DODGE COUNTY JOB ANNOUNCEMENT

127 East Oak Street, Juneau, WI 53039
Phone (920)386-3690 · fax (920)386-3545 · email hr@co.dodge.wi.us

Operations Superintendent – Highway

POSTED: November 3, 2026
LOCATION: 211 E Center Street – Juneau, WI
HOURS: Full-Time, Exempt
STARTING WAGE RANGE: $45.94/hr. - $50.63/hr.
POSITION OPEN UNTIL FILLED: Application Review Date- December 14, 2026- Please submit a Resume with application.

POSITION SUMMARY

This position is responsible to assist in the leadership, planning, and coordinating for the Highway Department, in collaboration with the Highway Commissioner; responsible for the bridge maintenance of the County's road system infrastructure and oversees its operations and crews to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health and welfare.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in civil engineering, business administration, or closely related field with a minimum of five (5) years of progressive experience in transportation and infrastructure. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.
-

OTHER REQUIREMENTS

- Three years' previous supervisory experience.
- Work Zone Safety Training, MSHA, confined space, hazmat, forklift certification, first aid, and CPR, may be required upon hire based upon assignment of equipment.
- Must successfully pass criminal background check.

REQUIRED JOB COMPETENCIES

- Comprehensive knowledge of principles and practices of highway and local government highway maintenance administration, methods, procedures, and related activities and services.
- Thorough knowledge of the occupational hazards of the work and necessary safely precautions.
- Knowledge of the Wisconsin Statutes and Transportation Administrative rules as they apply to and impact Town, City, County, and State Transportation program areas.
- Knowledge of the principles and practices of civil engineering as applied to construction and maintenance of highways, bridges, and other related infrastructure.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.

- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time-off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

Dodge County is an Equal Opportunity Employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

If you are a job seeker with a disability and require a reasonable accommodation to apply for one of our jobs, you will find the contact information to request the appropriate accommodation by visiting the following page: Accessibility Accommodation for Applicants

For position details, complete job description and to apply, please visit: My Job Search (ukg.net)
Excellent working conditions with competitive wage and benefit program.

Equal Opportunity Employer M/F/D/V
Minorities/Females encouraged to apply