

JOB TITLE:**HIGHWAY SUPERVISOR, WELLS COUNTY, INDIANA**

The Wells County Commissioners as the county executive are seeking to employ a full-time county highway supervisor. This person is responsible for planning and overseeing county road and bridge repair. Supervising personnel as well as other supervisor functions of the county highway department under the direction of the county executive.

JOB DESCRIPTION:**DUTIES,**

The county highway supervisor shall, subject to the policies of the county executive, perform the following functions:

- (1) Planning, overseeing, and insuring safe and proper repair of county roads, bridges, and structures.
- (2) Prepare specifications for purchase of needed departmental equipment.
- (3) Approve driveway specifications, supervise inspections, inspect constructions, and recommend final disposition.
- (4) Study traffic patterns on county roads.
- (5) Recruit and hire personnel for specific positions within the highway department, disciplining and terminating individuals as necessary.
- (6) Investigate citizen complaints regarding county roads, roadside and bridge conditions, determining appropriate department response and scheduling special work.
- (7) Review and sign claims, budget reports, etc., monitor departmental expenditures to ensure adherence to budget allotment and requesting additional appropriations when necessary.
- (8) Review department budget requests, administering budget upon adoption.
- (9) Approve workdays, work schedules, equipment repair and highway maintenance schedules.
- (10) Oversee the completion of all highway department projects.
- (11) Perform duties as required.

SKILLS AND KNOWLEDGE:

- (1) Ability to identify deficient repair and construction work and make recommendations for remedial action.
- (2) Ability to develop work plans and specifications for necessary repair and ensure specifications are satisfied during work performance.
- (3) Ability to plan, assign, direct and review work of subordinates and of contracting firms.
- (4) Ability to communicate clearly and effectively both verbally and in writing.
- (5) Ability to obtain valid Indiana Driver's License.
- (6) Ability to obtain valid Indiana Commercial Driver's License.
- (7) Ability to forecast department needs, develop operating budget, and administer budget upon approval.

RESPONSIBILITIES:

- (1) Work performed with minimal direct supervision.
- (2) Purpose and desired results indicated and method of achieving this left to incumbent's discretion and professional judgment.
- (3) Some work activity governed by county, state or federal standards and guidelines.
- (4) Before departing from usual practice and policy, incumbent checks with County Commissioners and/or state highway officials.
- (5) Most work reviewed only for soundness of judgment, conformance with policy and attainment of objectives.

DIFFICULTY OF WORK:

- (1) Work is broad in scope.
- (2) Existing guidelines not always clearly applicable to situation encountered.
- (3) Judgment must be exercised in addressing conditions encountered.
- (4) Incumbent has substantial administrative responsibilities in departmental personnel and financial management considerations.

PHYSICAL REQUIREMENTS:

- (1) Personal professional judgment critical to many aspects of work.
- (2) Occasional exposure to inclement weather.
- (3) Incumbent occasionally required to lift heavy objects.

PERSONAL WORK RELATIONSHIPS:

- (1) Contact is with co-workers, other county officials, utility companies, construction companies, state highway representatives, property owners and the public. Purpose of contact is to exchange information, ensure conformance to work specifications, gain concurrence and maintain coordination.