



JOB POSTING

POSITION TITLE: Traffic Operations Supervisor

LOCATION: Highway Department

HIRING RANGE: \$66,888 – 74,319/Yr.

STATUS: Full time

HOURS PER WEEK: 40+

WORK HOURS: 7AM-3PM/6AM-4PM

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY
POSITION DESCRIPTION
January 2024

POSITION TITLE: Traffic Operations Supervisor

DEPARTMENT: Highway

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Assists in efficiently managing the daily departmental operations, including work zone traffic control, pavement marking, sign installations, traffic counts, and snow removal. Facilitates the sign replacement and distribution programs for the Highway Department, WI DOT, and several local townships. Works closely with other municipalities, organizations, conventions and festivals to develop and implement traffic management guidelines for their events.

ESSENTIAL FUNCTIONS:

1. Coordinates with Superintendents to ensure safe, efficient, and accurate use of traffic control and equipment. Oversees work zone traffic control, sign installations, pavement marking, assists in the preparation of daily work orders, and other tasks as needed.
2. Directs emergency response operations related to severe weather or motor vehicle accidents, and responds immediately to emergency-related needs on the county and state highway network.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Participates in the selection of department employees, evaluates work performance and issues discipline as necessary.
2. Oversees night work performed by department if needed, including overnight snow removal and call in of other employees.
3. Develops and maintains an inventory of essential traffic control supplies and hardware.
4. Verifies the accuracy of employee time cards and material usage records.
5. Maintains positive public relations.
6. Serves in the Highway Department on-call roster for emergencies.
7. Assists in the development of Highway Department employees, including participating on the safety committee, in safety training, and communicating updated safety standards.
8. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Highway Maintenance Superintendent.
2. Supervises Foreman, Equipment Operator I, and Equipment Operator II.
3. Works with Highway department supervisors, office staff, local officials, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School Diploma, training in engineering or related field preferred.
2. A minimum of two years' work experience including some leadership experience in a role performing roadway construction or maintenance.
3. Current valid Wisconsin driver license, Class A Commercial Drivers License with Tanker Endorsement and no vehicle restriction.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of roadway construction and maintenance practices.
2. Working knowledge of the State and Federal MUTCD Standards as they apply to the departmental activities.
3. Ability to effectively supervise subordinates.
4. Ability to read and interpret highway construction plans and specifications.
5. Ability to assign appropriate equipment to project conditions.
6. Ability to organize and efficiently complete multiple tasks.
7. Strong written and verbal communication skills including listening skills.
8. Computer skills including familiarity with Microsoft Office applications, GIS, and ability to learn and use other technical software related to the position.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work in the field at all times of day and in all types of weather and site conditions.
2. Ability to function efficiently and effectively under pressure.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.