

**Jefferson County
Position
Description**

Name:	Department: Highway
Position Title: Operations Manager	Pay Grade: 13 FLSA: Exempt
Date: July 2024	Reports To: Highway Commissioner Supervisor

Purpose of Position

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.

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.

- 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.
- Analyzes information to determine the best possible course of action and manages the on-call schedule for all superintendents and foremen.
- Assists with planning and preparing project budgets, monitors expenses and revenues, and prepares appropriate reports. Maintains records and reports.
- Negotiates, prepares, and monitors agreements and contracts for services with other county departments, vendors, contractors, and the State of Wisconsin. Prepares bidding documents, oversees the bidding process, awards construction material contracts, and assists townships and other counties in similar processes.
- Provides oversight and administration of WisDOT maintenance (RMA's, TMA's, and LFA's) and financial assistance programs (Local Program and LRIP). Assists other county departments with administering infrastructure improvement projects.
- Maintains a comprehensive safety and training plan for all employees. Adheres to, promotes, and ensures safety as a priority in the workplace.
- Reviews Highway Department design plans and maintains responsibility for all project and public meetings. Attends and participates in County Board meetings, committees, and other public meetings as required. Responds to inquiries and complaints from customers or other parties and takes action to resolve issues.
- Demonstrates dependable attendance and performs other duties as assigned or as 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

Minimum Training and Experience Required to Perform Essential Job Functions

- 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 Training and Experience Required to Perform Essential Job Functions

- 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.

Knowledge, Skills, Abilities

- Strong knowledge of highway maintenance and construction practices, materials, and equipment.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of Federal and State laws pertaining to department operations.
- Knowledge of infrastructure maintenance practices, and construction methods.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting, Federal and State funding, reimbursements.
- Knowledge of planning, forecasting, and budgeting techniques.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of research methods and techniques.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Excellent leadership, supervisory, and team-building skills.
- Excellent communication and interpersonal skills.
- Proficiency in the use of computer software related to highway maintenance and management, including GIS and project management tools.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.

- Ability to deal with a variety of abstract and concrete variables.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
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Supervision

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for Highway superintendents, foreman, and GIS technician with involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear.
- The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur.
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.
- Ability to perform physical activities, such as walking, standing, climbing, and lifting heavy objects, as required for inspections and supervision of highway maintenance activities.
- Ability to work in various weather conditions and terrains.

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.

- Work is performed both in an office setting and in the field.
- Exposure to outdoor weather conditions, noise, and hazardous materials or equipment is possible.
- The noise level in the work environment is usually moderate.
- This position requires occasional traveling throughout the County.

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

Supervisor

Date
