

County of Door  
Highway & Airport

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|------------------------------------------------------------|-----------------------------------------|
| Title:<br><b>Construction Superintendent</b>               | Division:                               |
| Reports To:<br><b>Highway Commissioner</b>                 | Pay Grade:<br><b>K</b>                  |
| Prepared By:<br><b>Thad Ash</b>                            | Reviewed By:<br><b>Michelle Paschke</b> |
| Employee Group:<br><b>General Municipal Employee (GME)</b> | FLSA Status:<br><b>Exempt</b>           |
| Date Created:<br><b>09/24/2015</b>                         | Date Revised:<br><b>07/29/2026</b>      |
| Date Approved:<br><b>08/18/2026</b>                        | EEO Code:<br><b>02 – Professionals</b>  |

### Job Summary

Oversees construction, paving, and seal coating operations to support the safe, efficient maintenance and development of the County's highway infrastructure. This field-based role supervises personnel and coordinates resources to execute projects and respond to road conditions, ensuring compliance with safety and quality standards. Serves in an on-call rotation to manage emergency responses and winter operations.

### Essential Duties & Responsibilities

1. Reviews and approves digital timesheets and cost tracking for labor, equipment, and materials to ensure accuracy and budget alignment.
2. Investigates employee incidents and prepares reports on injuries, accidents, and illnesses to support risk mitigation and workers' compensation processes.
3. Supervises department personnel, including operators, mechanics, technicians, and seasonal staff; provides training, performance evaluations, and corrective action.
4. Coordinates procurement and requisition of tools, equipment, and materials necessary for highway projects.
5. Participates in on-call rotation with other Supervisors and Commissioner.

### Construction Season Duties & Responsibilities

1. Directs daily operations of construction, paving, and seal coating activities, assigning tasks and reallocating crews to meet project deadlines and priorities.
2. Inspects job sites to verify adherence to specifications, safety standards, and work readiness; addresses deficiencies and documents compliance.
3. Coordinates with private contractors to deliver capital improvement and repair projects efficiently and within scope.
4. Schedules and inspects permit-related construction activities to ensure compliance with County standards and permit requirements.
5. Advises local municipalities on road maintenance needs and construction planning.

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### Winter Season Duties & Responsibilities

1. Assists in planning and executing the County's Winter Snow and Ice Control program; monitors road conditions, alerts public safety partners, and dispatches crews.
2. Supervises crews for work including, but not limited to, brush and tree cutting, snow fencing, snow and ice control, and guard rail repair
3. Conducts PASER-based assessments and maintains records on road and culvert conditions for state and local reporting.
4. Conduct inspections of reported winter damage and enforces the mailbox placement standards per postal regulations
5. Prepares and submits the County's annual construction report to the Wisconsin Department of Transportation and maintains required WISLR records.
6. Delivers mandatory flagger safety training to highway employees biennially, ensuring compliance with state standards.

### Key Competencies & Skills

- **Project Oversight:** Plans and executes multiple highway construction activities, adjusting priorities to meet performance and safety objectives.
- **Supervisory Leadership:** Guides and evaluates crews, fosters accountability, and ensures high-quality results through coaching and corrective actions.
- **Technical Knowledge:** Applies specifications, safety regulations, and industry standards in highway maintenance and construction.
- **Analytical Reasoning:** Evaluates conditions, reports, and site data to recommend appropriate actions or adjustments.
- **Communication:** Explains technical information to staff, public officials, and contractors; prepares reports and documentation.
- **Problem Solving:** Responds to road hazards, emergencies, and operational setbacks with sound judgment and timely interventions.
- **Collaboration:** Coordinates with internal teams, municipalities, and external vendors to achieve aligned infrastructure goals.
- **Mathematics:** Applies mathematical calculations to determine material quantities, estimate labor and equipment requirements, and support project planning.

### Required Education & Experience

- High school diploma or equivalent.
- Five (5) years of progressively responsible experience in highway construction, paving, roadway maintenance, or closely related public works operations.
- Valid commercial driver's license (CDL) with Class B and C; no automatic transmission restrictions permitted.
- Licensed Miner status per MSHA, or ability to obtain within one year of hire.
- Proficiency using Microsoft Word and Excel to create documents, navigate spreadsheets, and review electronic timekeeping records.

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### **Preferred Education & Experience**

- One (1) or more years of supervisory or crew lead experience in public works or transportation.
- Familiarity with municipal budgeting and planning processes.
- Class A (CDL) with endorsement N.

### **Physical & Work Environment Requirements**

Work is performed in field and maintenance shop environments with frequent exposure to variable weather, dust, noise, vibration, and moving machinery. Requires regular standing, walking, and operation of heavy equipment or vehicles. Occasionally lifts, carries, pushes, or pulls materials and equipment weighing up to 50 pounds. Occasional crouching, bending, and twisting are required. Vision and hearing must meet job demands. Role includes frequent inspections and on-site oversight, including night, weekend, and holiday hours as part of an emergency on-call rotation.

### **Emergency Response Statement**

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

### **Equal Opportunity Statement**

Door County is an equal opportunity employer. We welcome and encourage applications from all qualified individuals, regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status.

### **Disclaimer**

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.