

ORGANIZATION AND PERSONNEL

02.01 DIVISION

The West Virginia Division of Highways is one of the larger agencies within State Government. Because of its size, no one person can personally direct and supervise its many and varied functions. The Division therefore, has a formal structured organizational format to enhance the Division's direction and level of service to the public.

This manual is intended for internal guidance only and is not intended to create a legal or moral duty. Supervisors have discretion, based upon their expertise and the particular circumstances, to deviate from this manual and to conduct additional research or receive input from experts in other areas, as needed.

02.02 DIVISIONS

The various functions of the Division of Highways are divided into Divisions to assure the necessary specialized supervision and control for each function. All except the Equipment Division are located in Charleston. Each Division is under the supervision of a Director who reports either directly or through other managers to the Commissioner.

The various Divisions and their functions as related to maintenance are detailed in Section 02.05 of this Chapter. The duties and responsibilities of the Maintenance Division are outlined in Section 02.06 of this Chapter.

02.03 DISTRICTS

To expedite and provide adequate control of field operations, the State is divided into Districts with each District having a District Headquarters. The Districts are assigned specific numbers. Figure 02-1 is a map showing the District, Counties and geographical location of each. Each District Headquarters is under the direction of a District Engineer. The functions of the District Organization, as they apply to maintenance, are described in Section 02.07 of this Chapter.

02.04 COUNTIES

Because of the number and complexity of field operations relating to maintenance, the Districts are subdivided into Counties with a County Maintenance Headquarters located in each. Each County Headquarters is under the direction of a County Maintenance Superintendent who, in turn, is under the supervision of the District Engineer through the Maintenance Engineer.

The duties and responsibilities of the County Organization are detailed in Section 02.08 of this Chapter.

02.05 INTER-DEPARTMENTAL RELATIONSHIP

The importance of good inter-departmental relationship cannot be overemphasized. It is the keystone of a well-functioning, efficient highway organization. Only through the closely coordinated operation of all Sections of Districts and Divisions, is it possible for the Division to effectively fulfill its responsibilities.

Maintenance is closely related to the majority of the functions of the Division. It is, therefore, vital to maintenance operations that good inter-departmental relationships be fostered at all levels.

02.06 MAINTENANCE DIVISION

The Maintenance Division at the Central Headquarters of the Division of Highways is responsible, in a staff capacity, for the maintenance of all highways and highway facilities within the State system. Each District Engineer is responsible for the performance of the actual maintenance field operations in accordance with the policies of the Division and the instructions and recommendations of the Maintenance Division as approved by the appropriate upper level management policy makers.

02.07 DISTRICT ORGANIZATION

02.07.01 RESPONSIBILITIES

The District Organization, under the direction of the District Engineer, is responsible for administering and supervising all maintenance field operations within the District.

The District and County forces perform the actual work and the public judges the entire Division of Highways by the results of their efforts. The basis for this judgment is the manner in which the roads are maintained and how the various highway services are performed.

02.07.02 DISTRICT ENGINEER

The District Engineer is responsible, at all times, for the condition of all highway facilities within the district. The District Engineer is to cooperate with and use the services of the Staff Divisions of the Central Headquarters and see that district personnel at all levels do likewise.

The District Engineer must have a complete knowledge of the conditions and needs of all Division facilities within the district. The District Engineer should make frequent trips throughout the District to inspect the methods and procedures being used in maintenance operations and the results attained. The District Engineer must ascertain that the work is performed economically and efficiently and that it complies with all State laws and established policies of the Division. The District Engineer must

be familiar with the specific projects submitted to the Central Headquarters Divisions where additional funding is being requested.

The District Engineer is also responsible for maintaining good public relations as well as good inter-departmental relations within the District.

02.07.03 ASSISTANT DISTRICT ENGINEER—MAINTENANCE

The Assistant District Engineer—Maintenance is frequently referred to as the Maintenance Engineer. This employee is delegated the responsibility and authority for supervising and directing the District's maintenance functions and personnel. The Maintenance Engineer is directly responsible to the District Engineer and has the authority to act for the District Engineer in all maintenance matters.

The Assistant District Engineer—Maintenance is a key person in attaining the end result of high-quality work desired by the Division, and assigns, directs and supervises all maintenance personnel in their duties and operations. He/she also is assigned the general supervision and responsibility of training all maintenance personnel in the correct procedures necessary for the proper performance of their work.

The responsibility for keeping the District Engineer informed of all phases of maintenance operations and organization also lies with the Assistant District Engineer—Maintenance. He/she reviews all requests and makes detailed recommendations to assist the District Engineer in arriving at the proper decisions. This position coordinates the functions of the various District representatives of other divisions, such as the District Equipment Superintendent and the District Safety Supervisor, that relate to District maintenance operations. The Assistant District Engineer - Maintenance also makes use of and cooperates with the representatives of the Construction Section of the District Organization, including the District Materials Engineer, in all phases of maintenance.

