



Oneida County

# Highway Commissioner

Oneida County is hiring for a Highway Commissioner position with the Highway Department.

**SUMMARY OF JOB DUTIES:** The Highway Commissioner serves as the administrative and operational leader of the Highway Department, responsible for planning, directing, and overseeing all highway construction and maintenance activities. This position exercises independent judgment in short- and long-range planning, project development, and regulatory compliance affecting county roads and bridges. The Commissioner oversees project design, specifications, cost estimates, and coordination with consultants, contractors, town boards, and state and federal agencies. Responsibilities include developing and managing the department budget; authorizing expenditures and capital improvements; preparing equipment specifications; and overseeing maintenance of highway facilities. The Commissioner develops annual maintenance plans, maintains required records and reports, responds to public inquiries, and attends committee and County Board meetings. The role also includes supervising, mentoring, and evaluating department employees to ensure efficient, cost-effective operations and compliance with County policies and applicable laws.

**EXPERIENCE AND QUALIFICATIONS:** Qualified candidates must have two years post-high school education in Business Management, Engineering or equivalent fields, and a minimum of five years work experience in progressively responsible administrative and supervisory duties within a road construction/maintenance environment or business. Candidates with other combinations of education and experience that provide equivalent knowledge, skills and abilities may be considered. The ideal candidate will have extensive experience in highway and bridge construction, maintenance practices and long-range infrastructure planning, along with experience in budgeting, financial oversight, strong leadership skills, proficiency with computer hardware and programs, excellent communication skills and good time-management abilities.

**WORK HOURS:** This exempt, salaried leadership position will work a minimum of 40 hours per week, mostly during weekdays, but additional hours may be necessary to fulfill essential duties and respond to operational demands, including emergencies and seasonal workload variations.

**WAGES AND BENEFITS:** Starting 2026 salary of \$95,018 to \$108,592, contingent on qualifications. Position includes an excellent benefit package including affordable health insurance, enrollment in the Wisconsin Retirement System and generous Paid Time Off (PTO) with the ability to carryover unused PTO hours into future years.

**HOW TO APPLY:** Complete job description and required Oneida County application is available at [www.oneidacountywi.gov](http://www.oneidacountywi.gov). Completed applications along with resume and transcripts should be emailed to [jlueneburg@oneidacountywi.gov](mailto:jlueneburg@oneidacountywi.gov) or mailed to Oneida County Labor Relations Employee Services, Courthouse, P.O. Box 400, Rhinelander, WI 54501. *Note: Applicants selected for an interview must be available on Tuesday, March 10, 2026.*

**Deadline to apply is Monday, March 2, 2026 at 8:30 a.m.**

*Oneida County is an Equal Opportunity Employer*

## **Oneida County Job Description**

**Job Title:** Highway Commissioner  
**Class Title:** Highway Commissioner  
**Department:** Highway  
**Reports To:** Public Works Committee  
**FLSA Status:** Exempt-Exec.  
**Prepared By:** Jennifer Lueneburg, Human Resources Director  
**Prepared Date:** February 2026

**SUMMARY** This position plans and directs the work of the County Highway Department requiring independent judgment and thorough knowledge of all factors affecting road construction and maintenance. Duties involve short and long-range planning;

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Plans, assigns and supervises the work of highway construction and maintenance crews.
- Oversees the design, drawings, specifications and cost for construction and maintenance of highways, roads and bridges.
- Works with town boards, officers and representatives of the State and Federal government regarding the construction and maintenance of highways, roads and bridges.
- Develops, presents and monitors department budget including authorizing all department expenditure, line item transfers and reimbursements.
- Plans/coordinates construction projects with consultants and contractors; ensures projects meet state mandates and that estimates are followed and payment conditions achieved.
- Prepares specifications and recommends necessary equipment purchases and capital improvements. Authorizes purchases made for budgeted items.
- Attends various committee meetings, County Board meetings, staff meetings and public hearings.
- Responds promptly to public inquiries and complaints.
- Attends seminars, workshops and conferences to assure that the County is operating with the most efficient technology available.
- Counsels and mentors employees; complete employee performance evaluations, annually (prior to their anniversary date) or more often as needed.
- Maintains records and makes reports incidental to Department.
- Screens, interviews and selects new employees.
- Prepares specifications for the purchase of highway equipment.
- Each spring, prepare summer maintenance schedule, specifying highway locations and activity to be completed at each location identified. Each fall, provide report on the status of completion on the summer maintenance list.
- Oversees all Highway facilities for maintenance, repairs, construction and possible expansion to meet needs.
- This position is an Exempt/Salaried position with the expectation the Highway Commissioner will perform a minimum of 40 hours per week and may require more than 40 hours per week to complete essential duties. The Highway Commissioner shall perform essential duties and responsibilities at a high level of efficiency and cost savings.
- Any other duty as assigned by Committee or County Board.

**SUPERVISORY RESPONSIBILITIES** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Committee of Jurisdiction prefers the Commissioner to be highly knowledgeable and experienced in highway and bridge construction, maintenance procedures, and long-range construction planning.
- Knowledge and experience of budgetary planning, expenditure and receivables in government.
- Must be able to formulate, communicate and enforce policies and procedures and to establish satisfactory working relationship. Knowledge and experience of labor management practices. Experience in counseling and mentoring employees strongly preferred.
- Must be proficient in Microsoft Office applications (Word, Excel, Outlook) and have the ability to learn and effectively utilize additional software systems relevant to highway operations, asset management, budgeting and reporting. A working knowledge of computer hardware and internet –based systems is required. Experience with CHEMS (County Highway Expenditure Management System) or similar software is preferred but not required.

#### **EDUCATION and/or EXPERIENCE**

- Associate Degree in Business Management, Engineering or related field;
- Minimum of five(5) years' experience in progressively responsible administrative and supervisory duties within a road construction/maintenance environment or business;
- OR any combination of education and experience that provides the equivalent knowledge, skills and abilities.

#### **LANGUAGE SKILLS**

Demonstrate the ability to communicate effectively, both verbally and in writing. Ability to prepare clear reports, correspondence and presentations, and communicate with employees, elected officials, contractors and the public in a professional manner.

#### **MATHEMATICAL SKILLS**

Ability to perform and apply mathematical calculations related to budgeting, cost analysis, quantities and operational planning.

**REASONING ABILITY** Ability to evaluate situations, interpret policies and regulations, and exercise sound independent judgment in decision-making consistent with established laws, rules and procedures.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Wisconsin Driver's license required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those necessary to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

This position is primarily administrative but requires regular field presence. Duties may include standing, walking, bending, climbing, reaching, and occasionally lifting or moving materials weighing up to 50 pounds. The position may involve both office and shop/field activities.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered while performing the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

Work is performed in both office and field settings. Fieldwork may involve exposure to varying weather conditions, including extreme cold, heat, snow, rain, wind, and other conditions typical of Northern Wisconsin.