



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Highway Maintenance Superintendent

**LOCATION:** Highway Department

**HIRING RANGE:** \$85,789 – 95,321/Yr

**STATUS:** Full time

**HOURS PER WEEK:** 40+

**WORK HOURS:** 6AM-4PM / 7AM-3PM

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION** *September 2017*

**POSITION TITLE:** Highway Maintenance Superintendent

**DEPARTMENT:** Highway

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Manages the daily functions of the Highway Department related to roadway maintenance and construction under the direction of Highway Commissioner. Provides clear and effective direction to staff, coordinates maintenance and construction activities with the Wisconsin Department of Transportation and local governments, works closely with department supervisory staff, and ensures safe work place practices are followed.

### **ESSENTIAL FUNCTIONS:**

1. Monitors the county and state highway network, manages maintenance and construction projects to ensure efficiency and quality are maintained, tracks costs, and provides estimates to the Highway Commissioner and local officials.
2. Directs emergency response operations related to severe weather, motor vehicle accidents, and responds immediately to emergency related needs on the county and state highway network.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Participates in the selection of department employees, evaluates work performance, and issues discipline as necessary.
2. Recommends equipment needs to the Highway Commissioner.
3. Orders materials for use on maintenance and construction projects.
4. Verifies the accuracy of employee time cards and material usage records.
5. Maintains positive public relations.
6. Serves in the Highway Department on call roster for emergencies.
7. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Highway Commissioner.
2. Supervises Traffic Operations Supervisor, Foreman, Equipment Operator II, and Equipment Operator I.
3. Works with Highway department supervisors, office staff, local officials, and the general public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School Diploma.
2. Training in engineering or related field preferred.
3. A minimum of two years' work experience in a supervisory role performing roadway construction or maintenance.
4. Current valid Wisconsin driver's license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of roadway construction and maintenance practices.
2. Knowledge of civil engineering principles.
3. Ability to effectively supervise subordinates.
4. Ability to read and interpret highway construction plans and specifications.
5. Ability to assign appropriate equipment to project conditions.
6. Ability to organize and efficiently complete multiple tasks.
7. Strong written and verbal communication skills including listening skills.
8. Computer skills including familiarity with Microsoft Office applications, GIS, and ability to learn and use other technical software related to the position.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work in the field in all types of weather and site conditions.
2. Ability to function efficiently and effectively under pressure.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.