

AGREEMENT
TOWN OF DUXBURY
AND
DUXBURY DPW EMPLOYEES, AFSCME COUNCIL 93, LOCAL 1700

JULY 1, 2019 TO JUNE 30, 2022

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PREAMBLE

This agreement entered into by the Town of Duxbury Board of Selectmen hereinafter referred to as the "Town", and Local 1700 State Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "union", has as its purpose the promotion of harmonious relations between the Town and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of conditions of employment.

ARTICLE I STABILITY OF AGREEMENT

- 1.0 This agreement has as its purpose the promotion of harmonious relations between the Town and Union, the establishment of an equitable and peaceful procedure for the resolution of differences with respect to the meaning and application of this agreement.
- 1.1 If any of the provision of this agreement shall in any manner conflict with any Federal law, or statutes of the Commonwealth of Massachusetts, such provisions shall be considered null and void and shall not be binding on the parties hereto and in such event, the remaining provisions of this agreement shall remain in full force and effect.
- 1.2 This agreement between the Town and the Union is intended to be and shall be in full settlement of all issues which were, or which the Union and the Town had by law the right to make the subject of collective bargaining in negotiations between them preceding the execution of this agreement.
- 1.3 Either party may at any time propose specific amendments to this agreement and the parties may mutually agree on amendments and the effective date thereof; but neither party shall be obligated to consider or negotiate such proposed amendments.
- 1.4 All present benefits concerning wages, hours of work, working conditions and standards of productivity will remain in effect during the term of this agreement unless specifically modified herein or changed in accordance with the provisions of the Article I, Section 1.3.

ARTICLE II RECOGNITION

- 2.0 The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, standards of productivity and performance, and other conditions of employment for certain employees of the Town of Duxbury in the bargaining unit consisting of all permanent non-professional employees of the Department of Public Works, excluding superintendents and clerical employees and including permanent janitors of the Town Library, Police Department, Town Office, and Council on Aging, of the Town of Duxbury to include other departments as necessary as custodians may work in any and all town departments, not including the school department as certified by the Massachusetts Labor Relations Commission on January 8, 1976, Case No. MCR-2248. All such employees, for which the Union is recognized as the sole and exclusive representative, shall hereinafter be referred to as "employees".

ARTICLE III MANAGEMENT RIGHTS

3.0 Except as expressly limited by a specific provision of this agreement, the Union recognizes and agrees that the Town shall continue to have the exclusive right to take any action it deems appropriate in the management of various Town Departments and the direction of the work force in accordance with its judgment. All inherent management functions and prerogatives which the Town has not expressly modified or restricted by a specific provision of this agreement are retained and vested exclusively in the Town.

3.1 Management Rights

1. The Town is a public body established under and with powers by the laws of the Commonwealth of Massachusetts, and nothing in this Agreement shall be construed to derogate from or impair any power, right or duty conferred upon the Town by law or any rule or regulation of any agency of the Commonwealth. Except where such rights, powers, and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Town has and will continue to retain, whether exercised or not, all of the rights, powers and authority hereby reserved to it. Except when it can be clearly shown that conduct or action by the Town is in violation of a specific provision of this Agreement, the right to manage the business and affairs of the Town, to operate the Town and to direct the working forces shall not be the subject of a grievance or arbitration proceeding hereunder.
2. The listing of the following specific rights of management in this Article is not intended to be a waiver or limitation of any rights of the Town not listed herein. Such inherent management rights shall remain exclusively with the Town, except as they may be shared with the Union by a specific provision or provisions of this Agreement.
3. Among those management rights are the following:
 - a. The right to hire, promote, train, transfer, discharge, suspend, demote or otherwise discipline employees; layoff and to relieve employees from duty because of lack of work, insufficient funds or other legitimate reasons. Any demotions, suspensions or other discipline, or discharge resulting from disciplinary reasons shall be for just cause for permanent employees.
 - b. To determine the methods, means and personnel for all operations, the scheduling of operations and the extent to which its own or other facilities and/or personnel shall be used; to abolish any service; to require reasonable overtime; to take whatever action is necessary to carry out its work in emergency situations. During emergencies all employees are to be available for overtime work.
 - c. To select and determine the number and types of employees required; to evaluate employees; to determine the standards of productivity and performance for their work; to determine their duties and assignments; to determine the content of job classifications; to promulgate or amend rules and regulations; to establish and change work schedules; to establish or change any service; to maintain order and efficiency; to determine the starting and quitting time of all employees; to maintain order and efficiency in the work place and to fix standards for quality and quantity of work to be done.

