



Oneida County

Patrol Superintendent

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

SUMMARY OF JOB DUTIES: The Patrol Superintendent supervises and coordinates the State road maintenance program, assists Commissioner with County construction and road maintenance and all winter road maintenance. This supervisory position has considerable responsibility for the efficient maintenance of roads. Position performs skilled work of a varied nature involving the operation of one or more types of motorized equipment. Requires a high degree of skill. Standard procedures are followed. Performs a variety of other duties using hand tools, mowers, chain saws, etc. Duties are performed under the general supervision of the Highway Commissioner.

EXPERIENCE AND QUALIFICATIONS: Required high school degree. Four years of work experience involving road construction and/or bridge repair. One year of supervisory or lead responsibilities preferred. Ideal candidate should be able to plan, organize, direct and monitor projects as well as employees assigned to those project. Knowledge of accounting practices and fiscal management required as well as the ability to prepare and maintain complete and accurate records and reports. Must also have the ability to stand for extended periods of time and lift up to 50 pounds and be able to work in extreme weather, unpleasant conditions and at varying hours of the day.

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 \$76,608 to \$87,553, 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 are available at www.oneidacountywi.gov. Completed applications along with resume and transcripts should be emailed to klpayne@oneidacountywi.gov or mailed to Oneida County Labor Relations Employee Services, Courthouse, P.O. Box 400, Rhinelander, WI 54501.

Deadline to apply is Wednesday April 22, 2026 at 10:00 AM.

Oneida County is an Equal Opportunity Employer

Oneida County Job Description

Job Title: State Patrol Superintendent
Class Title: Patrol Superintendent
Department: Highway
Reports To: Highway Commissioner
FLSA Status: Exempt-Admin.
Prepared By: Benjamin Rich
Prepared Date: April 2026
Approved By: Jenni Lueneburg, Human Resources Director
Approved Date: April 2026
Reviewed Date: _____

SUMMARY Supervises and coordinates the State road maintenance program, assists commissioner with County construction and road maintenance and all winter road maintenance. This supervisory position has considerable responsibility for the efficient maintenance of roads. Position performs skilled work of a varied nature involving the operation of one or more types of motorized equipment. Requires a high degree of skill. Standard procedures are followed. Performs a variety of other duties using hand tools, mowers, chain saws, etc. Duties are performed under the general supervision of the Highway Commissioner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversees and monitors road and bridge construction and maintenance projects plus other Highway Operations including: salting and plowing, laying and repair of asphalt, and installing/removing snow fences; monitors scale operations.

Supervises and directs Forepersons and department crews; communicated daily with management staff to assist with coordinating road and bridge construction/maintenance priorities, work crew assignments, equipment use, and delivery of material; acts on problems or concerns; reviews work by conducting periodic field inspections to assess work progress, use of established department work and equipment safety procedures and policies, and implementation of quality standards; completes performance evaluations; approves leave; conducts disciplinary actions as appropriate. Assists with interviewing and selecting management staff and recommends transfers, promotions, and disciplinary action as appropriate.

Monitors compliance of County and department safety and health policies and procedures for Highway Operations.

Supervises State/County winter road maintenance program on a rotating on-call basis; assumes initial responsibility for managing winter ice and/or snow storms; utilizes state and local weather agencies and established State and County procedures to assess the need to call in, assign, and supervise appropriate work crews.

Approves bills for asphalt, shouldering, road base, pit work and scale operations; authorizes and/or signs off daily payments for County and State road construction/maintenance materials

(asphalt, gravel, sand, culverts, scale parts and services, sign rentals, etc.); reviews operations employees daily time slips to verify accuracy of reported time and labor, equipment use, and materials charged to each job numbers. Monitors expenditures to assess status of operations budget.

Completes a variety of reports including Storm Reports for the State of Wisconsin.

Serves as department contact and responds to inquiries from the general public, media, or other municipalities about scheduling, status, or problems with County and State road construction projects; responds to complaints/concerns (pot holes and other unsafe road and shoulder conditions, road closures, brush hindering vision, fallen trees, ditch drainage problems, etc.) from law enforcement, other Highway Department staff, or the general public. Investigates, follows-up, and resolves reported problems/issues or assigns such to appropriate department personnel.

Patrols County and State roads to inspect road conditions and assess the need for current and future maintenance and/or bridge repair (potholes, rough bumps, crack fillings, should work, ditch drainage, culvert cracks/replacements, land wedging, brushing, mowing, weed control, road sign visibility, road lines, etc.) and asphalt resurfacing priorities or snow removal and reports findings to Highway Commissioner.

Maintains inventory of State and County materials currently in possession of Oneida County Highway Department.

Performs duties of Equipment Operator as required.

May issue culvert permits.

Assumes full authority for all Highway Department decisions and operations in absence of the Highway Commissioner.

Any other duty as assigned by Highway Commission/Highway Committee.

SUPERVISORY RESPONSIBILITIES Directly supervises employees and the road maintenance department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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.

Must be knowledgeable of road and bridge repair maintenance, use of Highway Department equipment and of supervisory practices and techniques. Must know about hazards and safety precaution programs and techniques. Must be able to plan, organize, direct and monitor projects along with employees assigned to those projects. Must have knowledge of accounting practices and fiscal management.

Ability to stand for extended periods of time and lift up to 50 pounds.

Ability to work in extreme weather, in unpleasant conditions, and at varying hours of the day.

Ability to prepare and maintain accurate and complete records and reports.

EDUCATION and/or EXPERIENCE High school degree.

Four years of work experience involving road construction and/or bridge repair.

One year of supervisory or lead responsibilities preferred.

LANGUAGE SKILLS Must possess good verbal and written communication skills.

MATHEMATICAL SKILLS Very good mathematical skills.

REASONING ABILITY Able to evaluate situations and make good independent decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's license.

Commercial Driver's license with A, B, C, and N endorsements.

Pesticide certification preferred

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands, arms, and handle or feel materials on the job (salt, sand, and cinder for snow removal). The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to extreme cold and fluctuating weather conditions. The noise level in the work environment is usually moderate.