

PATROL SUPERINTENDENT

FUNCTION OF THE JOB

Under supervision, to plan, coordinate, and supervise an integrated maintenance and repair program for State and County maintained roads and highways; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, and supervises the daily activities related to the maintenance and repair of county and state roads and highways to include scheduling and implementing various road projects; communicates between involved parties; sets up the crew and safe work zones; monitors progress of projects.
2. Evaluates and determines appropriate staffing levels, methods of road maintenance, and proper equipment for varying work projects.
3. Manages and orders an extensive and varied inventory of materials, supplies, fuel, chemicals, and equipment.
4. Plans, coordinates, and reviews the work of employees and contractors; handles routine personnel issues and recommends corrective action; assists in the testing, interviewing, and selection of applicants.
5. Manages a variety of equipment including determining availability, preventive maintenance scheduling, addressing safety issues, and ensuring sufficient staff is trained to operate.
6. Investigates and resolves complaints by the public, law enforcement agencies, and other internal and external departments, and staff concerning road conditions or necessary repairs.
7. Trains and instructs new and current employees in proper work procedures and safety practices.
8. Supervises the minor maintenance of sub-station buildings and equipment.
9. Establishes and maintains effective working relationships with supervisors, staff, law enforcement and other outside agencies, WI DOT, contractors and vendors, other County departments and staff, and the public.
10. Determines appropriate staffing levels on a twenty-four (24) hour basis for emergency activity coverage; operates automatic vehicle locator/GPS and maintenance support software; assigns, dispatches, and monitors crews as needed.
11. May be called upon at any time to respond to emergency situations such as snowstorms, windstorms, flooding, traffic accidents, and/or fires.
12. Maintains accurate and detailed records regarding projects completed, time and material costs, and usage amounts of certain environmentally hazardous materials.
13. Determines, develops, implements, and acquires resources to accomplish goals and objectives.
14. Coordinates with law enforcement agencies, WI DOT, local communities, and County emergency department on State and County maintained roads and highways emergencies.
15. Within prescribed guidelines, manages and administers the divisions operational budget; assists Highway Operations Manager with the division's annual operating and capital improvement budgets.
16. Maintains prompt, predictable, and regular attendance.
17. May represent department in Emergency Operations Center or media relations in absence of Highway Operations Manager or Public Works Director.
18. May serve as Highway Operations Manager in their absence.
19. Performs other duties as requires.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern practices, methods, materials, tools, and equipment used in the maintenance and repair of roads, highways, roadsides, and signs.
2. Comprehensive knowledge of administrative, managerial, budgetary, and supervisory principles and

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- practices.
3. Comprehensive knowledge of the maintenance and repair requirements for roads and highways.
 4. Comprehensive knowledge of occupational hazards and safe work practices to avoid and prevent accidents.
 5. Considerable knowledge of the operation and care of road maintenance equipment and vehicles.
 6. Considerable knowledge of estimating projects which include routine road maintenance and emergency road repairs.
 7. Considerable knowledge of Diggers Hotline.
 8. Considerable knowledge of the division, department, and County's electronic devices and computerized systems.
 9. Ability to learn and utilize the division, department, and County's electronic devices and computerized systems to effectively perform duties and responsibilities.
 10. Ability to estimate, plan, and execute road projects within budgets.
 11. Ability to plan, organize, assign, direct, train, and review the work of other employees.
 12. Ability to analyze situations, make appropriate decisions, and take appropriate action in a timely and efficient manner.
 13. Ability to plan, organize, and supervise multiple projects at the same time.
 14. Ability to safely operate tools, vehicles, and equipment necessary to perform duties and responsibilities.
 15. Ability to keep accurate and detailed records.
 16. Ability to follow, carryout, and provide verbal and written instructions.
 17. Ability to research, prepare, and present reports and recommendations, both verbally and in writing.
 18. Ability to be available on a twenty-four (24) hour on-call schedule as dictated by emergencies and weather conditions.
 19. Ability to withstand exposure to favorable and unfavorable weather conditions.
 20. Ability to work independently and as a member of a team.
 21. Ability to communicate effectively, verbally and in writing.
 22. Ability to establish and maintain effective working relationships with supervisors, staff, law enforcement and other outside agencies, WI DOT, contractors and vendors, other County departments and staff, and the public.
 23. 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.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years of work experience in the maintenance, design, repair, or construction of roads, bridges, and highways, two (2) years of which were in a lead or supervisory capacity.
3. Graduation from a recognized school or university with an associates degree or higher in supervisory management or a closely related field may be substituted for the two (2) years of lead/supervisory experience.
4. Valid Class B Commercial Driver's License.
5. Valid Wisconsin Class A Commercial Driver's License with air brake endorsement within six (6) months of hire.