- d. To promulgate or amend rules and regulations and operating and administrative procedures including the enforcement of such rules, regulations, operating and administrative procedures from time to time as the Town deems necessary.
- e. To institute technological changes or the revising of processes, systems or equipment from time to time.
- f. To require an alcohol or drug test subject to the Supreme Judicial Court precedent regarding drug testing.
- g. During an emergency, the Town will have the right to take any action necessary to meet the emergency notwithstanding any contrary provisions of this Agreement.
- h. To cross train and shift employees from one department or function to another as required on an emergency or temporary basis

**ARTICLE IV
UNION AND EMPLOYMENT SECURITY**

- 4.0 During the life of this life of this agreement and in accordance with the terms of the forms of authorization, the Town agrees to deduct, from the payroll each month, union membership dues levied by the Union, in accordance with the provisions of Chapter 180, Section 17A of the General Laws of Massachusetts, from the pay of each employee, who executes the prescribed form, and will remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made by the 10th day of the succeeding month.
- 4.1 The Town agrees to permit representatives of the Union to enter upon Town property for the sole purpose of individual discussions of working conditions and/or grievances with the employees or discussions with management, provided such discussions do not interfere with the performance of duties assigned to such employees and prior approval has been given by the Department Head involved in the matter.
- 4.2 The Steward, or in his absence the Local President, will be notified of any disciplinary action to be taken against an employee covered by this agreement. He/she may exercise the option to be present during any discussion (s) and will be solely responsible for notifying the Council 93 representative. A copy of any record made regarding the aforementioned discussions (s) and any written warning issued to the employee, as a result of this discussion (s), shall be made available to the Union upon request.
- 4.3 Except as the need of the department may require and as otherwise directed by the Department Head, the principles of seniority shall apply in respect to tenure of employment, decrease by department and classification of the work force, future shift assignments and vacations. Should a decrease by department and classification of the work force become necessary, those employees so laid off shall be given first consideration in reverse seniority for new openings within the department and classification from which they were laid off, for a period not to exceed eighteen (18) months from the effective date of the layoff, or employees length of service at the time of the layoff, whichever is less.
- 4.4 A written list of Union stewards and other representatives shall be furnished to the Town immediately after their designation and the Union shall notify the Town of any changes. The listed employee may, with the approval of the appropriate Department Head be granted reasonable time off, without loss of pay, during

working hours to investigate and settle grievances. Reasonable time shall be defined up to two hours of time split equally between town time and employee (union) time.

- 4.5 An employee newly hired into the unit, after the effective date of this agreement, shall serve a probationary period of eight (8) months to determine fitness for service with the hiring department. During the employee's probationary period he/she may be terminated without benefit or resource to any provision of this agreement and the Union shall not question the Town's right to terminate such probationary employee with just cause. Probationary period may be extended upon mutual consent of the parties.
- 4.6 When a position covered by this agreement becomes vacant and the Town intends to fill the vacancy, such vacancy shall be posted in a conspicuous place listing the pay, duties, qualifications, area and normal work schedule. This notice of vacancy will remain posted for a period of seven (7) calendar days. Postings shall be at normal assembly points for employees. Employees who are interested in filling the position may apply for consideration by written notice to the appropriate Department Head within the posted period of seven (7) calendar days. It is the policy of the Town to fill positions in the appropriate department by the up-grading or promotion of person presently employed. The first consideration of employees for up-grading or promotion shall be within the employee's Division (within the DPW) with the employee's Department and then the entire Local. Up-grading and promotions, if made, shall be based upon ability and qualifications. When ability and qualifications of two or more employees are considered relatively equal, seniority shall prevail. Nothing contained herein shall preclude the Town from hiring more qualified applicants from outside the bargaining unit. Employees during their probationary period may not apply for a new position.

ARTICLE V HOURS OF WORK AND WORK WEEK

- 5.0 The regular hours of work each day shall be consecutive except for interruptions for lunch periods. The work week shall consist of forty (40) hours of five (5) consecutive days, normally Monday through Friday, inclusive, except for employees in continuous operation discussed below. The normal work day shall consist of eight (8) consecutive hours, beginning with the time that the employee shall be scheduled to work a shift with regular starting and quitting time. Employees working in the Town Hall, Library and Council on Aging work schedules that are different from those contained above. Except for emergency, work schedules shall not be changed unless the changes are mutually agreed upon by the Union and the Town. Employees engaged in continuous operations are defined as being any employee or group of employees engaged in an operation for which there is regularly scheduled employment for twenty-four (24) hours a day, seven (7) days a week. The work week for employees engaged in continuous operations shall consist of five (5) consecutive days, and such assignment shall be on a single shift.
- 5.1 The Town may apart from the above, establish from time to time different work schedules and hours of work for individual employees after having consulted with the Union and after having given due consideration to the convenience of the employee involved and, to the extent circumstances permit having made an effort to distribute hours of work so as not to result in unreasonable long or irregular hours or days of work.
- 5.2 Employees covered by this agreement shall not be required to suspend work while working his regular daily hours to offset overtime hours worked or to be worked.

