

**POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA**

POSITION: Superintendent
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 1995

STATUS: Full-time

DATE REVISED: December 2010

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Greene County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Superintendent for the Greene County Highway Department, responsible for supervising and directing Department personnel and operations and ensuring proper maintenance of County roads, bridges and right-of-ways.

DUTIES:

Ensures proper maintenance and repair of all County roads, bridges and right-of-ways.

Supervises and directs Department personnel, including interviewing, hiring, training, making work assignments, evaluating, providing corrective instruction and terminating as necessary.

Oversees and directs Department operations in accordance with County personnel policies and procedures, including administering payroll functions of Department, directing and assigning work to office staff and ensuring timely completion of all required reports, forms and paperwork.

Directs District Foreman, including making work assignments, outlining specifications and preparing work schedules for construction and maintenance projects.

Oversees/monitors construction activities, work schedules and costs, ensuring compliance with specifications, deadlines and budget.

Responds to inquiries, requests and complaints from the public, other governmental agencies, schools, utility companies and the media, regarding condition and maintenance of County roads, bridges, rights-of-way and services.

Prepares, submits and administers annual Department budget, and collaborates with County officials in assessing needs and developing long range road plans.

Highway/Super

Oversees and certifies preparation of Department bids for supplies and materials. Reports Department activities and expenditures to appropriate personnel.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED and a minimum of two (2) years of management experience.

Thorough knowledge of Greene County Highway Department and county road requirements, with ability to effectively direct daily 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 repair, re-surfacing, plowing, and general maintenance, with ability to accurately assess County needs.

Knowledge of motor vehicle 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 provide public access to or maintain confidentiality of Department information and records according to state requirements.

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 business and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to assure proper maintenance of Department inventories and accurately complete required documents and records as directed.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

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 required endorsements and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and of substantial intricacy with many variables and considerations. Incumbent works according to legally defined procedures and technical specifications, Department goals, objectives, policies and procedures, using independent judgment in adapting accepted engineering procedures to specific situations and unusual circumstances within budget constraints.

III. RESPONSIBILITY:

Incumbent is responsible for proper maintenance of Greene County roads, bridges and right-of-ways and directs the development and implementation of Department policies and projects. Incumbent's work is reviewed for soundness of judgment, attainment of and effect on Department goals and objectives, appropriate supervision and direction of Department operations, and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, personnel and officials from other federal, state, city and county departments, contractors, utility companies and members of the public for a variety of purposes, including exchanging and explaining information, coordinating and assigning work projects, resolving complaints and responding to road hazards and emergencies.

Incumbent reports directly to the County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment with no unusual physical demands. When in the field, incumbent may be exposed to varying weather conditions, traffic and normal hazards associated with road and bridge construction. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

VI. OTHER:

Highway Superintendent position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Highway Superintendent position serves at the pleasure of the County Commissioners and may be terminated by the County Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Superintendent for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name

Highway/Super