

(1) To inspect the public highways, sidewalks, roadside maintenance and beautification, and bridges of the county road system and any work being done in connection therewith, and to suspend work not being done in accordance with the contract or the county road specifications.

(2) To maintain a current official highways map of the county.

(3) To provide such road name signs, parking and directional signs, and traffic control devices at road intersections as he deems necessary and appropriate. Before placing such signs or control devices, he shall secure the approval by resolution of the County Commissioners.

(4) To have charge of all county machinery and equipment used by the county in the construction, repair, and maintenance of public roads, bridges, roadside, and sanitary landfills, with responsibility for the proper care and maintenance thereof; to maintain an inventory of said equipment; and to make recommendations to the County Commissioners for the sale of used machinery and equipment and the purchase of new equipment.

(5) To prepare necessary rights of way plats and to secure from adjacent property owners easements and other rights required to widen, extend, grade, or relocate said roads so that all roads repaired, rebuilt or constructed shall have proper width, grade, alignment, and drainage.

(6) Subject to the approval of the County Commissioners, to select the necessary employees to carry out the duties of his department. Such employees are under the Director's supervision, and he has the power to discharge employees. Whenever the Director exercises his power to discharge employees, he shall give a written report to the County Commissioners stating the reason for such action.

(7) To keep accurate books of account and records reflecting the cost of maintenance, construction, and such other factors as good accounting practice requires and as approved by the County Commissioners; to report to the County Commissioners on their first regular meeting in each month or oftener if necessary for the purpose of giving an exact statement to them of all work done or contemplated, and the cost thereof.

(8) To assist the County Commissioners in the acquisition and maintenance of public dumps or sanitary landfills, generally to administer and execute the provisions of Section 470 hereof, and to perform such duties in connection with the servicing of garbage districts as the County Commissioners may designate.

(9) To supervise the construction and maintenance of such public buildings and parking lots as the County Commissioners may submit to his care, custody, and control.

(10) To organize his department into the divisions necessary to provide efficient administration of the duties of the department.

(11) To administer any building, or similar Code adopted by the Board of County Commissioners.

(12) Subject to the approval of the County Commissioners, to establish a division of licenses and inspections within the Depart-