5.3 Within the regularly scheduled work day there shall be granted to each covered employee in the forenoon, a fifteen minute paid rest period. The lunch period shall be 45 minutes, 30 minutes of which is unpaid and there shall be no afternoon rest period. This shall be applicable to all seven days of the week.

5.4 16 Hour Rule:

Any employee who works more than sixteen (16) consecutive hours (which can be made up of regular or overtime hours) shall be paid at the rate of double time (2x), his/her hourly rate for the hours worked after sixteen (16) consecutive hours and until such time as the employee is released from that assignment.

5.5 Supplemental Cleaning – The Town may supplement the work of janitorial and custodial staff with services to include the cleaning of rugs, floors, and windows on a weekly or monthly basis depending on the needs of the building or the department operations. The union may review the proposed cleaning quote documents. This effort will not supplant current duties, diminish work hours, or result in retrenchment or layoffs for current bargaining unit members.

**ARTICLE VI
OVERTIME PAY**

6.0 Overtime pay at the rate of one and one-half (1½) times the employees regular straight-time hourly rate shall be paid for work performed in excess of forty (40) hours in any work week. Accrued paid leave including compensatory time is considered synonymous with hours worked.

6.1 There shall be no duplication or pyramiding of overtime payments. In any work week in which the Town is required by law to pay overtime rates, it shall have discharged its obligation for such work week by paying at the rates provided herein so long as the minimum requirements of the law are met.

6.2 The Town will distribute overtime opportunities as equitably as practicable with the objective of having employees in the same classification in a division having, at the end of the contract term, as small a variation in overtime opportunities as is reasonable under all the circumstances. Reasonable notice shall be given to any employee who is expected to work unscheduled overtime hours.

6.3 When it becomes necessary to call in personnel from other areas or contractors to aid and assist, the personnel and contractors from areas other than the division which normally performs such related work shall be released from their duties first, when the appropriate Division Head determines that the Division can handle the remaining work load.

6.4 The employer shall keep records in each Division of the overtime hours worked. In case of a grievance involving such records they shall be subject to examination by the Union representative or the shop steward with the Department Head of the Division involved.

6.5 Employees covered by this agreement who are called back from their homes to perform unscheduled work after having completed his/her assigned work and having left his/her place of employment shall be paid at the rate of time and one-half his regular straight time hourly rate for such unscheduled work but shall receive no less than four hours pay at that rate. The definition of weekend or holiday for this shall commence from the end of the normal shift of the last day of the work-week until the beginning of the shift of the first day of the work week. Holiday premium shall commence the day prior at the end of the normal shift and end the day

following at the beginning of the normal shift. When the overtime assignment extends into the next normal workday, and the employee was notified by the end of the previously scheduled work day the employee shall be paid for the actual hours worked, except for snow and ice operations.

