

## **300.6 Superintendent of Highways Description and Duties Policy**

- I Description
- II Duties

### **SECTION I - DESCRIPTION**

The Superintendent of Highways shall be a Town Board member elected by Town Board and the Chair of the Road and Capital Equipment Committee.

### **SECTION II - DUTIES**

In performance of his or her statutory duties (a copy of which is attached) the Superintendent of Highways shall also:

- a. Work with and supervise the Town Road Patrolman
- b. Do an annual performance review of the Town Road Patrolman
- c. Control expenditures as dictated by the town budget
- d. Schedule and conduct an annual review of highways
- e. Routinely report to both the Town Board and the Road & Capital Equipment Committee as to actions and expenditures taken
- f. Confer with Highway Superintendents of adjoining municipalities and Dane County to coordinate work, whenever possible
- g. Review all road bids, contracts and invoices for accuracy

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

### **82.05 Superintendent of highways (Per statutes)**

(1) Term of office of highway superintendents shall be one year from the date of their appointment.

(2) The superintendent of highways shall supervise the construction and maintenance of all highways in the superintendent's district that are required to be maintained by the town, and keep them passable at all times, and perform such other services in connection with the highways as the town board requires. The superintendent may arrange for the prosecution of the highway work as the superintendent considers necessary and appoint any work as the superintendent considers necessary and appoint any overseers that the highway work requires.

(3) When any highway under the superintendent's charge becomes impassable, the superintendent shall put the highway in passable condition as soon as practicable. Upon actual notice of the existence of any depression, ditch, hump, or embankment that impedes the use of any highway under the superintendent's charge, the superintendent, or in the absence of a superintendent the chairperson of the town board, shall as soon as practicable take action to make highway safe for travel, which may include closing the highway.

(4) The superintendent shall routinely notify the town board of all highway work.