

ROAD MANAGER DUTIES

Period	Function	Action	
Emergency	Down Trees / Clear Culverts / ?	Repair (may need volunteers or contractor)	
Regular	Monitor Circle XX roads for problems - get input from residents		
	Attend Board Meetings		
	Present Road Manager reports at Meetings		
	Maintain website Road Manager comments		
	Maintain \$100 Road Maintenance supplies annual budget		
	Purchase road maintenance supplies (road markers)		
	Maintain road signs		
	Store & maintain inventory of Circle XX equipment		
	Organize and conduct Special Projects as needed (pot holes)	order & purchase materials (cold pack)	
		as needed obtain volunteers	
		schedule work	
		perform & supervise work	
Annual	Annual Contract road work bids (usually one)	Survey roads/culverts/ditches for damage	
		Obtain input (residents & Directors)	
		Draft list of most needed repairs & prepare specifications	
		Obtain Director approval of list	
		Finalize Bid specifications Sheet	
		Maintain vendor list	
		Contact vendors & distribute Bid specifications sheet	
		Answer vendor questions	
		Collect Bids & present to Directors	
		Contact vendors regarding Bid awards	
		Work with vendors to schedule work	
		Work with vendor to post work schedule signs	
		Oversee vendor work	
		Approve work	
		Obtain payment from Board & Pay vendors	
	Grass cutting at entrance	Find / obtain Board approval / pay vendor	
	Weed Spraying	Maintain spray equipment	
		Maintain \$2,000 spray supplies annual budget	
		Buy supplies	
		Spray	