

## **105.6 Patrolman Supervision and Job Duties Policy**

- I Supervision
- II Duties

### **SECTION I – SUPERVISION**

- A. The Town Highway Superintendent and/or Town Chair will supervise and review performance annually
- B. Time card/sheets will be given to Town Clerk and reviewed by Town Chair and/or Town Highway Superintendent
- C. Confirm with Town Highway Superintendent and/or Town Chair prior to calling back/using part-time highway employees.
- D. Report any accidents or damage to town vehicles and equipment to Town Highway Superintendent and/or Town Chair.

### **SECTION II – DUTIES**

The Patrolman's primary responsibility is to provide for the day-to-day maintenance and safety of Town Roads. To accomplish this, his/her specific duties shall include:

- A. Year Round General Responsibilities
  - 1. Keep equipment fueled, maintained and clean
  - 2. Purchase supplies as needed
  - 3. Maintain shop and grounds in good order
  - 4. Monitor expenditures and advise the Road and Capital Equipment Committee as to ongoing budget status
  - 5. Participate in annual road tour
  - 6. Facilitate intergovernmental co-operation with adjoining municipalities and Dane County
  - 7. Research and advise on road equipment and assets purchases and repairs
- B. Spring (January – April)
  - 1. Town Roads
    - a. Inspect ditches and culverts
    - b. Fix shoulders and add gravel
    - c. Grade gravel roads
    - d. Add cold mix to holes and wedge edge of roads
    - e. Plow, wing and salt roads per Policy 300.4, Winter Road & Sidewalk Maintenance
  - 2. Cut/trim trees and brush per Policy 300.5, Tree & Brush Cutting
  - 3. Pick up trash along town road right-of-ways
  - 4. Inspect road signs and posts
- C. Summer (May – August)
  - 1. Town Roads
    - a. Add cold mix to holes and wedge edge of roads
    - b. Grade and add rock on gravel roads as needed
  - 2. Mowing along road right-of-way
    - a. Mow one pass in April/May when grass is around 4-5" tall
    - b. Mow all of right-of-way in June/July
    - c. Mow one pass in August/September

3. Replace road and street signs and posts
4. Supervise/assist contractors on road projects
- D. Fall/Winter (September – December)
  1. Town Roads
    - a. Grade shoulders on road projects
    - b. Plow, wing and salt roads per Policy 300.4, Winter Road & Sidewalk Maintenance
  2. Inspect, put on plow, wing and salter onto plow trucks
  3. Fill salt shed with salt/sand mix
  4. Stock pile sand
  5. Cut/trim trees and brush per Policy 300.5, Tree & Brush Cutting

Dated this 15<sup>th</sup> day of September, 2008

Posted: September 19, 2008

Brenda Kahl, Clerk/Treasurer  
Tim Henneman, Supervisor  
Jim Laubmeier, Supervisor

Anthony Varda, Chair  
Chris Upper, Supervisor  
Sue Studz, Supervisor