

Road and Bridge Policy

Adopted

DEC 15, 2023

The County Road & Bridge Administrator shall:

- a) ensure that the policies of the Commissioners Court relating to county roads are faithfully executed
- b) supervise the administration of the county road department
- c) prepare detailed annual budget estimates for the construction and maintenance of the county roads and bridges, and the operation of the county road department
- d) prepare estimates and specifications for the equipment, materials, supplies, and labor necessary for the construction and maintenance of the county roads and the operation of the county road and bridge department
- e) serve as custodian of the equipment, materials, and supplies belonging to the county road and bridge department
- f) prepare plans and specifications for county road and bridge construction and maintenance
- g) maintain cost-accounting records of county road department expenditures
- h) keep an inventory of county road department equipment, materials, and supplies
- i) perform any other duties required by the Commissioners Court that are consistent with State statutes.
- j) provide the Commissioner's Court with an update concerning their Precinct Roads, in Court, once a month.
- k) provide The Commissioner's Court weekly road reports as to the work orders placed, completed, and outstanding.
- l) notify The Commissioner's Court members via e-mail as soon as practicable of any incident but no later than 2hrs of an accident concerning employees and/or equipment at Road and Bridge.

- m) provide The Commissioner's Court with an updated quarterly inventory list
- n) instill bi-annual safety training and evaluation.

Road and Bridge Employees:

Personnel are authorized to use personal cell phones only during lunch breaks and rest breaks each day. Other than those periods of time, personnel may only use a cell phone during an emergency or to communicate with the Road and Bridge Department Head, his secretaries, or a road foreman. An emergency is 1) a medical emergency 2) a serious injury to a family member requiring medical attention or 3) an immediate need to use a cell phone to arrange for the safety of a child or children over whom the employee has a duty to care for and protect.

Lunch breaks are 30 minutes per day.

Two - 15 minute smoke/rest breaks per day

