

Parke County Highway Department

Job Description

Position Description

Working Title: **County Highway Superintendent**

Position Classification: Permanent Full Time

Accountability: Parke County Commissioners

Wages/Salary: Salary_____

Working Schedule: Summer Hours: 7:00am – 5:30pm M-Th

Winter Hours: 7:00am – 4:00pm M-F

Benefits: PERF__Y__ Health Insurance __Y__ Vehicle __Y__ Overtime __N__

Qualifications

- Thorough knowledge of specifications, standards, and procedures for road and bridge construction
- At least 3 years of experience in road and bridge construction at the State or Local Level
- Bondable for the performance of his/her duties

Responsibilities

The County Highway Superintendent will be responsible for the management of the highway system within Parke County. The duties will include the administration and operation of the County Highway Department including maintenance, repair, and construction of County roads and bridges. Specifically, the county Highway Superintendent's responsibilities will include, but are not limited to, the following:

- The Superintendent will be responsible for enforcing the Parke County Personnel Policies for Highway Department employees as directed by the County Commissioners
- The Superintendent will be responsible for hiring, reviewing, training, and dismissing of Highway Department personnel. He will conduct Performance Reviews with the employees under his supervision and report to the Board of Commissioners as requested.
- The Annual Budget for the County Highway Department will be prepared and submitted to the County Council and County Commissioners by the Highway Superintendent. The Superintendent will monitor the budget as the year progresses and request additional funds or transfers as they are required.

- The County Highway Superintendent will be responsible for evaluating, prioritizing, and planning road and bridge projects. He will also be responsible for all other Highway Department planning needs such as Community Crossings Grant preparations, Five-Year Plan, Asset Management Plan, PASER Ratings, and all such other tools required by the State of Indiana or Parke County.
- The County Highway Superintendent will represent the County Commissioners and the Highway Department with the residents and media in matters pertaining to the Highway Department.
- The County Highway Superintendent will approve the purchase and sale of all equipment and supplies required by the Highway Department. Major purchases must be approved by the County Commissioners and County Council.
- The County Highway Superintendent will serve as an advisor to the County Commissioners and will attend all meetings as directed by the board including Purdue Road School.
- The County Highway Superintendent will prepare a comprehensive “Transportation Improvement Plan” to provide the optimum benefit for the residents of Parke County. The Plan will contain both short and long term plans for road, bridge, equipment, and personnel. Detailed information on the previous year’s projects will be included. This plan will be reviewed and updated annually.
- Please send resume and qualifications to:

Parke County Commissioners
Highway Superintendent Application
116 W High Street
Room 104
Rockville IN 47872

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