- 6.6 It is recognized that the assignment of overtime work is the function of the employer in keeping with its responsibility for meeting its obligations to the citizens of the community. Overtime assignments shall first be offered on a voluntary basis. If there are an insufficient number of volunteers overtime may be assigned by the appropriate Division Head, or his/her designated representative by inverse rotational seniority among qualified personnel.
- 6.7 The Town shall pay an employee at time and one-half for work related, required classes outside regular working hours. The pay will be applicable for time spent at the class. Approval of the Division Manager is required prior to attending the class.
- 6.8 The Town of Duxbury's Compensatory Time Policy for Non-Exempt Employee's working under the Local 1700 Contract is as follows:
 1. Subject to the provision of the Fair Labor Standards Act (FLSA) and individual collective bargaining agreements, nonexempt employees who are required to work hours in excess of the standard work week, may elect, at the discretion of the appropriate Division Head, to receive compensatory time, in lieu of overtime compensation.
 2. Compensatory time shall accrue at the employee's straight time for all hours between the standard work week and forty (40) hours; and shall accrue at the time and one half for all hours worked in excess of forty (40).
 3. Employees shall NOT earn comp time for any extra work, which has not been authorized in advance by the appropriate Division Head or his/her designee. Employees may not accrue more than forty (40) hours of comp time at one time without prior written authorization of the appropriate Division Head.
 4. Authorized compensatory time shall be used only with the prior approval of the appropriate Division Head, similar to vacation and personal time. Comp time shall be scheduled so as not to interfere with the operations of the Town Department.
 5. Authorized compensatory time shall be used, with the prior approval of the appropriate Division Head within the fiscal year in which it is earned.
 6. If an employee works overtime during a single work week (with the approval of his supervisor) and opts with the consent of the supervisor to take off the equivalent amount of time during the same work week it may be granted directly by the supervisor at straight time. However, the supervisor is responsible to show this as "flex" time on the payroll sheets submitted for that week. Any flex time earned and used in the same work week is not to be counted towards the total forty (40) hours that can be accrued at one time or used as comp time during a fiscal year. Please note that is up to the discretion of the employee whether or not any hours worked over forty (40) in a single work week will be reimbursed by pay or comp time at time and one half. Also in order to save on paperwork and administration time, "flex" time may be granted by an employee's supervisor without the appropriate

Department Head's approval. The Department Head reserves the right to require approval by him/her of "flex" time if in his/her opinion there is abuse of this paragraph.

ARTICLE VII REDUCTION IN FORCE

- 7.0 When the employer determines it is necessary to eliminate position(s) or to reduce the days of work, and/or hours of work in a position, the employer will identify the positions to be affected at least 30 days before the effective date of the reduction in force.
- 7.1 If an employee is in a position to be eliminated, reduced in days of work, and/or hours of work, the employee if more senior may bump an employee in another position either at the same rate of pay or a lower rate of pay provided that the employee has the current skills, licenses, and ability to perform the work in the position.
- 7.2 Seniority is based on the most recent date of hire in the bargaining unit. Seniority is based on continuous service in the bargaining unit.

ARTICLE VIII HOLIDAYS

- 8.0 Employees including probationary employees, shall be granted the following eleven (11) paid holidays (88) hours each year, if actively employed on the occurrence of each day:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas Day
	Independence Day

Holidays falling on Sunday shall be celebrated on the following Monday and holidays falling on a Saturday shall be celebrated on the preceding Friday except for employees working in the Sanitation and Water Departments where Veterans' Day will be celebrated on the actual day. The Friday after Thanksgiving is considered a "skeleton day". At the discretion of the division managers those employees required to work will be given an alternate day as requested and subject to approval by Division manager and the Department Head. Staffing levels shall be posted not less than one week prior to Thanksgiving. Transfer Station employees shall get another day off in lieu of the skeleton day.

- 8.0.1 Easter Sunday shall be considered a Holiday for those division who have employees who regularly work on Sunday. For Transfer Station Division Employees (all), and one (1) water/sewer employee.
- 8.1 Any employee required to work on any of the above listed holidays shall receive time and one-half their straight time hourly rate for all hours worked on the holiday.

- 8.2 The Town shall not be required to pay holiday pay to an employee for any holiday on which he/she has agreed to work if he/she fails, without being excused to work the agreed upon number of hours except when there is just cause.
- 8.3 Holiday Pay will be paid to employees who have worked the normal work day prior to and day after the holiday unless the employee has been approved for absence by the appropriate Department Head or his/her designee. Holiday pay is not provided to employees on workers compensation. (Instead, the employee will continue to receive 40% pay from his/her available time off and the remaining 60% from worker's compensation).
- 8.4 Full time employees who are assigned to a work schedule other than Monday through Friday shall receive a compensatory day for holidays (as defined in the article) which occur on the employee's day off. The compensatory day is full compensation for the holiday and shall be approved by the employee's supervisor at the request of the employee. The principles of seniority will govern the preference of the dates.
- 8.5 Holidays that fall on work days that are fewer than 8 hours for a specific operation will be paid out for the number of hours that are regularly scheduled for that day. (This is the current policy. If the employee is scheduled to work 12 hours, then his holiday has a value of 12 hours.)
- 8.6 If an employee calls in sick a work day before or a work day after a holiday, the holiday will be unpaid unless a doctor's note is provided, or the employee is already out with an extended illness.

