

HIGHWAY OPERATIONS MANAGER

FUNCTION OF THE JOB

Under direction, to plan, develop, supervise, and direct the activities and operation of the Highway Operations Division including maintenance, inspection, repair, and construction projects performed on State and County-maintained roads and highways; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and oversees road and highway maintenance, repair, and construction projects.
2. Plans, develops, and coordinates various road and highway projects and ensures their completion within schedule and budgetary constraints.
3. Develops, establishes, and maintains preventive maintenance and repair work procedures for State and County-maintained roads and highways.
4. Ensures the directives and requirements of the Wisconsin Department of Transportation regarding the construction, repair, and maintenance of State roads and highways are met.
5. Prepares, presents, and administers the Highway Operations Division's annual operating budget and strategic plan; monitors the execution of the budget and approves expenditures.
6. Performs on-site inspections of selected transportation projects, conducts follow up activities, and documents results.
7. Represents the Department for public relations purposes; provides information and official notices to the public about the Department's road-related activities; responds to, analyzes, and resolves requests for information, complaints, demands, or suggestions from State and County officials, private contractors and vendors, County departments, employees, and the public; provides documentation and follow-up.
8. Directs the development of the road/highway maintenance program and the training of staff to lower major maintenance costs on roadways and to extend road network life.
9. Selects, assigns, onboards, off-boards, evaluates, supervises, and trains staff; addresses personnel issues and concerns; authorizes corrective action.
10. Directs and coordinates training programs necessary to ensure the health and safety of staff; develops staff for promotion as vacancies occur.
11. Develops, implements, and ensures the consistent use of safety procedures for positions; coordinates and implements the activities of a safety committee.
12. Develops, revises, and implements divisional work rules, policies, and procedures.
13. Conducts division meetings to facilitate communication and coordination of work projects and to address safety concerns.
14. Establishes and maintains effective working relationships with supervisors, employees, County departments and staff, public officials, boards and committees, external agencies, contractors, vendors, and the public.
15. Represents the Division before various boards and committees and presents recommendations.
16. Staffs the Emergency Operations Center as Public Works Department representative when activated; acts as a main point of contact with Emergency Management Operations and personnel.
17. Serves as media contact for the Public Works Department on State and County roads and highways and related emergency management issues.
18. Serves as acting Highway Commissioner by assignment or in absence of the Director of Public Works.
19. Ensures compliance with Federal, State, County and local rules, regulations, codes and guidelines related to highway operations and personnel.
20. Maintains prompt, predictable, and regular attendance.
21. May be called upon at any time to respond to any State and/or County maintained road or highway emergency situations.
22. Performs other duties as required.

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QUALIFICATIONS

Essential Knowledges and Abilities

1. Thorough knowledge of the modern principles and practices of highway maintenance and construction, including effective methods, procedures, tools, materials, and equipment.
2. Thorough knowledge of the operations and functions of a highway operations division.
3. Thorough knowledge of administrative, managerial, budgetary, and supervisory principles and practices.
4. Comprehensive knowledge of safety procedures, tools, equipment, and regulations related to road and highway construction and maintenance.
5. Comprehensive knowledge of the tools, equipment, materials, methods, and practices used in the construction, repair, and maintenance of roads and highways.
6. Comprehensive knowledge of division, department, and County electronic devices and computerized systems.
7. Considerable knowledge of contracting for services, materials, and equipment; subcontractor/vendor monitoring and evaluation.
8. Ability to learn and utilize division, department, and County electronic devices and computerized systems to effectively perform duties and responsibilities.
9. Ability to quickly and accurately analyze a situation and take appropriate action.
10. Ability to plan, organize, direct, review, and evaluate the work of employees and address personnel issues or concerns.
11. Ability to effectively utilize project management techniques to handle multiple and competing work projects and assignments on a timely basis.
12. Ability to develop and monitor the Division's and State DOT budgets and take corrective action as needed.
13. Ability to establish and maintain effective working relationships with supervisors, employees, County departments and staff, public officials, boards and committees, external agencies, contractors, vendors, and the public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to prepare and maintain accurate and complete records and reports.
16. Ability to research, prepare, organize, and effectively present ideas, concepts, and recommendations both verbally and in writing.
17. Ability to analyze activity, expense, and revenue records, and prepare and present detailed oral and written reports.
18. Ability to communicate effectively, both verbally and in writing.
19. Ability to prepare bid specifications for routine and special purpose procurements.
20. Ability to withstand exposure to favorable and unfavorable weather conditions.
21. Ability to work independently and as a member of a team.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in civil technology, civil engineering, construction management, landscape architecture, public works management, business administration, or a closely related field.
2. Five (5) years of work experience involving the maintenance, repair, and construction of highways and transportation systems, two years of which were in a supervisory capacity.
3. A master's degree in a closely related field may substitute for one (1) year of the non-supervisory work experience requirement.
4. Additional work experience in the maintenance, repair, and construction of highways and transportation systems may be substituted on a year for year basis for the post high school education requirement.
5. Valid driver's license.