

## HIGHWAY COMMISSIONER

Department: Highway Department

Reports To: County Board of Supervisors

### Purpose of Position

The purpose of this position is to plan, administer and monitor the highway maintenance, building and repair in Richland County.

### 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.

- \* Supervises the activities of the County Highway Department staff including road work foreman and crews and administrative workers to perform road maintenance and work programs.
- \* Develops road maintenance programs.
- \* Attends and participates in Highway Committee, County Board, Town Board and other committee meetings to provide information on county road and bridge projects.
- \* Participates in preparation of bid specifications and documents for equipment and construction projects.
- \* Assists Highway Committee in developing Department budget. Monitor Department budget including regular review of revenues and expenditures.
- \* Coordinates and facilitates Federal, State and County aid programs for township bridge projects with Town Boards.
- \* Coordinates and cooperates with State and Federal Department of Transportation representatives on road, bridge, sign and safety aided projects and programs.
- \* Reviews, submits and administers CHIP, TRIP and MSIP local road projects with the Department of Transportation.
- \* Prepares right of way and property acquisition documents. Negotiates all right-of-way acquisition.
- \* Maintains positive public relations by answering complaints and by providing information about the Department to the public and news media.
- \* Supervises personnel activities including: recommending discipline, new employee interviewing, recommendation for employment and participating in collective bargaining.

- \* Attends and participates in District and State highway meetings.

#### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma, Wisconsin Commercial Driver's License with six to nine years highway construction and maintenance supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

#### Physical and Mental Abilities Required to Perform Essential Job Functions

##### Language Ability and Interpersonal Communication

- \* Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- \* Ability to persuade and convince others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- \* Ability to utilize design data and information such as technical manuals, accounting methods, engineering manuals, blueprints, construction manuals, equipment specifications and manuals, State Statutes and administrative code, and county personnel policies.

##### Mathematical Ability

- \* Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals

##### Judgment and Situational Reasoning Ability

- \* Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- \* Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

##### Physical Requirements

- \* Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.

- \* Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.
- \* Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

#### Environmental Adaptability

- \* Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.