



Transportation Supervisor

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 IN THE TRANSPORTATION SUPERVISOR

We're looking for a motivated and collaborative leader to manage our County Transportation program. This role is all about making things happen—from planning for increased ride demand and coordinating shared routes, to working with partners and ensuring grant compliance. You'll supervise a small team, support day-to-day transportation operations, and make sure our older adults and other community members get where they need to go safely and efficiently. If you're organized, people-focused, and ready to drive real impact in Jefferson County, we'd love to hear from you.

WHAT YOU WILL DO AS THE TRANSPORTATION SUPERVISOR

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SOME ESSENTIAL RESPONSIBILITIES OF THE TRANSPORTATION SUPERVISOR

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

- Manages the County Transportation program; holds public hearings; meets with stakeholders; and complies with Title III E and Department of Transportation requirements.
- Creates, monitors, and adjusts a Transportation plan to include projections for more ride requests for the aging population in Jefferson County as well as implementing "shared" route lines throughout the county through multi-stakeholder agreements.
- Develops necessary resources identified through planning process.
- Completes annual applications and quarterly reporting for all public grants and allocations pertinent to transportation and maintain compliance with each.
- Supervises and oversees Transportation Coordinator staff, including but not limited to hiring, coaching, discipline, performance evaluations.
- Oversees Personnel & Daily Operations of Driver/Escort Transportation Service.
- Assists clients not able to be served by Driver/Escort Transportation Service.
- Perform the recording of Driver/Escort Transportation Service Hours & Mileage and the accounting of Driver/Escort Transportation Service Copays (fares).

Requirements:

- Bachelor's degree in business administration or marketing or similar field; and one (1) year of relevant experience, or an equivalent combination of education and experience sufficient to successfully perform essential duties

Preferred Requirements:

- Experience with DOT and Federal funding for transportation.
- Mobility Management Certification preferred.



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Wage & Benefits

The starting hourly wage range is \$37.51 - \$39.69 per hour depending on qualifications.
Full range extends to \$48.28 per 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