



# State Patrol Superintendent

GRANT COUNTY  
—HUMAN RESOURCES—

**Grant County's Highway Department is recruiting for a Patrol Superintendent - State.** This position is responsible for the supervision and coordination of the Grant County state road maintenance program. This position reports to our Lancaster Highway office.

**Benefit Position:** Anticipated 80 hours bi-weekly; Required to be on call all hours throughout the year

**Seasonal Schedule:**

November – March: Monday thru Thursday, 6 a.m. to 3:30 p.m. and Friday 6 a.m. to 10 a.m.

April – October: Monday thru Wednesday, 5 a.m. to 4 p.m. and Thursday 5 a.m. to 12 p.m.

**Salary:** \$3,030.40 starting bi-weekly (effective 1/1/2026)

**Minimum Qualifications**

**Education:**

1. Graduation from high school or high school equivalency required
2. Possession of a valid commercial driver's license with air brake endorsement
3. Training in highway maintenance, road construction, equipment repair
4. Basic training and knowledge in computer concepts required, including Microsoft Word and Excel Software

**Experience:**

1. Five years of direct work experience supervising employees and in planning and supervision of road and bridge construction
2. Experience in construction and maintenance of highways and bridges

Note: Equivalent combinations of job related education and experience may be considered

**How to Apply:** A Grant County application for employment and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Grant County Human Resources at (608)723-2540. **Screening of applicants will begin immediately and will continue until the position is filled. Submit application, resume, and letter of interest to:**

**Grant County Human Resources**  
111 S. Jefferson St.  
PO Box 529  
Lancaster, WI 53813

*This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Patrol Superintendent - State

**DEPARTMENT/ AGENCY:** Highway

**IMMEDIATE SUPERVISOR:** Commissioner

**PAY GRADE:** L

**FLSA:** Exempt - Executive

### **NATURE OF WORK**

This position is responsible for the supervision and coordination of the Grant County state road maintenance program.

### **MINIMUM QUALIFICATIONS**

#### Education:

1. Graduation from high school or high school equivalency required
2. Possession of a valid commercial driver's license with air brake endorsement (tanker endorsement required).
3. Training in highway maintenance, road construction, equipment repair
4. Basic training and knowledge in computer concepts required, including Microsoft Word and Excel Software

#### Experience:

1. Five years of direct work experience supervising employees and in planning and supervision of road and bridge construction
2. Experience in construction and maintenance of highways and bridges

Note: Equivalent combinations of job related education and experience may be considered

#### Knowledge, Skills and Abilities:

1. Knowledge of techniques, methods, materials and equipment used in highway maintenance and improvement
2. Ability to use Microsoft Word and Excel software
3. Ability to estimate costs for proposed highway maintenance projects
4. Ability to work and stay within a predetermined budget
5. Ability to make decisions on types of materials to be used and determine when to dispatch road crews out during storms and/or emergencies
6. Ability to read computer weather scans and input data for daily reports in computer programs
7. Ability to lead and act as a professional representative of Grant County
8. Ability to work effectively and harmoniously with others

### **ESSENTIAL FUNCTIONS**

Under general direction

1. Organize and supervise road maintenance activities such as patching, drainage, grading, landscaping, signs and marking and bridge maintenance
2. Prepare estimated costs for proposed highway maintenance projects
3. Provide written and oral directions

4. Schedule and prioritize work for employees
5. Organize and supervise snow and ice removal
6. Attend and meet with D.O.T. supervisors
7. Coordinate work projects, staffing and equipment needs with commissioner and county superintendent
8. Verify and approve time cards
9. Inventory of material
10. Assist in purchasing equipment and to order county related materials such as sprays, rubber, salt, tubes etc.
11. Handle public concerns regarding road postings, closures, signage, complaints
12. Attend meetings and seminars
13. Assist in the issuing of permits such as driveway and electrical as needed
14. Assist other supervisors and equipment operators in their absence
15. Maintain records and reports daily
16. Ensure safe work zones
17. Implement Employee Policies according to current Grant County Employee Handbook and Administration Manual
18. Assist in handling employee grievance
19. Perform such other duties as may be assigned

#### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to methods and procedures with allowance for independence in judgment in accomplishing the assignments

#### **SUPERVISION EXERCISED**

Supervision of workers assigned to state sections and projects with coordination of county superintendent

#### **ENVIRONMENTAL FACTORS**

Vibrations and noise from heavy equipment; must be able to bend, lift and stoop to perform duties; personal protective equipment is required for many job tasks; dexterity in moving, picking up objects and operating office equipment is required

#### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.