



Highway Maintenance Manual
Chapter 04 Roadway Maintenance
Section 01 General
Subject 01 Work Force

Bureau of Highway Maintenance
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1.0 Work Force

Roadway maintenance on Wisconsin State, US and Interstate Highways (STH, USH & IH) is typically provided by the County Highway Departments, sometimes called the County Department of Public Works.

Most maintenance on state highways is performed under annual calendar year contracts called the Routine Maintenance Agreement (RMA) document (see Chapter 02-15-20). Upon approval, the RMA document provides each county with a state highway maintenance budget and the approval for expenditure within that budget. In addition, more targeted or defined routine maintenance work may be performed under a Discretionary Maintenance Agreement (DMA) or a Performance Based Maintenance (PBM) agreement with a county.

2.0 Coordination of Work

All roadway maintenance work is coordinated by department staff – usually the Area Coordinator and the County Patrol Superintendent (sometimes called the County Supervisor.) See Chapter 02-35-05 and 06-01-10 for further definition of these roles. Together they work to determine highway maintenance needs, consider adherence to policy and to review budget constraints on a routine basis.

The department's Area Coordinator duties include adherence to the Highway Maintenance Manual (Policies) and the review of the performance and quality of the work of the service provider. The Area Coordinator reports progress by the service provider or issues impacting the work to the state maintenance engineer and regional maintenance supervisor.

When needed, the regional maintenance supervisor will contact the County Highway Commissioner about work progress. It is not the Area Coordinator's responsibility to report to the County Highway Commissioner or the supervisor of the County Patrol Superintendent if it is someone other than the commissioner.

It is the responsibility of the service provider, usually the County Patrol Superintendent, to plan, organize, schedule, inspect, and train personnel for the work needed to be performed according to policy and direction from WisDOT. The County Patrol Superintendent is also responsible for ensuring materials and equipment are available for staff to perform the work, and that the work identified in the RMA, the DMA, or the PBM agreement is satisfactorily completed. The Superintendent reports to the Area Coordinator on road conditions, complaints and staff progress in performing the work.