

Halifax Road Commissioner Duties and Responsibilities:

5/7/02

1. To oversee the maintenance of the roads in the town of Halifax.
2. To report to the select board.
3. To oversee the highway department.
4. To approve all expenditures of highway budget funds.
5. To ensure that all required permits are obtained.
6. To keep the select board informed, in a timely manner, on issues of concern.
7. To administrate employee benefit plans and ensure compliance with town policies.
8. To meet with the road supervisor at least once a week.
9. To prepare the highway department budget, coordinating with the road supervisor and the select board.
10. To fill-out the orders for the treasurer to be signed by the select board on Monday mornings.
11. To be the liason between the public and highway department.
12. To oversee the highway department as directed by the select board.
13. To be aware at all times that the selectboard has ultimate authority and responsibility for the town's roads.