

105.6 Patrolman Supervision and Job Duties Policy

- I Supervision
- II Duties
- III Effective Date

SECTION I – SUPERVISION

- A. The Town Chairperson and/or Town Highway Superintendent will supervise and review performance annually
- B. Time sheet/cards will be submitted to Town Clerk/Treasurer and reviewed by Town Chairperson and/or Town Highway Superintendent
- C. Confirm with Town Chairperson and/or Town Highway Superintendent prior to calling back and/or employing part-time highway employees
- D. Report any accidents or damage to town vehicles and equipment to Town Chairperson and/or Town Highway Superintendent

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

SECTION III- EFFECTIVE DATE

This Policy shall take effect and be in force from and after the day after passage and publication as required by law.

Dated this 18th day of June, 2018

Posted: June 19, 2018

Brenda Kahl, Clerk/Treasurer
Jeff Davis, Supervisor
Joe Kruchten, Supervisor

Anthony Varda, Chairperson
Michael Statz, Supervisor
Duane Haag, Supervisor