

<b>Lead Responsibilities:</b>
* Initiate work by directing staff, contacting third parties, making decisions <\$500
* Stay on top of paperwork, bid deadlines
* Communicate w/other supervisors on items of significance
* Resolve questions, confusion, priorities

<b>What</b>	<b>Lead</b>
<b>Roads and ROWs</b>	
Snow Removal & Sanding	Marv
Dust Control/Gravel (bids, ordering)	Matt
Ditch Maintenance - Mowing, Spraying, Trees, Dumping	Jennifer
Gravel Road Maintenance (grading, potholes)	Matt
Asphalt Maintenance (development chip/seal)	Marv
Culvert Identification/Location	Marv
Permits - Culvert and Weight	Marv
Signage & Reflectors (inventory, purchases, placement)	Matt
Flooding & Water Erosion Issues	All - case by case
<b>Inventory &amp; Facilities</b>	
Equipment - repairs, maintenance, upgrades	Marv
Building Maintenance - repairs, upgrades	Marv
<b>Financial Administration</b>	
Review monthly bank accounts (Chairman)	Jennifer
Review CDs	Jennifer
Insurance - Maintaining Coverages	Kevin/All
Billing - sending to patrons for work/materials rendered	Kevin/All
Sign Checks	Kevin/Pam/Jennifer
<b>Staffing</b>	
Part-time Employee Overtime/Time Card Approval	Jennifer
Employee Hiring/Training	Jennifer
Employee Expectations/Issues/Annual Reviews (June/July)	Jennifer
<b>Public Relations</b>	
Website Oversight/Maintenance	Jennifer
Respond to email inquiries by patrons	Matt
Equalization Hearings	All
County Planning & Zoning Meeting	All - case by case
TV/Newspaper interviews and issues	Jennifer