ARTICLE IX VACATION

- 9.0 Vacation with pay will be granted to regular full time employees as follows:
- a. During the first year of employment an employee shall earn vacation time at the rate of 1.53846 hours per week for each week worked. This time may not be taken until July 1st of the next year. An employee may use one week of vacation after six (6) months of service.
 - b. During years 2 through 5 and employee shall earn 80 hours vacation each year.
 - c. Upon completion of the fifth year of employment an employee's vacation time shall be adjusted to reflect the number of weeks they will work from their anniversary date until June 30. The amount of adjustment shall be figured in the following manner. Take 40 hours divided by 52 weeks which equals 0.76923 hours per week. Take .481 hours and multiply it times the number of weeks to be worked through June 30th. That figure will equal the amount of time to be added to the employee's vacation time upon completion of their 5th year.
 - d. During years 6 through 10 an employee shall earn 120 hours vacation each year.
 - e. Upon completion of the tenth year of employment an employee's vacation time shall be adjusted to reflect the number of weeks they will work from their anniversary date until June 30. This will be calculated in the same manner as the adjustment for the completion of the fifth year of employment.
 - f. During years 11 through 25 an employee shall earn 160 hours vacation each year.

- g. Upon completion of the twenty-fifth year of employment an employee's vacation time shall be adjusted to reflect the number of weeks they will work from their anniversary date until June 30. This will be calculated in the same manner as the adjustment for the completion of the fifth and tenth years of employment.
 - h. During years 25 and beyond an employee shall earn 200 hours vacation each year.
- 9.1 The vacation year shall be from July 1 to June 30. Vacation leave shall be given at the employee's convenience but subject to the approval of the Department Head, which is based on the need to maintain department operating efficiency.
 - 9.2 Vacation pay will be based on the normal weekly hours of employment (exclusive of overtime) at the salary at the time the vacation is taken.
 - 9.3 Any employee who leaves Town of Duxbury employment shall be entitled to accumulated, unused vacation time.
 - 9.4 Vacation Carry Over

Employees are encouraged to utilize all of their available (accrued) vacation every year. The Town recognized that due to the nature of work performed by employees, there may be an occasion when it is not possible to utilize all of their vacation. Emergency overtime for snow removal, water or sewer line problem, storms or other disasters may impact the employee's ability to utilize vacation.

Vacation carry over of 40 hours shall be allowed. This week of vacation must be taken within 90 days of July 1st or the time shall be forfeited. Notice of the intent of the employee over vacation must be submitted in writing to the appropriate Department Head no later than May 30 of said fiscal year.

Any vacation leave, unused or not carried over will be considered lost.

**ARTICLE X
SICK LEAVE**

- 10.0 All regular full time employees shall be eligible to receive time off without loss of pay in the event of a bona fide personal sickness and non-service connected injury on the following basis:

Continuous Service
Per Calendar Year

Allowance of Paid Workdays

Up to 12 months
1 Year or More

Up to 10 hours each month
Up to 120 hours

- 10.1 An employee shall be credited with the unused portion of sick leave granted up to a maximum of 1800 hours.
- 10.2 Sick leave will be credited on the first day of the month following the month in which it is earned.

- 10.3 Sick leave shall be granted for sickness or off-the-job injury which renders an employee unable to perform the duties of his or her employment and for absence because of quarantine in the family or, at the discretion of the appropriate Department Head, for serious incapacitation of the employee's spouse. Employees shall notify the Department by 7:00am on each day of absence due to sickness or off the job injury which renders an employee unable to perform the duties of his or her employment unless other arrangements are made by the employee with the supervisor stating the nature of the sickness or injury, time expected to be incapacitated and when they expect to return to work. A late call may result in disciplinary action. Employees having three incidents of absence or absences of three or more consecutive work days within a fiscal year, shall upon return to work present their Division Head a legible doctor's certificate specifying the nature of their illness. The cost of the certificate shall be the employee's. Failure to follow this procedure may result in disciplinary action. (Not including work related injury or spousal illness). Medical appointments are not considered as "incidents" however; supervisors will require a doctor's note. Five (5) days of sick leave may be used for immediate family illness (as defined by FMLA – parent, child or spouse) to be deducted from accrued days and will not be considered an incident.

A doctor's note is required when an employee uses sick time for a medical visit for self or family member (using the FMLA definition of a family member). In addition, family sick time is to be used only for a child, parent or spouse who has a health condition that requires the personal attendance of the employee because of the immediate family member's personal illness. The accrual of sick, vacation and personal time will continue only during the first ninety (90) consecutive days while an employee is on worker's compensation, FMLA or unpaid leave.

