

Town of Halifax Road Supervisor duties and responsibilities:

5/7/02

1. To supervise the road crew as a working supervisor.
2. To coordinate preparing the budget with the road commissioner and the select board.
3. To submit receipts for hours worked and all expenditures on a weekly basis to the road commissioner.
4. To write an annual performance evaluation on all highway department personnel.
5. To obtain approval for all expenditures, as directed by the road commissioner.
6. To perform duties as directed by the road commissioner or the select board.
7. To obtain approval from the road commissioner for any work other than routine maintenance to the roads or equipment.
8. To work directly with the select board when necessary, but under normal conditions to work through the road commissioner.