

LAFAYETTE COUNTY HIGHWAY COMMISSIONER

JOB DESCRIPTION

General Description -

Performs managerial functions in connection with the administrative, construction, maintenance and repair activities of the Lafayette County Highway Department. High School graduate necessary with additional education helpful and a minimum of 5 years' experience in Highway related administration. Must have basic understanding of engineering practices such as: ability to read and understand highway and bridge plans, and ability to prepare highway and bridge specifications and (or) special provisions. Good telephone manners and diplomacy. Must be able to deal with personnel issues as they arise. Must be able to accept responsibility and also be responsive to situations that occur. There are many times that the commissioner will need to respond to incidents during other than the regular work day. Snow storms, floods and other emergency situations, to list a few. It also requires availability during Patrol Superintendent vacations or time of sickness.

Must be able to work within the broad policy guidelines and direction of the Highway Committee. Operates within the Department as supervisor directly over the patrol superintendent, the shop foreman, and all crew foremen associated with day-to-day operations.

Must be capable of drafting specifications for purchases of trucks and (or) equipment, materials and supplies clear and concise for bidding purposes.

Furnishes budgetary and management information (includes 5-year machinery plan and 5-year road improvement plan) to Highway Committee. Prepares annual budget document for Highway and Finance Committees and County Board.

Provides assistance to other County Departments on an as needed basis and be willing to work with other departments, organizations and governments.

Must be able to work effectively with local units of Government and assist them when called upon to do so, especially on Federally or State funded bridge and road projects, on bridge inspection data and administer State Local Road Improvement Projects.

Must be able to work with the State Department of Transportation to develop construction and (or) maintenance programs that will benefit Lafayette County. Also work with the maintenance engineers on maintenance programs for the State Trunk System. Is responsible for all bridges in the County. If Township is not in compliance, has the right to post or close any road or bridge and costs of same are to be collected from municipality.

Is responsible for maintenance and repair of Highway Department buildings with concurrence of Highway Committee.

Is responsible for maintaining a workable fleet of vehicles and equipment to properly maintain the Lafayette County Highway System and State Trunk System within our County.

Is responsible for administering Drug & Alcohol Testing Program for county highway employees as well as all other municipal employees to satisfy the needs of the CDL testing program.

Must have broad knowledge of applicable highway laws and regulations.

Must have knowledge of bookkeeping and accounting procedures and practices.

Special Requirements -

Must have a valid Wisconsin Driver's License. Must be able to react to emergency situations that may arise on a 24/7 basis.

Wages & Benefits -

Salary (Minimum starting pay of \$46.74/hour or \$97,219.20/year, negotiable based on qualifications and experience; plus, longevity, if applicable), Health Insurance, Life Insurance, Vacation, Sick Leave, & Retirement.