In case an employee is absent due to an industrial accident causing him or her injury, the employer agrees to make up the difference between the employee's regular wages and the amount the employee received in worker's compensation. Any payment the employer makes to make up the difference between worker's compensation and regular wages shall be deducted from sick leave accumulation in accordance with Chapter 152, Section 69 of the Massachusetts General Laws, as amended.

Employee has the ability to direct the Town to use unused vacation and personal time to make up the difference in earnings (sick leave). The accrual of sick, vacation and personal time will continue only during the first ninety (90) days while an employee is on worker's compensation.

- 10.4 Upon termination of employment with the Town due to the employee's death or retirement, the employee or, in the event of death, the employee's spouse estate, shall be given a day's pay for each three days of the unused portion of the accumulated sick leave, up to a maximum of 600 hours payment.
- 10.5 Accumulation of sick leave is encouraged for unanticipated long term illnesses and to encourage such accumulation employees will be compensated with 8 hours pay for each period of 180 continuous calendar days during which said employee takes no sick leave.
- 10.6 No employee shall be gainfully employed while on FMLA or worker's compensation leave from the Town where employment is inconsistent with claim of sickness or disability.

**ARTICLE XI
MISCELLANEOUS PROVISIONS**

- 11.0 Bereavement – Employees shall have up to five (5) consecutive workdays off without loss of pay in the event of a death in the immediate family of the employee, namely spouse, children, stepchildren or the employee’s mother or father, brother or sister. Employees shall have up to four (4) consecutive workdays off without loss of pay in the event of the death of the employee’s grandparent, grandchild, or in-law. Employees shall have up to one (1) workday off without loss of pay in the event of the death of an aunt, uncle, niece, or nephew to attend services. The days of this bereavement leave shall be reduced or not allowed if the period of funeral leave occurs while the employee is on sick leave or other leave of absence except for vacation leave in which case the leave will be re-credited to the employee. In the event that the interment or memorial service for any of the above named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer some or all of the days to a later date. Additional time off, without pay, may be granted by the Department Head with the concurrence of the Town Manager for justifiable reason.
- 11.1 Bulletin Board – The Town shall provide space for a bulletin board of reasonable size in the various departments, to be used for Union notices concerning Union business and activities. All such notices shall be approved for posting by the Senior Shop Steward.
- 11.2 Jury Duty – The Town will reimburse the employee the difference in wages earned as a juror and what his normal earnings would have been had he/she been working for the Town for a period of jury duty not to exceed six (6) weeks. During the employee’s jury duty period, the employee is expected to work any period of his/her regular daily shift when not engaged in jury duty.
- 11.3 Leave of Absence – The Town may grant unpaid leaves of absence to eligible employees for specific period of time and for the following reasons: medical, parental, personal, military, military reserve obligation, bereavement and jury duty. Such leaves, if granted will not affect the employee’s length of service or seniority and service time will continue to accrue during the approved period of leave. Employees are eligible for such unpaid leaves after one (1) years continuous full time employment with the Town. The appropriate Department Head upon his approval of a leave of absence request shall submit a Personnel Action Request Form to the Town Manager for his rejection or approval of the leave. The employee must report to work on or before the date due back from the leave unless an extension is granted by the Town Manager. If an employee does not report to work as required, his absence shall be considered a voluntary resignation.
- 11.3.1 Family Medical Leave, Parental Leave, Small Necessities Leave, Massachusetts Pregnant Workers Fairness Act and Massachusetts Domestic Violence Act – See Appendix C.
- 11.4 Temperature – At the discretion of the appropriate Department Head, employees shall not be exposed to excessive heat or cold unnecessarily except for emergencies. Such discretion shall be exercised in a reasonable manner, subject to the grievance and arbitration provisions of this agreement.
- 11.5 Uniform and Protective Clothing – The present practice of providing protective and work clothing with be continued during the term of this agreement. A list of such items of clothing to be provided is incorporated into this agreement and shown of Appendix A. In recognition of the employees being responsible for clean uniforms, each employee shall receive a cleaning and clothing allowance of \$750 per fiscal year.

