

POSITION DESCRIPTION
COUNTY OF JENNINGS, INDIANA

POSITION: County Road Supervisor
DEPARTMENT: Highway
WORK SCHEDULE: 7:00 a.m. – 5:00 p.m., M-Th

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves in the appointed position of County Road Supervisor for the Highway Department responsible for directing operations according to state and local requirements.

DUTIES:

Plans, delegates and supervises tasks of assigned staff. Prioritizes and establishes specific work goals, trains and motivates staff, enforces department policies and procedures, evaluates work performance, ensured proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted.

Oversees/monitors construction projects, work schedules and costs, ensuring compliance with specifications, deadlines, and budget.

Maintains frequent communication with other governmental agencies and responds to inquiries from the media and the public regarding department operations and condition of county roads, bridges, and rights-of-way.

Supervises and certifies engineering design, plans, specifications, and bid documents for road, bridge, and culvert construction projects.

Coordinates Federal Aid, road, bridge, and railroad crossing projects, and acts as liaison between consultant engineers, County and State officials. Maintains a 1 & 6 Year Road Plan, prepares Community Crossings Matching Grant (CCMG) applications, and develops an asset management plan.

Prepares annual Department budget and collaborates with County officials in assessing needs and developing long range road plans. Monitors expenditures throughout the year and prepares annual operational report of expenditures for the Indiana State Board of Accounts (SBOA).

Periodically analyzes department workload, interviews candidates for job openings, makes hiring decisions, and provides orientation for new employees. Reviews salaries of assigned staff and recommends changes when warranted. Recommends personnel actions, such as promotions, transfers, or demotions.

Attends the Board of Commissioners meetings and other meetings as requested.

Oversee and certifies preparation of Department annual bids for supplies and annual report of activities and expenditures.

Periodically attend continuing education workshops.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma/GED. Bachelor's degree or experience in an Indiana government agency is preferred.

Commercial Driver's License (CDL) and DOT medical card preferred.

Working knowledge of OSHA/IOSHA compliance.

Must be at least 21 years of age and be able to be insured under the County's liability policy.

Ability to meet all employee and department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical applications of applicable federal, state and local rules, regulations, policies and procedures, including Federal Aid and State Uniform Traffic Code.

Thorough knowledge of and ability to make practical application of safety policies and procedures and ability to properly operate trucks, related equipment and tools, including dump truck, snowplow and chainsaw.

Thorough knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to plan, delegate, and supervise tasks of assigned staff. Prioritize and establish specific work goals, train and motivate staff, enforce department policies and procedures, evaluate work performance, ensure proper completion of tasks and conformance with policy, maintain discipline, and recommend corrective action as warranted.

Ability to periodically analyze department workload, interview candidates for job openings, make hiring decisions, and provide orientation for new employees. Review salaries of assigned staff and recommend changes when warranted. Recommend personnel actions, such as promotions, transfers, or demotions.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments and municipalities, County Council, County Board of Commissioners, regulating agencies, related utilities, developers, contractors, consultants, committees and organizations, and the public.

Ability to plan and lay out assigned work projects, work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to plan and layout assigned work projects and read and interpret detailed prints, sketches, specifications, technical manual, and instruments.

Ability to properly operate standard office equipment, including calculator, computer, printer, copier, telephone, scanner, fax machine, and two-way radio.

Ability to perform mathematical calculations and prepare or review and approve a variety of detailed documents, such as financial statistics and statements.

Ability to conduct research, compile and analyze data, and prepare written reports, such as contracts, as needed.

Ability to effectively communicate orally and in writing with co-workers, other City, County, State and Federal departments, contractors, and members of the general public in a courteous and tactful manner.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work extended and/or evening hours, occasionally work weekend hours, and occasionally travel out of town for meetings and seminars, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

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

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and impact, involving many complex variables and considerations. Incumbent exercises independent judgment in analyzing data, interpreting precedents, selecting and applying appropriate legal guidelines and standard practices of the profession to specific projects and circumstances and unusual circumstances within budget constraints. Incumbent regularly makes decisions in the absence of policy.

III. RESPONSIBILITY:

Incumbent receives only administrative/advisory direction from supervisors, with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of County and department objectives, policies and procedures, discussing unprecedented situations with supervisors at incumbent's discretion. Decisions and work product are reviewed for soundness of judgment, attainment of objectives, and compliance with department policies and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments and municipalities, County Council, County Board of Commissioners, regulating agencies, related utilities, developers, contractors, consultants, committees and organizations, and the public for a variety of purposes, including exchanging information, explaining/interpreting policies and procedures, coordinating projects, resolving problems through mediation/negotiation, and supervising/directing personnel.

Incumbent reports to the Board of County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors in the field, involving sitting/standing/walking for long periods, speaking clearly, keyboarding, and hearing sounds/communication. In inspecting projects, incumbent may be exposed to such hazards as downed

power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of County Road Supervisor for the Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. This position is appointed by and serves at the pleasure of the Jennings County Board of Commissioners. 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

Type or Print name