

HIGHWAY SUPERINTENDENT JOB DESCRIPTION

Qualifications:

- Good written and oral communication skills.
- Have the ability or be trained to use Word and Excel.
- Have the ability or be trained to log into the Hwy Super computer and use the WISLR system.

Duties:

- Perform all duties as outlined in State Statute 82.03.
- Schedule the annual spring and fall road inspection with the County Highway Supervisor in charge of the Town of Winneconne.
 - Inspection invite to be extended to representatives of Radtke's.
 - Inspection invite to be extended to the Town Board and Clerk.
- Ensure that the Town's PASER ratings have been documented and entered into the State's system during odd number years.
- Ensure that the Town's yearly maintenance work has been uploaded to WISLR.
- Inspect all work for completeness.
- Have Town issued cellphone charged and accept/respond to calls/text messages within a reasonable amount of time.
- Provide a monthly summary of the activities that have taken place to the Board and timesheet.
- Visually inspect any complaint related to snowplowing or request for salting. Have discretion over making the decision to request additional snowplowing or salting of roads.
- Attend any meetings associated with the County LRIP funding and advocate for application of Town Roads.
- Attend any training, as it fits with his/her schedule, associated with opportunities to look for grant funding for Town roads or improve road knowledge.
 - Provide a synopsis of the training/webinars to the Board:
 - What was it?
 - What did you learn?
 - How is it applicable to the role?
 - How will it improve the Town's grant application?

Pay:

- \$25/hour
 - Pay to be rounded to the nearest 15-minute interval.
- Mileage reimbursement is allowed.
- This role is not eligible for per diem pay since any training/extraneous meetings will be compensated using the hourly pay rate.

Per State Statute this can only be for a term of 1 year.