- 11.5.1 The Town will purchase safety boots for three employees in the Department – Lands and Natural Resources Division (Two Aerial lift operators and leadman) for an amount of money not to exceed \$150.00 per pair effective July 1, 2008, and not to exceed \$275 allowing for purchase and reimbursement of up to two (2), special boots for tree work per year.
- 11.6 Personal Clean Up and Wash Up – A ten (10) minute period at the conclusion of the work day for the purpose of washing up shall be granted during the term of this agreement, to all employees within the bargaining unit. Employees are required to be at work until the end of the scheduled work period.
- 11.7 Notice of Absence – An employee who finds it necessary to be absent for any reason without having received advance permission is required to notify his Division Manager at the beginning of the first working day of absence, when possible to do so, or in an emergency as soon thereafter as possible.
- 11.8 The Town shall provide the costs incurred by the employees when required by the Town to have a special license for equipment or vehicle operation.
- 11.9 Pre-employment physicals and drug testing are conducted by providers selected by the Town.
- 11.10 An employee injured on the job shall report such injury immediately to his/her Division Manager. The employee shall submit to an examination (s) by a physician selected by the Town, at any time after the injury. The Town pays for the cost of physicals. Seniority continues to accrue during any such absence up to twenty-four months of absence. At the discretion of the Town, a vacancy created by such injury may be filled by a full time employee at any time during the absence.
- 11.11 The Town policy concerning random drug and alcohol testing is modified as follows:
- a) compliance with any and all DOT regulations relative to Federal Motor Carriers Safety Administration (FMCSA)
 - b) specific consequences for refusing to submit to alcohol or drug testing
 - c) procedures for employees who are unavailable to submit to random alcohol and drug testing
 - d) First positive random: Automatic 5 work day (unpaid, but can use available personal, vacation or compensatory time) suspension applies to substance violation on first positive random drug and alcohol testing. Return to duty after the successful completion of treatment program as identified by the Substance Abuse Professional (SAP) & Medical Review Officer (MRO). Probationary employees will be discharged.
- A second positive drug and alcohol test will result in termination from employment. A related consequence of a loss of license for more than ninety (90) days may result in termination of employment at the discretion of the Town Manager.
- 11.12 Interments and Cremations: If full burial interment is scheduled to commence on a weekend there will be a minimum two man crew for a minimum of four (4) hours. Cremations: A cremation interment will be staffed with one man at a minimum of four (4) hours. Columbarium interment will be staffed by two persons for a minimum of two (2) hours.
- 11.13 Crematory Technician premium pay of \$12 per day shall be paid to the employee assigned by Cemetery Superintendent when assigned such duties for duration of two hours or more per day.

- 11.14 Employees from all divisions will provide the labor pool for service needs according to job classifications. This will include building maintenance for any and all Town Buildings assigned to the Department of Public Works.
- 11.15 Custodial work in Schools – Employees covered by this Agreement shall not be assigned duties of School Custodians.
- 11.16 No more than 2 bargaining unit members will be released with pay to attend bargaining sessions during their normal work schedule.
- 11.17 During the life of this Agreement, the parties shall continue to work on updating and revising all job descriptions.
- 11.18 Employees are CORIed every two (2) years or as required by law, employment may be terminated as necessary given the results of the CORI. Employees are required to immediately report to their Department Head any charge of felonies and change in status of driver's license, infractions relative to driving record, and any changes in the status of licenses.
- 11.19 Voluntary "AFSME People" payroll deduction permitted by DPW, AFSCME Council 93, Local 1700 AFSME members.
- 11.20 Dating, romantic or intimate relations between supervisors and employees whom they supervise is expressly prohibited.
- 11.21 The union shall be allotted one half hour of non-work time (before work, after work or during a lunch break) with new unit employees at which time a union representative may discuss the union with the employees

ARTICLE XII
JOB CLASSIFICATIONS, WAGE RATES, LONGEVITY PAYMENTS & STIPENDS

- 12.0 Appendix D, the CLASSIFICATION AND PAY PLAN, is incorporated as part of this agreement. It lists all positions covered by this agreement by title along with the wages for each position, and the effective date of general wage increases.
- 12.1 When an employee, hired prior to October 12, 1983, reaches the maximum of the rate range, and is no longer eligible for progressional increase he/she shall receive in the following year, or when the employee reached fifteen (15) years of continuous service, whichever comes later; an additional longevity bonus money equal to five percent (5%) and shall be paid in weekly increments. Employees presently receiving payments will have their bonus converted to a fixed amount equivalent to the appropriate maximum rate as of July 1, 1983 and shall not be eligible for further adjustments in this fixed amount.
- 12.1.1 Employees not eligible (hired after October 12, 1983) for longevity benefits as described in 11.1 shall be eligible for longevity payments as described below:
- Upon completion of ten (10) years of continuous service for the Town = \$350
 - Upon completion of fifteen (15) years of continuous service for the Town = \$450
 - Upon completion of twenty (20) years of continuous service for the Town = \$550

The employee's initial date of full-time employment shall be used for computing length of service. Longevity payment will be made on the employee's employment anniversary date each year.

