



## Road Superintendent Manual & Job Description

### OVERVIEW

This manual is to be used as a guide for the Road Superintendent of the Sherwood Forest Road Maintenance District. The Road Superintendent is appointed and serves at the discretion of the Sherwood Forest Road Maintenance District Prudential Committee. The appointment term is one year. The Road Superintendent is the liaison for the Prudential Committee, road contractor(s) and property owners in Sherwood Forest. This is a paid part-time position.

### PROCEDURE

#### Duties of the Road Superintendent

1. Oversee the maintenance of all roads in Sherwood Forest. This includes the removal of snow and ice, the repair of potholes, road grading, raking and rolling, waterway ditch and culvert maintenance and any other road related matters at the direction of the Prudential Committee. All grading is to be done by July 1 and all roadside mowing is to be done by August 1 of each year.
2. Ensure that the contractor(s) are following the “Sherwood Forest Road Maintenance District Construction Standards”.
3. Respond to all road related emergencies in a timely manner. To secure/close the roadway if required by the conditions. Make the necessary notifications and arrangements to correct emergency conditions.
4. Maintain a professional rapport with the Prudential Committee, road contractor(s) and residents of Sherwood Forest.
5. Issue “WORK ORDERS” to the contractor for required jobs in Sherwood Forest. These will include standard and emergency work orders.
6. Maintain a list of pending, ongoing and completed work orders as a computer spreadsheet and provide a copy of this spreadsheet to the Prudential Committee at the monthly meeting.
7. Inspect the work and complete “Work Order Inspection” section.

8. Provide the completed Work Orders to the Clerk/Treasurer for payment.
9. Prepare specifications and request quotes from vendors for submission to the Prudential Committee for approval.
10. Issue "Curb Cut" permits with pre and post site inspections.
11. The Road Superintendent is to provide their own transportation as needed.
12. The Road District cell phone must be with the Road Superintendent, on and available for calls at all times. The Prudential Committee Chairperson must be notified if phone coverage is not available.
13. Ensure compliance with all applicable laws and regulations.
14. Attend any Town and Highway Association meetings that apply to Sherwood Forest Roads.
15. Meet with Town Officials and engineers as required for specific projects in Sherwood Forest. Obtain reports from these parties as required.
16. Prepare an annual report of all road related items to be delivered 45 days before the Annual Meeting.

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