

**PATROL SUPERINTENDENT**  
**COLUMBIA COUNTY, WI**

**DEPARTMENT: Highway & Transportation**

**I. Position Summary**

This is a salaried/exempt supervisory position in Highway and Transportation, under the general supervision of the Highway Commissioner and the direct supervision of Operations Manager. This person is responsible for policy and maintenance oversight for one-half of the county assets; including coordination with State, Town, and County personnel, employees, and representatives.

**II. Essential Duties and Responsibilities**

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

1. Work with Highway Commissioner to maintain equipment, buildings, grounds, bridges, roads, storm water conveyances, safety devices, signage, and shoulders of roads within the County,
2. Assist Commissioner with the planning and coordination of work on daily, weekly, and seasonal basis, be at the job site(s) monitoring work, making any changes or adaptations as they become necessary,
3. ON CALL position and assists in duties with other superintendents and managers,
4. Keep records of all county materials used on various projects, to order materials as needed, to work closely with towns and the state on projects within the County,
5. Keep various detailed records concerning projects so costs may be properly recorded and reimbursed,
6. Keep track of all hazardous materials kept in the highway shops;
7. Patrol state, county, and township roads and maintain/keep records of current road conditions, storm water systems, right of way issue, and plan for future work,
8. Monitor, report and supervise on all winter road conditions within the County, keep all units of local government aware of changing storm conditions that affect travel,
9. Keep and verify records of state, county, and township storm costs and report timely,
10. Inspect signs and markers within the county, inspect ditches and culverts for current condition, issue highway access permits, and work with locators on buried cables and lines within the county,
11. Act as advisor, when requested, to the townships concerning local road work, issues, respond to and work to resolve public requests and complaints,
12. Assist with schedules and duties of COLSAC III when needed,
13. Approximate schedule of workload (subject to changing seasonal demands);
  - 5% inspecting signs and markers in county,
  - 5% utilized to coordinate safety issues,
  - 10% planning and coordinating with Commissioner and Main Office,
  - 10% checking ditches, culverts, working with utilities and highway access permits,
  - 30% spent on state, county, township planning/paperwork,
  - 40% Supervising and working with the crews of various projects or patrolling winter roads.
14. Master the skills of Highway Maintenance Worker, be seasoned in the skills of Patrolman and/or Equipment Operator within the Department,
15. Supervise and direct the work area over which you are directed,

16. Assist Commissioner and supervisors with directives on safety, quality, and efficiency,
17. Communicate with supervisor(s) regarding progression of the work including any potential issues or conflicts,
18. “Working” position to the extent that you are expected to be at the job site(s) and working hand-in-hand with the crew to meet department objectives,
19. Comply with internal documentation needs; maintain records, logs, reports, schedules, inventory, etc. of all labor, materials, and equipment used in assigned areas as directed by the Commissioner or supervisor; assist in ordering or maintaining inventory as needed,
20. Maintain project records so costs may be properly recorded and reimbursed,
21. Cooperate to maintain equipment, buildings, grounds, roads and bridges with the county,
22. Act as liaison (when requested) for townships concerning road work, response to public requests, and in dealing with complaints,
23. Compliance with Federal, State, and County Drug and Alcohol Laws and Policies,
24. Knowledge and fortitude to comply with Federal, State, and local safety procedures, practices, rules, and regulations,
25. Maintain, repair, and replace sander/salter equipment, snow plows and other seasonal equipment as required; perform routine service work when applicable,
26. Report winter road conditions and monitor condition of all roads.

### **III. Areas of Specialization**

Work specialties include; but are not limited to,

1. East Patrol (all county, town, and state roads of eastern portion of county),
2. West Patrol (all county, town, and state roads of western portion of county),
3. Liaison with Commissioner, Operations Manager, Construction Manager, Office Manager, State Maintenance section, and town boards for all activities.

### **IV. Main Materials and Equipment Used**

Trucks and Tractors	Computer skills	Pick-up Truck
Cell Phone, e-mail	Surveying Equipment	Loaders

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

### **V. Knowledge, Skills and Abilities**

1. Higher level education background in the construction or public service field (trades classes, technical degree, Associates degree, etc) or minimum 5 years related experience,
2. Some mechanical understanding and experience in truck and heavy equipment use and operation,
3. Knowledge of product type(s) use and potential hazard(s) of use is required,
4. Ability to manage workers toward an end goal,
5. Good understanding or workplace safety rules, guidelines, and requirements in order to manage a safe and effective workplace,
6. Willing and able to communicate effectively with supervisors, workers, vendors, and the public with tact, dependability, and reliability,
7. Basic office skills and good physical condition are required as well as the patience to adapt to seasonal demands and long hours when needed,
8. Knowledge of diesel and gas engines (regardless of size),
9. Knowledge of road, equipment, and drainage construction and maintenance principles and processes including; investigation, diagnoses and repair,
10. Practical knowledge in analysis principles and application to take appropriate actions toward problem solutions,

11. Practical knowledge in repairing, maintaining, overhauling and replacing of parts and equipment (hydraulics, electrical systems, brakes, suspensions),
12. Able to read and interpret diagrams, construction drawings and blueprints,
13. Capable of working with limited/minimal supervision once orientation is completed,
14. Ability and willingness to understand and carry out verbal and written assignments,
15. Maintain valid Wisconsin Drivers License and Class A Commercial Drivers License with H and N endorsements for duration of employment.

**VI. Physical Demands**

1. Frequent lifting, carrying, pushing, pulling objects weighing up to 75 pounds,
2. Excessive standing, sitting or walking,
3. Frequent bending, twisting, squatting and reaching,
4. Frequent exposure to outside elements such as heat, cold, dust, pollen, sun, rain, snow, wind, etc.
5. Frequent exposure to animals, birds, bees, etc.
6. Ability to communicate both written and orally in a clear manner,
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,
9. Ability to climb roofs, ladders, stairs, etc. at various heights,
10. Must be able to read and write,

**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:

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Date: \_\_\_\_\_

10/1/2021