and overseeing the bridge inspection program. Provides oversight and administration of county utility and oversize/overweight vehicle permits, right-of-way easement, and construction permit acquisition process.
- Establishes short- and long-range plans, strategies, goals, and objectives for the department under the discretion of the Highway Commissioner, ensuring alignment with the County strategic plan.   Assists with planning and coordinating future highway construction and maintenance projects, prioritizing projects.
- Supervises scheduling and coordination of all road construction and maintenance projects and oversees the Highway Department geographical information system. Inspects and reviews county projects.

Requirements:
- Bachelor's degree in civil engineering, public administration, or a related field.
- At least five years of experience in highway maintenance, construction, or a related field, with at least two years in a supervisory or leadership role.
- Knowledge of federal, state, and local regulations related to highway maintenance and construction.

Preferred Requirements:
- Master's degree in civil engineering, public administration, or a related field.
- Seven years of experience in highway maintenance, construction, or a related field, with significant experience in a management role.
- Experience with budgeting, procurement, and contract management in a government setting.

Other Requirements – Certificates/Licensures

- Valid Wisconsin Driver's License.
- Professional Engineer (PE) license preferred.
- Certification in Public Works Management or similar credentials is a plus.

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Wage & Benefits

Rate of pay $42.01 - $44.39 dependent on experience and qualifications.
Potential to earn up to $53.98/hour

Benefit Highlights

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

Employees at Jefferson County Value

Competitive Pay
Excellent Benefits
Great Coworkers
Flexibility
Advancement & Opportunity
Family Culture

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