

HIGHWAY PROJECT AND PROGRAM MANAGER
COLUMBIA COUNTY, WI

DEPARTMENT: Highway & Transportation

I. Position Summary

This is a salaried/exempt supervisory position in Highway and Transportation, under the direct supervision of the Highway Commissioner. This person is responsible for policy and maintenance planning and oversight; including coordination with State, Town, and County personnel, employees, and representatives, when necessary.

II. Essential Duties and Responsibilities

Typical tasks shall include, but not necessarily limited to the following;

1. Work with Highway Commissioner to maintain Asset planning, projects, and programs; equipment, buildings, grounds, bridges, roads, storm water conveyances, safety devices, signage, roads, and parks within the County.
2. 24 hour ON-CALL position and assists in duties with other superintendents and managers; winter and summer.
3. Take ownership in managing, supervising, coordinating, recordkeeping, and directing the work and expectations for programs and projects which you oversee.
4. Communicate effectively to assist Highway Commissioner and Supervisors with directives on safety, quality, and efficiency.
5. Project management from concept through completion for a variety of needs including; roads, bridges, drainage, erosion control, facilities, parks, HVAC, electrical, and various other needs. Visualize concepts, develop scopes, analyze alternatives, budget, specify, procure, negotiate, coordinate, manage, monitor, assure compliance, and see through completion for projects and programs.
6. Program management and compliance for Bridge (inspection, maintenance, replacement), Signage (MUTCD, maintenance, replacement, compliance), Pavement Markings (MUTCD, maintenance, replacement, compliance), Asset Program (culverts, bridges, signs, curves, roads, guardrail, facilities, equipment, etc) and Permitting (utility, storm water, erosion control, culverts, construction, right-of-way, etc).
7. Comply with external and internal documentation needs; accounting, recordkeeping, logs, reports, schedules, inventory, costs, etc. of all labor, materials, facilities, equipment, and permits used in the Department and the assigned areas as directed by the Highway Commissioner.
8. Coordinate and assist with application, management, administration, oversight, coordination, recordkeeping, and compliance of state, federal, and other funding, programs, projects, grants, and contracts (LRIP, STP, WDNR, Bridge, Aid, and other).
9. Assist with management of the department Core Safety Program through arranging registration, enrollment, tracking, employee training and education programs, sessions, conferences and seminars for compliance with MSHA, DSPS requirements (forklift, lockout-tagout, hearing conservation, hazard identification, communication, fall prevention, hazard awareness, traffic safety and control, confined space, competent person, MSDS, etc).
10. Assist Highway Commissioner with completion of Routine, Damage Assessment, Post-Flood, and Interim Bridge Inspections. Bridge program documentation and compliance and submittal of various reports to WisDOT Highway Structures Information databases.

11. Provide technical and regulatory assistance to Supervisors and field personnel for areas related to signage, painting and striping, drainage, surveying, construction, structures, traffic safety, etc.

III. Areas of Specialization

Work specialties include; but are not limited to,

1. Bridge inspection and program management (ability to attain WisDOT certified bridge inspection certificate).
2. Construction experience with roads, bridges, storm water drainage systems materials, methods, procedures, and practices.
3. Storm water, floodplain, and erosion control application, permitting, design coordination, implementation, and compliance.
4. Asset management inspection, documentation, and recordkeeping for Department program including; culverts, roads, guardrail, bridges, signage, curve data, traffic safety information, encroachments, driveways, utility, and right-of-way permits
5. Effective communicator of Programs and work activity to all types of audiences for clarity and understanding.

IV. Main Materials and Equipment Used

Trucks, loaders, tractors Computer skills Pick-up Truck
Cell Phone, e-mail Surveying Equipment Inspection Tools

A general knowledge of all Department equipment and its proper use or maintenance.

V. Knowledge, Skills and Abilities

1. Experience in project and/or program management.
2. Experience in practices and procedures for the following type of work areas; highways, drainage, construction, bridges, culverts, erosion control, storm water control and countermeasures, public works, parks, asset management, permitting review and applications, surveying, route layout, field staking, signage, painting and striping, or road planning.
3. Able to read, understand, interpret, and explain construction plan sets for roads, bridges, drainage, erosion control, facilities, etc.
4. Able to read, understand, interpret, and explain federal, state, county, and local statutes, administrative rules, codes, procedures, policies, practices, and guidance documents.
5. High School diploma or GED equivalent is required and a higher-level educational background in the construction, technical, trades, public administration, reclamation, forestry, conservation, agricultural, or engineering fields (coursework, Technical college, Associates degree, Bachelor Degree) and a minimum of 2 years related field experience; prefer a 4-year degree in the applicable fields.
6. Knowledge or proven ability to learn; Microsoft Office Suite; principles and practices of roads, drainage, and structures; ArcGIS; construction best practices, principles of engineering and surveying.
7. Able to assemble, count, compare, categorize, classify, tabulate, and analyze a variety of data and information to determine relationship of data in reference to criteria/standards.
8. Able to read, write, add, subtract, multiply, divide, calculate percentages, fractions, decimals, geometric solutions, measurements, and complete mathematic problems.
9. Able to apply reasoning through exercising research, judgement, decision, and creativity in situations involving evaluation of information against measurable outcomes.
10. Valid Wisconsin driver's license.

VI. Physical Demands

1. Frequent lifting, carrying, pushing, pulling objects weighing up to 75 pounds.
2. Work on your own and alone at times in a safe manner.
3. Able to withstand excessive standing, sitting, or walking. Traverse steep slopes, ladders, stairs, roofs, and challenging terrain in all weather conditions and various heights. Wade in shallow water or access inspection areas by boat. Frequent bending, twisting, squatting and reaching.
4. Withstand frequent exposure to a variety of outside weather including; heat, cold, dust, pollen, sun, rain, snow, wind, etc.
5. Withstand frequent exposure to animals, birds, bees, insects, etc.
6. Ability to communicate both written and orally in a clear manner, able to read and write.
7. Ability to distinguish sounds at various frequencies and volumes.
8. Ability to distinguish people or objects at varied distances under a variety of light conditions.

VII. Special Requirement

Must be available nights, holidays, and weekends during snowstorms or other emergencies
Must maintain a telephone at residence for emergency situations

Complete all other duties as requested.

Acknowledging receipt; I have read and understand these criteria:

Date: _____

10/27/2021