

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>DRAFT</b> <input type="checkbox"/>	<b>FINAL</b> <input checked="" type="checkbox"/>
<b>Position Title:</b> Highway Patrol Superintendent	<b>Department:</b> Highway
<b>Immediate Supervisor's Position Title:</b> Highway Department Committee	<b>FLSA Status/Pay Classification Code:</b>
<b>Original Description Date:</b> January 2013	<b>Revised Date:</b> January 2016
<b>Oversight Committee:</b> Highway Department Committee	<b>Approved Date:</b> January 2016
<b>Approved by:</b> Human Resources	<b>Approved Date:</b> February 2016

**Job Summary:**

The Patrol Superintendent is responsible for the management and directing the day to day operations of the County Highway Department work force. Performs work responsibilities as directed by the Highway Commissioner.

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

1. Responsible for the planning, scheduling, and supervising of normal maintenance, construction, repair, and snow removal and salting operations on State, County, and Town roads.
2. Monitors and reviews all daily time sheets for accuracy of labor, machinery, and material charges.
3. Prepare work schedules and assignments and regularly supervises work through required reports and on-site inspections.
4. Patrol State and County roads on a regular basis to inspect for needed repairs and maintenance.
5. Act as the liaison between the County and the Wisconsin Department of Transportation.
6. Establishes safety regulations and audits same. Monitors accidents, work rule violations, material uses, equipment condition/maintenance and other patrol related activities.
7. Coordinates and facilitates employee Highway safety committee meetings
8. Establishes and monitors operational goals for improving personnel and departmental efficiencies.
9. Responsible for employee relations relative to planning, supervising work performance and discipline in collaboration with Human Resources.
10. Assist in the formulation, development and implementation of department policies, procedures and rules.
11. Analyzes data and provides operational recommendations to Highway Commissioner and Highway Committee
12. Assists Highway Commissioner with all road maintenance and renovation and assists in setting priorities for these projects.
13. Dispatches crews during off hours due to storms or other emergencies.
14. Responds to inquiries and complaints regarding road conditions, patrol activities and staff.
15. All others duties as assigned.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:** Requires knowledge of a general or technical field such as accounting, information technology, manufacturing operations, quality control, advanced administrative support, data base and other computer applications, mechanics and maintenance. Equivalent to two years of college or an associate degree.

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis:
<input checked="" type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A
---------------------------------------	--

**B. Licensure/Certification:**

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
Must possess a valid WI driver's license with a good driving record. CDL with endorsements for air brakes, combination vehicles and tanker.

**C. Required Work Experience:**

<input checked="" type="checkbox"/> In addition to Education/Licensure <input type="checkbox"/> Instead of Education/Licensure
One to Three years' experience in highway/maintenance work including machinery operations, employee relations, highway maintenance and record keeping or any combination of education, experience and training that provides equivalent knowledge, skills, and abilities with supervisory experience.

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Knowledge of machinery and materials used in highway work as well as specifications of design and engineering principles; of regulations and laws dealing with highway and safety methods.
- Ability to supervise and earn the respect of employees; to operate a transit; to work with elected officials, Town Board and State Departments; to delegate authority.
- Skill of working with private landowners whose views do not always coincide with the need for safe, efficient public highways as well as the public on insurance claims.
- Normal hazards with extensive highway travel; on call at all times. The employee is required to sit, use hands and fingers, and reach with hands and arms. The employee is required to stand, walk, climb or balance, and talk or hear. The employee is required to stoop, kneel, crouch, or crawl. The employee is required to lift up to 100 pounds. Position requires close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Exposure to Wisconsin weather.

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

Titles of Positions Supervised:	# of Employees:
Lead Patrol	3
Patrol Staff	11 + LTE's

**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.