

**POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA**

POSITION: Superintendent
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 5:00 p.m., M-TH
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: November 2023

STATUS: Full-time

DATE REVISED:

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. The County of Decatur 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 Decatur County Highway Department, responsible for supervising and directing assigned personnel and planning, directing, and managing Department operations.

DUTIES:

Plans, organizes, directs, and coordinates Department operations, including developing and implementing policies and procedures, reviewing recommendations and actions of subordinates, and solving Department problems.

Supervises and directs assigned personnel, including interviewing candidates, making hiring decisions, orienting new employees, planning and delegating work assignments, analyzing workload, establishing work goals, developing and motivating staff, determining significant changes in responsibility, providing corrective instruction and action, terminating employment, reviewing salaries, and communicating and administering personnel programs.

Oversees the departmental budget, including developing and administering budget, reviewing proposals, and monitoring expenditures. Performs tasks of signing off on payroll and claims.

Develops long-range plans for Department based on analysis of needs and interests of community, project future demands, capacity of facilities, funding opportunities, and supervises development and implementation of capital projects.

Works with consultants on projects within the County and prepares reports for INDOT.

Oversees various programs such as INDOT Technical Application Pathway, Data Management System, INDOT, Local Technical Assistance Program, Community Crossing Matching Grant, local call applications, and prepares required reports.

Issues driveway permits and ensures all requirements are met.

Highway/Superintendent

Manages Drug and Alcohol program including updating Indiana Testing list, recordkeeping and testing.

Prepares and sends Local Planning Agency for INDOT voucher reimbursement.

Submits documents for Employee of Reasonable Charge to INDOT for approval.

Receives and investigates complaints from County residents including, road repairs, drainage problems, and bridge conditions.

Reviews bids from subcontractors, discusses with Commissioners, and offers recommendations supported with necessary technical information.

Reviews and approves purchases, notifying Commissioners of needed purchases and equipment or machinery, and making recommendations to Commissioners on bids for materials, supplies, and equipment as needed.

Reviews road crew projects and inspects assigned work areas ensuring proper completion of assigned duties in a time-effective manner and providing corrective instruction as needed. Answers questions regarding Highway maintenance and decisions regarding ditches, signs, subdivision maintenance, culverts, and guard rail installation.

Conducts inspections during construction on bridges, sewers, roadway pavement, and drainage ditches to ensure compliance with State and federal standards.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or HSE and at least five (5) years of related experience.

Possession of Employee of Reasonable Charge certification as required.

Ability to meet all Department hiring and retention requirements, including passage of a drug test and medical examination.

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

Practical knowledge of budget administration, with ability to forecast Department needs, develop operating budgets, and administer upon approval.

Practical knowledge of assigned Department trucks and equipment with ability to maintain roads and highways, complete related maintenance, and follow safety measures.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

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 standard office policies and procedures with computer skills, including word processing, spreadsheet, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

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

Ability to effectively supervise and direct assigned personnel, interview candidates, make hiring decisions, orient new employees, plan and delegate work assignments, analyze workload, establish work goals, develop and motivate staff, determine significant changes in responsibility, provide corrective instruction and action, terminate employment, review salaries, and communicate and administer personnel programs.

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, vendors, utility companies, subcontractors, INDOT, LTAP, ITAP, other city street departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, including computers, calculators, and telephones.

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

Ability to count, compute, and perform arithmetic operations.

Plan and deliver presentations.

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

Ability to respond to situations involving potential physical harm to self and others.

Ability to compile, classify, and analyze data and make data-driven decisions.

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

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to respond to emergencies on a 24-hour basis and serve on 24-hour call rotation.

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

II. DIFFICULTY OF WORK:

Incumbent exercises analytical techniques to address problems that are embedded within the wide range of duties performed. Independent judgment is frequently needed to determine the impact of decisions on total operations and/or sets of cases. Incumbent operates within very general guidelines, adapting guidelines and rules to fit unique circumstances.

III. RESPONSIBILITY:

Incumbent's duties are performed within general departmental objectives, with a wide range of latitude permitted for the exercise of independent decision-making. Interpretations of objectives are discussed with supervisor. Incumbent contributes to overall departmental operations by applying departmental objectives to specific cases and circumstances, and work product is reviewed for technical accuracy and appropriate supervision and direction of assigned operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, utility companies, subcontractors, INDOT, LTAP, ITAP, other city street departments, and the public for purposes of exchanging information, rendering service, instructing, mentoring, and negotiating.

Incumbent reports directly to Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, in a vehicle, and outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, walking on uneven terrain, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent is frequently exposed to hazards normally associated with road and bridge construction, such as heavy machinery, work on ladders, traffic, noise, dirt, dust, walking on uneven terrain, vehicle fumes, extreme temperatures, and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent may be exposed to irate or hostile individuals and may respond to situations involving potential physical harm to self and others.

Incumbent is occasionally required to work extended hours, weekends, and evenings and travel out of town for meetings. Incumbent is required to respond to emergencies on a 24-hour basis and serve on 24-hour rotation.

VI. OTHER:

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

Interested applicants should complete an application online and submit a resume to hr@decaturcounty.in.gov.

Decatur County is an Equal Employment Opportunity Employer

Posted: 6/2/2026

Removed: 6/30/2026