

The Henry County Commissioners are seeking applications for the position of Highway Superintendent / Engineer. The position will be available on or about October 1, 2020. A copy of the job description for this position is attached for review.

All interested applicants are to submit a cover letter, a resume, and application, including three references. Submission of the required documents, as attachments, can be sent via email to [abankson@henryco.net](mailto:abankson@henryco.net) with "Application for Highway Superintendent / Engineer" on the subject line, or the applicant can send via US Mail to: Commissioners of Henry County ATTN: Human Resources Department, Room 213; 101 South Main Street; New Castle IN 47362. The requested documents are to be sent to the Henry County Commissioners on or prior to September 18, 2020 4:00 p.m.

**Henry County Government Offices is an Equal Employment Opportunity Employer.**

Attachments (2)

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Superintendent  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** January 2005

**STATUS:** Full-time

**DATE REVISED:**

**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. Henry 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.**

**SUMMARY:**

Incumbent serves as Superintendent of the Highway Department, responsible for assisting in the administration and direction of Highway Department personnel and operations.

**DUTIES:**

Assists in supervising and directing assigned personnel in accordance with County personnel policies and procedures, including interviewing applicants, making hiring recommendations, making and scheduling work assignments, evaluating performance, and providing training and corrective instruction.

Assists in planning, directing, and overseeing Department manpower and material resources in maintaining County rights-of-way, bridges and related areas, including developing specifications, inspecting work sites, and monitoring projects to ensure compliance with specifications, deadlines and budgets.

Responds to inquiries, requests and complaints from the public, other government agencies, schools, utility companies and news media regarding services and condition of County rights-of-way, bridges and related areas, and initiates appropriate action to resolve valid problems.

Assists in administering Department budget, including assisting in monitoring and authorizing payroll and other expenditures, and ensuring accurate maintenance of various fund account ledgers and cost accounting records, such as mileage, fuel, equipment and personnel per project/location. Compiles and submits various periodic reports as required, including federal and state funding sources.

Assists in maintaining inventory and oversees maintenance of Department vehicles, tools and equipment, including scheduling repairs, developing specifications and recommending purchases as needed.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

High school diploma or GED, and related management and construction experience.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to assist in supervising and directing assigned personnel in accordance with County personnel policies and procedures, including interviewing applicants, making hiring recommendations, making and scheduling work assignments, evaluating performance, and providing training and corrective instruction.

Working knowledge of and ability to ensure compliance with fiscal/cost accounting and reporting requirements of various state and federal funding sources, including motor vehicle highway and local road and street funds.

Working knowledge of and ability to ensure effective maintenance and safe operation of Department equipment, tools and vehicles, including OSHA and Department safety policies and procedures.

Ability to physically perform essential duties of the position, including sitting for long periods, standing/walking for long periods, walking on uneven terrain, bending at waist, handling/grasping/ fingering objects and close vision.

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

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug free work place, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other government agencies, schools, utilities, news media, contractors, vendors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

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

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope involving many variables and considerations. Incumbent works according to legally defined procedures, technical specifications, Department goals, objectives, policies and procedures, and using independent judgment in planning, developing and coordinating projects.

## **III. RESPONSIBILITY:**

Incumbent performs according to general policies, discussing with supervisors unusual or unprecedented situations, such as interpretation of Department policies and authorization for large expenditures. Incumbent's work is reviewed for soundness of judgment, appropriate supervision or direction of assigned operations, attainment of Department goals and objectives, and compliance with legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County departments, other government agencies, schools, utilities, news media, contractors, vendors and the public for a variety of purposes, including exchanging and explaining information, assisting in supervising and directing personnel, coordinating operations and projects, and resolving complaints/problems.

Incumbent reports directly to the Administrator.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in an office environment and outdoors involving sitting for long periods, standing/walking, walking on uneven terrain, bending at waist, handling/grasping, fingering objects and close vision, and exposure to varying weather conditions and normal hazards associated with road and bridge construction, such as heavy machinery, dust, dirt, noise, fumes and traffic. Incumbent serves on 24-hour call for emergencies, occasionally works extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

**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