POSITION DESCRIPTION
COUNTY OF PERRY, 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: December 2008 **STATUS: Full-Time**
DATE REVISED: June 2021 **FLSA STATUS: Exempt**

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

Incumbent serves as Superintendent for the Perry County Highway Department, responsible for directing Department operations and personnel in maintaining County roads, bridges, and rights-of-way.

DUTIES:

Supervises and directs Department personnel, including interviewing and hiring job applicants, providing training, making work assignments, evaluating job performance, maintaining discipline and providing corrective instruction/termination as warranted.

Serves as Safety Director for Department personnel, including providing safety training and equipment, maintaining a safe and productive work environment, and ensuring compliance with OSHA regulations is current and properly maintained.

Oversees and monitors construction projects, work schedules and costs, and ensures compliance with specifications, deadlines and budgets.

Administers Department budget, including authorizing payroll and other expenditures, monitoring account balances, periodically projecting short-range costs and transferring funds as needed. Completes applications for Community Crossings grant.

Maintains ERC certifications and updates for ERC Bridge, ERC Basic, and Sams registration.

Oversees and assists with maintenance of detailed inventory and cost records, compiling and analyzing data, and preparing and submitting periodic reports and reimbursement requests to various funding sources.

Maintains inventory of culverts, signs, and supplies as needed for daily operations.

Investigates and responds to inquiries, requests and complaints from the public regarding condition and maintenance of County roads, bridges, rights-of-way and services, including inspecting problems sites and initiating corrective action on valid complaints.

Maintains frequent communication with County Commissioners, providing progress reports and discussing operations and problems as needed.

Oversees maintenance of Department vehicles and equipment, ensuring safe, proper operation and routine preventive maintenance, developing specifications for large purchases, soliciting quotes/bids, and purchasing items as needed.

Prepares and submits annual Department budget, developing cost projections, attending budget hearings, and discussing with County Council as appropriate. Periodically collaborates with County officials in assessing needs and developing long-range plans.

Occasionally instructs courses at area high schools, such as sign and safety classes.

Periodically attends meetings and professional workshops/seminars.

Updates Paser and Asset Management plan, annually.

Serves on 24-hour call for emergencies, coordinating clearing of roads and collaborating with Emergency Management as needed to ensure access for emergency vehicles.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Previous supervisory and road maintenance/construction experience preferred.

Thorough knowledge of rules and regulations regarding road construction and maintenance, and ability to plan, prioritize and coordinate related projects.

Working knowledge of and ability to make practical application of department safety policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of and ability to ensure safe, proper operation and maintenance of department vehicles and equipment.

Working knowledge of budget administration and ability to develop and implement department budget, ensuring cost-effective operations and maintenance of accurate records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports and plan/present meetings and agendas.

Ability to direct Department operations and personnel, including interviewing and hiring job applicants, providing training, making work assignments, evaluating job performance, maintaining discipline and providing corrective instruction/termination as warranted.

Ability to properly operate standard office equipment, including computer, calculator, copier, fax machine and telephone.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to effectively communicate orally and in writing with co-workers, other County departments and department heads, County officials, vendors, state regulating agencies, school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to compute/perform arithmetic operations, such as maintaining inventories, preparing bids and calculating costs for materials and equipment.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to plan and layout numerous and diverse work assignments, apply knowledge of people/locations, and read/interpret detailed blueprints, specifications, plans and maps.

Ability to work independently and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to regularly work extended hours and evenings, occasionally work weekends, and occasionally travel out of town for meetings/workshops, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and impact and require consideration of complex variables. Incumbent works according to standard Department policies and procedures, exercising independent judgment in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with local, state and federal requirements.

III. RESPONSIBILITY:

Incumbent's duties have a significant impact on overall Department performance, with actions based on interpreting and recommending objectives, projects and operations. Incumbent works with minimum supervision, discussing with County Commissioners unusual or unprecedented situations, such as those involving large expenditures. Incumbent's work is reviewed for effect on Department goals/objectives and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and department heads, County officials, vendors, state regulating agencies, school personnel, and the public for purposes of exchanging information, executing policies, coordinating operations, and resolving problems.

Incumbent reports directly to Board of County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors, involving standing/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is frequently exposed to hazards normally associated with road and bridge construction, such as heavy machinery, traffic, noise, dirt, dust, vehicle fumes, extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent regularly works extended hours and evenings, occasionally works weekends, and regularly travels out of town for meetings/workshops, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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 outline?
Yes_____ No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name