POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA

POSITION: **Assistant 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 Assistant Superintendent for the Decatur County Highway Department, responsible for supervising assigned staff, and assisting in overseeing department operations.

DUTIES:

Performs duties of Superintendent in their absence.

Assists the Highway Superintendent in the planning, coordinating, and managing of department operations and implements improvements to the organization.

May manage and approve engineering plans for Highway projects, including managing the administration of highway construction projects, approving construction change orders and contractor services.

Represents the County regarding Highway Department policies and programs in meetings with press, the public, county officials, engineers, and other agencies.

Assists in developing and implementing long-range improvement programs.

Supervises and directs assigned personnel, including assisting with interviewing, hiring, recommendations, providing work assignments, setting schedules, evaluating performance, and recommending corrective actions.

Plans, coordinates, and manages work related to the design and construction of highway projects, and reviews staff and consultant to make necessary revisions to ensure projects meet the overall objectives of the County.

Assists the Highway Superintendent in preparing, coordinating, reviewing, and presenting of the annual operating and capital improvement budgets including discussing of budget proposals with representatives, and responding to questions from County Council, County Commissioners County employees, and the public.

Performs a variety of duties related to the development, maintenance, and administration of the Department's automated mapping and database program, including coordinating and negotiating with other departments and government agencies for data exchanges, updating the digital base map, maintaining a map library of symbols, layers, and data tables, and developing procedures for database maintenance.

Monitors progress of Highway Department programs, goals, and improvement projects and prepares status reports and may present to County Commissioners.

Prepares special reports or carries out other special projects as required.

Responds to emergencies on a 24-hour basis and serves on 24-hour rotation basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or HSE with experience in areas of construction, maintenance, and repair of roads and bridges and other structures.

Must be at least 18 years of age.

Ability to meet all County hiring requirements, including passage of a drug test, background check, and medical exam.

Practical knowledge of and ability to make practical applications of standard principles and practices of engineering, state and local regulations, regarding road and bridge construction and maintenance.

Practical knowledge of rules, regulations, policies, procedures, and legal aspects of the Highway Department and associated programs, with ability to implement such policies to meet the needs of the public.

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 the County budget process 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.

Knowledge of and ability to comprehend various reference books and manuals, including maps, and bridge inspection books and plans.

Ability to perform Superintendent's duties in their absence.

Ability to supervise and direct assigned personnel, including assisting with interviewing, hiring, recommendations, providing work assignments, setting schedules, evaluating performance, and recommending corrective actions.

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

Ability to operate a variety of equipment, tools machines, and supplies in performance of duties, including but not limited to, tape measures, chain saws, and mechanic's tools.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Commissioners, vendors, contractors, engineers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to understand, memorize, retain, and follow oral and written instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic calculations.

Ability to compile, analyze, and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions and time constraints.

Ability to plan and layout work assignments and apply knowledge of people and locations.

Ability to read and interpret detailed blueprints, specifications, plans, and maps.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings and is required to serve on 24-hour call and 24-call on rotation.

Possession of a valid Indiana driver's license with 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 performs administrative and supervisory functions, with decisions directly affecting department operations. Incumbent exercises independent judgment in a variety of situations using departmental policies for guidance. Decisions are restricted by only the broadest policy and guidance from supervisor. Incumbent's work is reviewed at critical phases and upon completion for attainment of objectives and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, employees, other County departments, County Commissioners, vendors, contractors, engineers, and the public for the purposes of rendering service and supervising staff and operations.

Incumbent reports directly to Superintendent.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent's duties are performed in a standard office environment and outdoors, involving sitting/standing/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, speaking clearly, hearing sounds/communication, color/depth perception, handling/grasping/fingering objects, keyboarding, and driving. Incumbent walks on uneven terrain when outdoors. Incumbent is frequently exposed to normal hazards associated with repair and maintenance, including heavy machinery, traffic, excessive noise, moving parts, grease, dirt, dust, vehicle fumes, working in confined areas and high places, extreme temperatures, wet/icy conditions, and inclement weather. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to department policy.

Incumbent is occasionally required to work extended hours, evenings, and/or weekends and required to serve on 24-hour call and 24-hour call rotation.

Applicants should complete an online application and submit resume and return to hr@decaturcounty.in.gov

Posted: 10/23/2026 Removed: 11/6/2026

Decatur County is an Equal Employment Opportunity Employer