

**WEST VIRGINIA DIVISION OF HIGHWAYS**  
**MAINTENANCE MANUAL**  
**STUDY GUIDE**  
**CHAPTER 2**

#	ANSWER	QUESTION
1		TRUE/FALSE: To expedite and provide adequate control of field operations, the State is divided into Regions with each Region having a Regional Headquarters.
2		Fill in the blank: 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 _____ who, in turn, is under the supervision of the District Engineer/Manager through the Maintenance Engineer.
3		TRUE/FALSE: The District Organization, under the direction of the District Engineer/Manager, is responsible for administering and supervising all maintenance field operations within the District.
4		Multiple Choice: 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 _____ and has the authority to act for the District Engineer in all maintenance matters. A.) District Engineer, B.) Commissioner of Highways, C.) State Highway Engineer
5		Multiple Choice: The Assistant District Engineer—Maintenance is assisted in the performance of his/her duties by _____ 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 Maintenance Engineer in all matters relating to their specific delegated duties. A.) Office Assistants, B.) Maintenance Assistants, C.) Construction Assistants

EMPLOYEE NAME: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_