SCOTT FELDT
KEWAUNEE COUNTY ADMINISTRATOR

November 18, 2016

JOB POSTING

Highway Patrol Superintendent
$54,579
Start Date: January 2, 2017

Job descriptions and internal applications are available in the County Administrator's Office or on the Employee Intranet.

Anyone interested in posting for this position must submit a written internal application to Scott Feldt, Kewaunee County Administrator, by 4:00 PM on Friday, December 2, 2016.

INTERNAL JOB POSTING APPLICATIONS ARE AVAILABLE IN THE COUNTY ADMINISTRATOR'S OFFICE OR ON THE EMPLOYEE INTRANET.

Scott Feldt
County Administrator

KEWAUNEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

REQUIRED TRAINING AND EXPERIENCE: **HIGH SCHOOL DIPLOMA REQUIRED WITH A MINIMUM OF FIVE YEARS EXPERIENCE IN HIGHWAY MAINTENANCE AND/OR CONSTRUCTION AND PROJECT COORDINATION. POST HIGH SCHOOL EDUCATION IN SUPERVISORY MANAGEMENT, ACCOUNTING, AND CIVIL ENGINEERING PRINCIPLES IS DESIRED. ANY COMBINATION OF TRAINING AND EXPERIENCE WHICH PROVIDES THE REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE WILL BE CONSIDERED. POSSESSION OF A VALID WISCONSIN CLASS B COMMERCIAL DRIVER'S LICENSE.**

810 LINCOLN STREET • KEWAUNEE, WI • 54216
PHONE: 920-388-7164 • FAX: 920-388-7101

HIGHWAY DEPARTMENT
PATROL SUPERINTENDENT
KEWAUNEE COUNTY

Characteristic Work of the Position

Nature: This is a supervisory, management position requiring effective oral and written communications with Department employees, government officials, and the general public. The position requires planning, scheduling, directing and dispatching personnel and equipment; job cost estimating; supervision of personnel; and making written reports and directives.

The position requires making decisions and application of authority consistent with the goals, objectives, and the philosophy of the Highway Department as established by the Highway Committee and the Highway Commissioner.

Works under the direction supervision of the Highway Commissioner. Exercises supervision over the Leadmen and department employees.

Essential Duties and Responsibilities:

1. Supervise, direct, instruct, assign, lead, reward, and discipline personnel in a manner consistent with the Highway Commissioner's instructions, the Department's work rules and policies, the Kewaunee County Personnel Policies and Procedures, the Kewaunee County Drug and Alcohol Testing Policy and industry safety standards so that assigned projects can be completed in a safe, timely, cost effective, and quality manner.
2. Plan, schedule, prioritize, expedite, coordinate and execute Department field operations consistent with the Highway Commissioner's directives.
3. Remain on-call for 24-hour emergency and weather related work; contact and authorize off-duty personnel to report for duty; dispatch personnel and equipment for emergency and weather-related work.
4. Patrol highways to assess need for repair, signing, maintenance and snow/ice removal; determine snow/ice removal chemical treatment requirements.
5. Monitor and make oral and written reports on project activities and costs; subordinate assignments; policy and work rule violations; accidents; weather; materials used/sold; equipment utilization; and other events or items.
6. Make oral and written reports on project progress and costs, employee assignments, policy and work rule violations, accidents, equipment performance, fuel usage, employee performance, materials used/sold, equipment utilization, and other events or items.
7. Maintain a written record of maintenance/project activities including documenting the purpose and scope of work, the action taken and the location of the maintenance/project activity.

8. Make oral and written evaluations and recommendations on personnel and equipment performance; assist in the development of job descriptions and equipment specifications.
9. Verify and adjust employee time cards with proper authorization as necessary.
10. Assist with annual and long-range project planning and budgeting.
11. Prepare accurate maintenance and construction project cost estimates; review cost estimates prepared by others.
12. Review invoices for accuracy and completeness.
13. Determine construction material and contractor requirements; solicit material and contractor price quotations.
14. Respond to inquiries and complaints regarding department operations.
15. Solicit and contract work with government entities.
16. Interact with public officials; act as a liaison for the Highway Commissioner.
17. Determine equipment operator training needs and schedule training. Maintain a training record for each subordinate employee.
18. Attend and participate in (day and evening) meetings regarding Department activities.
19. Meet with State maintenance manager on his scheduled visits to view State highways.
20. Continually inform and advise the Highway Commissioner on all Highway Department activities.
21. Review permit applications and issue permits; apply for other agency permits.
22. Safeguard and control the use of County-owned property, materials, tools, and equipment.
23. Set up required OSHA and other safety training sessions for Department personnel.
24. Attend seminars that "train the trainer" and be knowledgeable to give safety sessions to Department employees after receiving this training.
25. In the absence of the Highway Commissioner, perform the duties of the Highway Commissioner as assigned by the Highway Commissioner.
26. Attend Highway Committee meetings as requested.
27. Perform other duties as assigned.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities

1. Ability to plan, organize, supervise, and inspect the work of subordinates.
2. Ability to work effectively with the public.
3. Knowledge of department procedures, policies, programs, and resources.
4. Knowledge of highway maintenance and construction methods.
5. Ability to initiate procedures and coordinate present operations with future planning.
6. Knowledgeable of highway material and equipment.
7. Ability to interpret State codes and regulations related to highways.
8. Ability to exercise sound judgement in evaluating situations and making decisions.

9. Skill in proper care and use of equipment and tools.
10. Ability to effectively communicate assignments.
11. Ability to read blueprints and interpret specifications.
12. A familiarity of working with computers sufficient to allow communication with constituents.
13. Report to and is responsible for assisting the Highway Commissioner with personnel issues involving management decisions relating to hiring, suspension or other disciplinary actions.
14. Directs and supervises emergency situation involving traffic control and traffic control devices.
15. Ability to add, subtract, calculate percentages, fractions, decimals, volumes, ratio, and geometric operations.

Training and Experience

1. High School diploma, required.
2. A minimum of 5 years experience in highway maintenance and/or construction and project coordination.
3. Post High School education in supervisory management, accounting, and civil engineering principles is desirable.
4. Any combination of training and experience which provides the required knowledge, skills, and abilities.
5. Possession of a valid Wisconsin Class B commercial driver's license.

Physical Demands

Physical stamina to work extended hours in times of snow emergencies. Ability to walk rough terrain of construction sites. Must be able to work under extended periods of stress.

Exposure to all types of weather, dust, wetness, and noise. Exposure to hazards such as machinery, automobile traffic, electrical hazards, chemicals, fumes, and mechanical parts when present, but can be minimized by following proper operating procedures and safety rules. In addition, safe working habits around equipment and machinery required limiting potential injury.