

**MENOMINEE COUNTY, WISCONSIN  
JOB POSTING**



<b>Position Title:</b> Patrol Superintendent (Road Maintenance Foreman)	<b>Department:</b> Highway	<b>Division/Section:</b> Administration & Road Operations
<b>Classification:</b> Full-time; non-exempt/hourly	<b>Wage:</b> \$27.75/hour to \$29.25/hour (\$57,720 - \$60,840 per year)	<b>Supervisor:</b> Highway Commissioner
<b>Supervision Exercised:</b> Seven F/T employees	<b>Posting Date:</b> Monday, July 22, 2024	<b>Deadline Date to Apply:</b> Monday, August 5, 2024
<b>License/Certification Requirements:</b> Must possess a Class A or B Commercial Driver's License.		
<b>Benefits:</b> 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).		
<b>Position Summary:</b> This position aids the Highway Commissioner in the overall management of the department, including planning and implementing road maintenance and improvement projects; managing and coordinating personnel, materials, and equipment; and performing road maintenance responsibilities. Approximately 75% of this position's time is devoted to working in the field with operators, with the other 25% consisting of administrative duties. 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 work; assigns workers to a crew; supervises work crews; directs workers on the job; assigns equipment; makes routine job site decisions; adjusts assignments to meet overall operational needs; and reviews work assignments for completion and accuracy.
2. Prioritizes work on the job sites; monitors work process; ensure work efforts are focused on the assigned job; and reviews work zone safety set-ups and ensures work zone safety protocols.
3. Makes recommendations on projects; assists in the planning and layout of work; may research material cost figures for anticipated work; and may estimate labor costs for in-house projects.
4. Maintains daily records on progress, assignments, material usage, equipment usage, and schedules; accurately maintains related work records; and writes such other reports as required.
5. Routinely patrols 222 miles of road during working hours, and occasionally during the evenings and weekends, to ensure that all road features are safe and properly functioning.
6. Maintains a current and accurate inventory of road materials and related supplies (e.g., salt, sand/salt, gravel, stone, tar, cold mix asphalt, brine, wood posts, culverts, etc.).
7. Trains and instructs workers in proper and safe work procedures and safe equipment operation; ensures proper use of vehicles and equipment.
8. Ensures vehicles, equipment and tools are utilized properly; follows prescribed preventative and operational maintenance procedures; reports vehicle and equipment problems to mechanics or the Highway Commissioner.
9. Performs routine road maintenance, including mowing; crack-sealing; patching; removing hazardous debris from roadways; installing or replacing signs and other traffic control devices; snow and ice removal using plow trucks w/ plows, wings, and salt spreaders; road sweeping; grading; clearing drains and culverts; repairing and replacing culverts; hauling gravel and other materials using dump trucks; and performing traffic control (flagging) operations.

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10. Performs minor preventative maintenance on vehicles and heavy equipment.
11. Works on-call in the evenings and on weekends; is expected to make every effort to work overtime during emergencies, and during storm and adverse weather conditions.
12. Attends road workgroup meetings, patrol superintendent meetings, Highway Committee meeting, and other meetings with State, county, town, and tribal representatives.
13. Performs duties of the Highway Commissioner in his/her absence.
14. Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

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

1. High school diploma or equivalent, plus a minimum of a two-year associate or technical degree in project management, construction management, 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 performing road maintenance work.
6. Possession of a Class D driver's license and a Class A or B commercial driver's license with air brake endorsement.
7. Must possess and maintain a home/personal telephone.
8. A combination of education and relevant 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 50 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

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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.

**SPECIAL REQUIREMENTS:** Must submit to and pass a thorough criminal background check and pre-employment drug test.

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab appearing in the left margin of the home page.

**APPLICATION PROCESS:** A complete application includes:

- Menominee County Employment [Application](#) (available in the Administrative Coordinator Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the "Career Opportunities" tab);
- Copy of high school diploma or equivalent;
- Copy of technical/college transcripts;
- Current resume; and
- Copy of valid Wisconsin Driver's license, including a Class A or B commercial 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.*