

**NOTICE OF EMPLOYMENT OPPORTUNITY**  
**GREENE COUNTY HIGHWAY DEPARTMENT SUPERINTENDENT**

The Greene County Board of Commissioners, Bloomfield, Indiana, seeks to hire a full-time Highway Department Superintendent. Incumbent is responsible for supervising and directing department personnel and operations and ensuring proper maintenance of county roads, bridges, and rights-of way. The work location for this position is 847 N 800 W, Switz City, IN 47465. This position is an annual appointment by the Board of Commissioners. Interested persons should request a detailed job description with requirements and job application by contacting the Greene County Attorney's Office at (812) 384-0081; via email to [marvin.abshire@co.greene.in.us](mailto:marvin.abshire@co.greene.in.us); or under Employment Opportunities on the county's website, [www.co.greene.in.us](http://www.co.greene.in.us). Resumes and job applications must be received by the Greene County Attorney's Office, Courthouse, 1 E Main Street, Bloomfield, Indiana 47424, no later than 4:00 PM on Monday, October 6, 2025. Following the receipt and review of resumes with job applications submitted, the Board of Commissioner will schedule interviews with qualified candidates.

The successful candidate will, *among other qualifications*, satisfy the following:

- High school diploma or GED and a minimum of two years of management experience.
- Thorough knowledge of Greene County Highway Department and county road requirements, with ability to effectively direct department operations, plan appropriate road projects and priorities, and assure proper maintenance of all financial responsibilities.
- Thorough knowledge of standard practices and procedures of road report, re-surfacing, plowing, and general maintenance, with ability to accurately assess county needs.
- Knowledge of motor vehicles highway funds, local road and street funds, and highway rules and regulations dealing with construction and use of public funds, and knowledge of IOSHA and IDOT requirements and procedures.
- Knowledge of light and heavy equipment operation, safety procedures, and proper use of various road-work materials, such as sand, gravel, concrete, and asphalt.
- Knowledge of proper equipment/vehicle maintenance and repair, with ability to schedule and assign duties to mechanics, as appropriate.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to supervise and direct department personnel, including interviewing, hiring, training, making work assignments, evaluating, providing corrective instruction and terminating as necessary.
- Ability to effectively respond to complaints and communicate orally and in writing with co-workers, personnel from other government agencies and businesses and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town, sometimes overnight.
- Ability to respond to emergencies on a 24-hour basis.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

2025 County salary ordinance fixes the compensation for this position at \$28.21 per hour for a 40-hour week.

**GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**