

**MENOMINEE COUNTY, WISCONSIN
JOB POSTING**



Position Title: Highway Commissioner	Department: Highway	Division/Section: Administration
Classification: Full-time; exempt	Wage: Negotiable; not to exceed \$96,521	Supervisor: Highway Committee
Supervision Exercised: Yes; four directly and seven indirectly	Posting Date: Wednesday, October 16, 2024	Deadline Date to Apply: Wednesday, October 23, 2024
License/Certification Requirements: Wisconsin Class D required; Class A or B CDL preferred		
Benefits: Wisconsin Retirement System pension; deferred compensation plan; health, vision, and dental insurance; flexible spending account; short and long-term disability; life insurance; 12 paid holidays; and begin earning personal time at time of hire (up to 208 hours in first year).		
Position Summary: The Highway Commissioner is responsible for planning, directing, and controlling the activities of the Highway Department. Work involves the supervision of all staff involved in various highway maintenance and construction activities, the preparation and administration of the department budget, and the scheduling of departmental activities and projects. Menominee County primarily performs maintenance only, does not directly perform construction (e.g., milling and/or paving, etc.), and does not operate a sand/gravel mine.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, directs, and controls all department activities, including highway maintenance and construction, snow and ice removal, and building and equipment maintenance.
2. Prepares the department budget, carefully monitors revenues and expenditures, and makes adjustments in department operations accordingly.
3. Initiates and contracts for construction projects such as street construction or repair, sidewalks, or for building improvements or alterations.
4. Advises the County Board and other municipalities on highway maintenance and construction activities and issues.
5. Initiates and contracts for construction projects such as street construction or repair, sidewalks, or bridge alterations and replacement.
6. Receives citizen inquiries or complaints and attempts to resolve the issues.
7. Coordinates and reviews plans, specifications, and engineering diagrams prepared by consultant firms for private or municipal projects; works closely with Wisconsin Department of Transportation in planning and development of projects.
8. Hires and trains department staff and takes proper disciplinary measures when necessary.
9. Prepares bid specifications for all equipment and projects and coordinates all purchasing.
10. Maintains records, instruments, plans, records of surveys and all other property and papers relating to engineering work of every description belonging to the County.
11. Maintains a current and accurate inventory of all equipment, materials, fuels, parts, and supplies.
12. Attends conferences and training as required or directed.
13. Submits monthly, written reports to the Highway Committee and County Board of Supervisors; submits other reports to other agencies as necessary and appropriate.
14. Attends County/Town Board meetings, Highway Committee meetings, department head meetings,

and other meetings as necessary and appropriate.

15. Contributes to the team effort by performing related duties as necessary or as assigned by the Highway Committee.

MINIMUM QUALIFICATIONS: The ideal candidate will have an impeccable attendance record and work ethic, and will possess the following minimum qualifications:

1. A bachelor's degree in management, public administration, civil engineering, or a closely related field.
2. At least one year of proven supervisory experience.
3. Must be capable of typing and be proficient in the use of MS Word, Excel, and Outlook.
4. Must be able to interpret maps and diagrams, and be able to perform technical research (e.g., read statutes, regulations, manuals, policies, and procedures).
5. At least one-year prior experience working in a highway department or a public works department in a managerial capacity.
6. Possession of a Class D driver's license; a Class A or B commercial driver's license with air brake endorsement is preferred.
7. Must possess and maintain a home/personal telephone.
8. 60+ Credits, or an Associate's Degree, plus 3 or more years of management experience may be considered in lieu of the education and supervisory requirements stated above.

A person not meeting any one of the minimum qualifications listed above, except as otherwise noted, will not be considered for an interview. Individuals selected for an interview will be tested on writing skills, Excel and basic math skills, research skills, and reading road construction design plans.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Communication Skills. Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public. Ability to read, write and comprehend complex instructions, correspondence, maps, diagrams, and technical specifications. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Mathematical. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent; and to interpret miscellaneous drawings and schematics.
- Physical Demands. The employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.
- Working Conditions. The employee is frequently exposed to moving equipment and mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment. Employment with Menominee County is at will. This position is subject to the Town/County of

Menominee County Highway Department
Highway Commissioner (Rev. 16OCT2024)

Menominee Personnel Policies and Procedures.

SPECIAL REQUIREMENTS: Must submit to and pass a thorough criminal background check and pre-employment drug test. The successful applicant is subject to reappointment by the Menominee County Board of Supervisors approximately every two years, as provided by Wis. Stats. 83.01(2)(b).

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab.

APPLICATION PROCESS: A complete application includes all of the following:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator's Office or online at www.co.menominee.wi.us under "Career Opportunities"); and
- Copy of technical school/college transcripts; and
- Current resume; and
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage. The successful candidate will be required to provide official copies of his/her technical/college transcripts prior to date of hire.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse

Attn: Human Resources

P.O. Box 279

Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee 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 encourage both prospective employees and incumbents to discuss potential accommodations with the employer.