

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

**DRAFT**  **FINAL**

<b>Position Title:</b> HIGHWAY COMMISSIONER	<b>Department:</b> Highway
<b>Immediate Supervisor's Position Title:</b> Highway Committee	<b>FLSA Status/Pay Classification Code:</b> Exempt
<b>Original Description Date:</b> January 2012	<b>Revised Date:</b> January 2016
<b>Oversight Committee:</b> Highway Committee	<b>Approved Date:</b> February 2016
<b>Approved by:</b> Human Resources Committee	<b>Approved Date:</b> March 2016

**Job Summary:**

The Highway Commissioner is responsible for the administration, management, financial, personnel management; long range capital planning and improvements, roadway, fleet, facility, planning, and coordination of department services for the Vilas County Highway Department.

The work is performed under the direction of the County Highway Committee. Pursuant to County Ordinance, the term of service of the Vilas County Highway Commissioner shall be four (4) years, subject to successful annual performance reviews.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership in the development and implementation of objectives for department services, programs and goals.
2. Manages and administers a safety-oriented highway program, including maintenance of County's road and highway system. Ensures county compliance with state and federal laws, policies and procedures.
3. Establishes work rules and performance standards, conducts or oversees performance evaluations and determines, initiates and implements disciplinary actions.
4. Develops Departmental administrative and operating policies, practices and procedures.
5. Prepares and directs preparation and implementation of departmental budget, based on highway objectives and goals, staffing and resource requirements, capital improvements needs and long range planning.
6. Directs and oversees departmental accounting, reporting, and grant funding activities according to prescribed Federal, State and local requirements.
7. Supervises and monitors an effective and efficient maintenance program for all County, State, Township structures and highway right of way within the County.
8. Directs the purchasing and monitoring of contracted services from consultants, contractors and outside agencies.
9. Coordinates Departmental activities with other governmental units within the County and State, with particular attention to the Wisconsin Department of Transportation.
10. Oversees the design, drawings, specifications and cost for construction and maintenance of highways, roads and bridges.



- Considerable ability to communicate effectively, both orally and in writing.
- Ability to organize and set own and subordinates' work priorities.
- Ability to work independently, possess and utilize strategic planning skills, exercise judgment and effectively utilize authority.
- Knowledge and use of contemporary office equipment, including department-specific programs.
- Ability to regularly work outdoors in extreme and fluctuating temperatures.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
Patrol Superintendent	1
Shop Foreman	1
Crew Leader	1
Mechanic	2
Parts Person	1
General Highway Workers	13
Financial Services Coordinator	1
Administrative Assistant	1
Limited Term Employees	Varies

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.