02.07.04 MAINTENANCE ASSISTANT

The Assistant District Engineer—Maintenance is assisted in the performance of his/her duties by Maintenance Assistants who are delegated the responsibility and authority to supervise various maintenance functions. These assistants are directly responsible to the Assistant District Engineer - Maintenance, and act for the Assistant District Engineer—Maintenance in all matters relating to their specific delegated duties.

02.08 COUNTY ORGANIZATION

02.08.01 GENERAL

The County is a subdivision of the District for maintenance operations. The size and make-up of a County organization's resources are determined by the work load which depends mainly on the road mileage, area and population of the County.

County Maintenance organizations are classified as Class I, II, III or Class IV counties, again based upon the size, population, and roadway mileage.

02.08.02 COUNTY MAINTENANCE SUPERINTENDENT

Each County is under the direction of a County Maintenance Superintendent, who is technically responsible to the District Engineer. However, in regard to day-to-day operations, the County Maintenance Superintendent is directly under the supervision of the Maintenance Assistant.

The County Maintenance Superintendent is responsible for the state force maintenance work in a County except for work assigned to special crews. The County Maintenance Superintendent is assigned the responsibility and authority to plan and direct all county routine maintenance operations. Plans are based on the established procedures and policies of the Division and the District. The County Maintenance Superintendent will carry out all instructions received from the District Headquarters and will see that all reports and records required by the District Engineer are prepared in a timely and proper manner.

The County Maintenance Superintendent must know conditions in the County thoroughly by means of constant inspections of all roads and bridges within its boundaries. The County Maintenance Superintendent will keep the supervisors informed of conditions in the County and if any technical assistance is needed, it shall be requested from the Assistant District Engineer—Maintenance and/or the District Maintenance Assistant.

02.08.03 ASSISTANT COUNTY MAINTENANCE SUPERINTENDENT

To assist the County Maintenance Superintendent in carrying out his/her duties and responsibilities, the Superintendent may have a County Highway Maintenance Assistant. This optional supervisory position has direct supervision over the various crew supervisors and crew leaders of the County Maintenance forces and is directly responsible to the County Maintenance Superintendent.

02.08.04 MAINTENANCE CREW SUPERVISORS

The Crew Supervisors are the keystone of the entire Maintenance Organization of the Division of Highways. They have the responsibility for carrying out safely and in accordance with the established procedures, the maintenance functions that are assigned to them. Through their work, the public forms its impression of the Division. Whether the impression is favorable depends largely on their personal contact with the public and their efficiency in the management of the labor forces and equipment. They and their crews must be courteous and helpful to the public at all times.

The Maintenance Crew Supervisors will keep the County Maintenance Superintendent informed of field conditions at all times. The Crew Supervisors look to the County Maintenance Superintendent for guidance and assistance in the performance of assigned duties.

The Maintenance Crew Supervisor will direct and supervise the men in the crew in the proper performance of their work. It is the Maintenance Crew Supervisor's responsibility to maintain accurate records regarding the use of labor, materials and equipment on each project under their supervision.

02.09 DIVISION PERSONNEL POLICIES AND PROCEDURES

Refer to Volume IX of the Division's Administrative Operating Procedures for the latest policies and procedures regarding Personnel Administration.

02.09.01 DISQUALIFICATION OF PERSONNEL

02.09.01.01 POLITICAL

The following excerpt from the Official Code of West Virginia, 17-2A-5, in regard to the employment of person actively participating in politics, is quoted here:

"No person may be appointed as Commissioner or employed in any other capacity of employment by the Commission or Commissioner when he is a candidate for or holds any public office or is a member of any political party committee. In the event the Commissioner or any employee of the Commission or Commissioner becomes a candidate for or holds any public office or becomes a member of any political party committee, his office as Commissioner or position as employee, as the case may be, shall be immediately vacated."

It will be the responsibility of every District Engineer and every County Maintenance Superintendent to determine if an applicant for employment by the Division of Highways is eligible for employment or if a person employed by the Division is eligible to continue employment under the terms of the above statutes.

02.09.01.02 RELATIVES OF EMPLOYEES

The following excerpt from the Official Code of West Virginia 1931, in regard to the employment of relatives of employees of the Division of Highways, is quoted here:

"It shall be unlawful for any county court, or any County engineer or supervisor, or district road superintendent to appoint or employ, as a laborer on the public roads, the father, son, son-in-law, grandson, brother, brother-in-law, nephew or first cousin by blood of any member of such court or of such engineer or supervisor or superintendent; provided a sufficient amount of other efficient labor can be secured within the vicinity.

Any person violating the provisions of this section shall be guilty of a misdemeanor, and, on conviction thereof, shall be fined not less than ten nor more than one hundred dollars."

02:10 COMMUNICATIONS

An organization cannot hope to function efficiently and effectively unless there is a continual flow of complete and accurate information from the lower levels to the top and a flow of instructions from the top down through all levels.

The key to good inter-departmental relationship is good communications. In order that one department may assist another or may make plans that are, in part, dependent on those of the other, the first department must be familiar with the needs or limitations of the second.

FOOTNOTE

As more fully set forth in Section 01.01.01, nothing in this manual is intended to create a legal or moral duty and has been created for internal guidance only.