

HIGHWAY AND TRANSPORTATION COMMISSIONER

DEFINITION

Subject to determination of policy, to be responsible for the management and administration of the maintenance and construction of the County's road/highway system, parking ramp operation; and to do related transportation and other work as required.

EXAMPLES OF DUTIES

Reports to the County Executive on highway maintenance and construction policies and programs; through various departmental management and staff directs the planning, coordination and management of the maintenance and construction activities for an extensive system of County roads and highways, including the operation of repair shops and parking ramp; has responsibility for budget administration, including planning projects, accounting, purchasing, and control of expenditures; assigns projects, sets standards of performance and reviews work in progress and upon completion; supervises the writing of specifications and the preparation of designs and plans for the construction of roads, highways, and related facilities; has responsibility for purchases of land and rights-of-way; has responsibility for bridge inspection; makes periodic activity reports and cost reports to the County Executive; addresses civic groups, clubs, news media and other governmental officials concerning highway programs and policies.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in civil engineering from an accredited college or university and five years of responsible supervisory experience in highway design, construction, and maintenance work.

Knowledges and Abilities: Knowledge of the principles and practices of civil engineering with application to road, highway and bridge design, construction and maintenance and other modes of transportation; knowledge of budget administration, and control of expenditures; ability to supervise the preparation and review the plans and specifications for road and highway projects; ability to plan and supervise the work of professional, technical, and supervisory field employees engaged in construction and maintenance activities; ability to address civic groups, public meetings, clubs and other County departments and local government officials; ability to prepare clear and comprehensive reports; ability to establish and maintain effective working relationships with other officials, employees, and the public. In addition to the above knowledges and abilities, must have sensitivity to environmental issues; accessibility and responsiveness to the public and elected officials; flexibility; strong employee relations skills; and diplomacy.

Licenses or other Requirements: Possession or obtain within three months of appointment a State of Wisconsin Professional Engineer's License. Must meet State of Wisconsin requirements of a Professional Surveyor's License.