

**Highway Maintenance Manual****Bureau of Highway Maintenance****Chapter 06 Winter Maintenance****January 2012****Section 01 Winter Maintenance Introduction****Subject 15 Winter Section Management**

The management of winter maintenance sections (storm preparation, operator direction, responsibilities of the patrol superintendent, equipment review, snow plan, etc.) is primarily a partnering decision with the district's operations staff, county highway commissioner, county management staff, and other service providers..

The first step the county management staff should take is to review any changes in the winter level of service of highways, as agreed upon with the department's maintenance personnel, to see what impact these changes will have on personnel or equipment assignments. The service provider's management staff also should consider changes from summer to winter maintenance section-lengths, and determine when additional personnel will be required. At the same time, it is appropriate to update equipment assignments with the service provider's management staff based on past and anticipated needs. Each service provider's official snow plan should also be reviewed and updated at that time. As a final step, call-out procedures should also be checked and updated.

A meeting with local jurisdictional law enforcement officials to coordinate call-out activities will aid in improving communications and public relations. This meeting could be held as a part of the fall patrol superintendents/district meeting (Guideline 6-1-20) or as a separate meeting. Either way, law enforcement dispatchers should be given a copy of the winter maintenance sections layout prior to the start of each winter season. Reviewing and updating media contact lists and the use of media releases should also be planned as part of the section management effort.