

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY COMMISSIONER

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY BUILDING

SUPERVISOR: COUNTY ADMINISTRATOR

SUMMARY:

Under administrative direction from the County Administrator, the Highway Commissioner is responsible for the administration, operation, and supervision of the Highway Department and personnel.

DUTIES AND RESPONSIBILITIES:

- Responsible for carrying out duties as provided by Wisconsin Statutes 83.01, County Highway Commissioner, as well as other applicable state statutes.
- Plans, directs, and supervises the work of highway construction and maintenance projects; assists with the purchase of right-of-way; coordinates activities with state and local municipalities.
- Responsible for managing the preparation of designs, drawings, and specifications of construction and maintenance of highways and highway structures.
- Maintains records and prepares reports, as required. Prepares and monitors the annual budget; prepares department schedules and operating reports.
- Responsible for securing, coordinating and administering federal and state funds for county, town, village and city maintenance and construction projects including the LRIP Program, STP Urban, STP Rural and Local Bridge Replacement and Rehabilitation Programs.
- Prepares bid specifications and purchases department equipment and materials. Responsible for proper use, maintenance, and storage of all equipment.
- Investigates highway conditions. Prepares PASER documents to determine maintenance of County highways and improvement plans.
- Ensures efficient direction and administration of all County and Highway Department policies and procedures. Oversees performance evaluations.
- Attends seminars, meetings and conferences to assure Green Lake County is operating with the newest and most efficient technology; reports findings to Committee.
- Responds to public inquiries and complaints. Participates in and makes presentations and reports to various community business and education groups, towns, cities, state, and County Board.
- Performs other duties as assigned.

SKILLS AND ABILITIES:

- Thorough knowledge of the laws, codes, and regulations pertaining to the construction and maintenance of highways and highway structures.
- Thorough knowledge of engineering design concepts related to road construction, maintenance, and costs.
- Thorough knowledge of highway machines and equipment.
- Ability to plan, direct, and supervise the work of others in all phases of assignments associated with construction and maintenance.
- Ability to manage contractors performing road construction.
- Ability to give technical advice and to make comprehensive recommendations regarding problems dealing with highways.
- Ability to establish and maintain effective working relationships with employees, county, state, and local officials, and the public.
- Ability to communicate effectively, both orally and in writing with a diverse groups of people; ability to prepare reports.
- Ability to work flexible schedule to accommodate highway needs and emergency call-ins, as necessary.
- Skill in the use of a calculator, personal computer, printer, copy, and fax machines, telephone and other similar office machines; assorted small tools, monitoring tools, and a truck or automobile.

QUALIFICATIONS:

EDUCATION: Bachelor's degree, from accredited four-year college or university, in Business Administration or Civil Engineering.

EXPERIENCE / JOB KNOWLEDGE: Five or more years of management experience in highway maintenance OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid Wisconsin driver's license. WI Professional Engineer License preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 50% of the time is spent at a desk creating paperwork, using writing and near vision for viewing a computer screen and fingering. Walking, sitting, using far and near vision are used 65% of the time, including stooping, kneeling, crouching, climbing in and out of vehicles, reaching, low to medium lifting and carrying up to 20 pounds. There is some exposure to loud noises, fumes from equipment, and materials and exposure to hot and cold extremes in temperature.

ENVIRONMENTAL DEMANDS: Up to 60% of the time is spent indoors; 35% of the time may be spent inside a vehicle. 5% of the time may be spent outside, in varying temperatures or traversing difficult terrain.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

May 2018