

**Hendricks County**  
**Job Description**

**Title:** Highway Superintendent

**FLSA Status:** Exempt

**Department:** Highway

**Pay Band:** 36

**Supervisor:** County Engineer

**Date Prepared:** 09/11/2014

**Date Approved:** 05-04-2022

**Revision Date:** 12/01/2025

**Hours:** 7:00 a.m. to 4:00 p.m. 40 hours weekly

**PURPOSE OF POSITION:**

Incumbent plans, directs and manages the Highway Department in order to ensure proper maintenance and repair of county roads, bridges, culverts, and rights of way.

**ESSENTIAL FUNCTIONS:**

- Works with County Engineer to assess needs, determine and prioritize appropriate projects; including estimating costs and ensuring proper materials and equipment are available for projects done by County forces.
- Directs and coordinates with Assistant Superintendent and Garage Supervisor to prioritize work assignments and review work progress.
- Prepares and administers department annual budgets.
- Meets with the Engineer, Commissioners and Council as needed to provide updates on manpower, equipment and supply needs and project progress.
- Receives and investigates resident complaints dealing with county roads, roadside and bridge conditions. Responds as appropriate.
- Approves claims and reports submitted to the Auditor's Office for payment.
- Ensures proper use, maintenance, storage and inventory control of department materials, supplies and equipment.
- Reviews bids received by the County from private contractors for select projects and advises the commissioners on acceptance of a contract. Manages activities of the contractors.
- Manages and directs department staff.
- Implements and enforces Department policies and procedures.
- Prepares specifications for bid and purchase of new equipment as needed, and prepares specifications for annual material bids.

**NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- BA/BS Degree in related area preferred, and a minimum six years of supervisory and/or road maintenance/construction experience
- Computer skills
- Working knowledge of county, state and federal regulations related to highway operations.
- Ability to supervise and direct personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.
- Knowledge of road maintenance and construction methods and practices.
- Working knowledge of County geography and ability to read and interpret local maps
- Ability to forecast needs and prepare annual budget
- Ability to deal with weather related emergencies to ensure maximum usage of county roads
- Ability to be on call 24 hours a day, 7 days a week
- Ability to obtain and maintain Indiana's Driver's License
- Ability to effectively and tactfully deal with other people
- Good organizational skills
- Ability to communicate well, both verbally and in writing with co-workers, other County departments, elected officials, and the public.
- Working knowledge of OSHA regulations and ability to implement and ensure adherence to Department safety policies
- Ability to serve public with diplomacy and respect, including encounters with irate/hostile people

**RESPONSIBILITY:**

Work requires a broad knowledge and understanding of highway construction and maintenance. Incumbent works independently, must use discretion in handling problems and finding resolutions, and uses sound judgment in projecting budgetary needs. Errors in work can cause significant adverse effects on the department, the county and on the proper functioning of the county road system.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, department staff, other county departments, elected officials and the general public for the purpose of solving problems and obtaining and providing factual information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is mostly performed in a standard office environment, but occasional work sites visits result in exposure to dirt, dust and inclement weather.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Highway Superintendent in the Highway Department describes the duties and responsibilities 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

\_\_\_\_\_  
Printed Name