- 12.2 Rate ranges – Progression through the rate ranges from the minimum shall be in five (5) steps. Progression through the rate ranges are not automatic but are on the basis of merit and ability as recommended and approved by the appropriate management and will be effective after twelve continuous months of active service since date of hire or previous progression increase. However, should the probation period of a newly hired employee be extended, then the period of time before the progression increase shall be increased for an equal amount of time. Any employee denied a step increase shall have the right of appeal to the Town Manager through the grievance procedure.
- 12.3 Promotion – an employee reclassified to a job (classification) title listed in Appendix A with a higher maximum rate of pay and grade than the current job classification must have all licenses, course accreditation, certifications and other special requirements before being promoted. Upon promotion an employee must perform the full complement of the job and shall be given an increase in rate equal to the rate range increment of the higher grade. If such increase results in a rate between the steps shown in Appendix A then the rate shall be increased to the higher of the two steps. Consideration for the next progression increase shall be twelve (12) months of continuous active service following the promotion.
 - 12.3.1 Temporary Promotion – an employee temporarily required to perform the duties of a job classification of an employee of higher grade for more than five (5) contiguous workdays shall be temporarily transferred to the higher classification for the duration of such assignment. An increase in pay shall be given in accordance with Section 11.3 retroactive to the first day of the assignment. After the temporary assignment the employee shall be returned to his/her previous classification and pay status.
- 12.4 Transfers – An employee transferred to another job (classification) title in the same grade shall not have a change in rate of pay nor an interruption in time before consideration is given for the next progression increase. An employee will not lose employer wide seniority for benefits and entitlements or benefits accruals (e.g. sick, vacation, and personal leave) obtained in another Duxbury municipal department when transferring to or from the Personnel Plan or from one collective bargaining unit to another collective bargaining unit. Bargaining unit seniority shall prevail with regard to any other seniority right which may exist under the CBA, including but not limited to posting for positions and reductions in force. Employees during their probationary period may not apply for new positions.
- 12.5 Downgrading – an employee transferred to a job (classification) title with a lower maximum rate of pay and grade shall be paid his/her current rate, or if a rate should fall between the steps, then the higher of the two steps but in no case higher than the maximum rate for the title. Such downgrading does not interrupt the time for progression increase.
- 12.6 Those employees who receive a classification as the result of the acceptance of this agreement who do not now have the licenses, course accreditation, certifications and other special requirements as prescribed in the job descriptions incorporated by reference to this agreement shall have one hundred eighty (180) calendar days to satisfy such requirements. Should the employee fail to do so he/she shall be placed into a classification where he/she can meet the standards and perform the work.

- 12.7 Vehicle Driver's License –Employees who obtain and maintain a valid Vehicle Driver's License (CDL) Class A will receive \$400 annually paid in December.
- 12.8 Educational Reimbursement Employers will be eligible for not more than \$1,000 per year for successful completion of pre-approved courses, relating to job skills, as approved by the appropriate Department Head. Employees must seek approval from their Department Head and the Town Manager, by July 1st annually based on the availability of funds, for the successful completion of coursework relative to his/her job and approval prior to class enrollment. Participants must achieve a final grade of a "B" or better. If grades are not available a certificate of completion or a pass (in pass/fail arrangement) is required to be eligible for reimbursement by the Town after completion of the course(s).
- 12.9 All Water Division Employees shall have as a minimum a 1D water distributions license as a condition of employment. All licenses must be kept in good standing.
- 12.10.1 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses will immediately move to a grade 6 pay scale at a step no less than their current pay rate per paragraph 11.3: Grade 1D, 1T Drinking Water Supply Facilities.
- 12.10.2 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses will immediately move to a grade 8 pay scale at a step no less than their current pay rate per paragraph 11.3: Grade 2D, 1T Drinking Water Supply Facilities, Cross Connection Surveyor/Tester.
- 12.10.3 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses will immediately move to a grade 9 pay scale at a step no less than their current pay rate per paragraph 11.3: Grade T2, D2 Drinking Water Supply Facilities, Cross Connection Surveyor/Tester, Wastewater M3.
- 12.10.4 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses will immediately move to a grade 10 pay scale at a step no less than their current pay rate per paragraph 11.3: Grade D3-Distribution Drinking Water Supply Operator, Grade T2 Drinking Water Supply Facilities, Cross Connection Surveyor/Tester, and Wastewater M4.
- 12.10.5 Although an employee may obtain licenses and increased pay scales (per 11.10.1 through 11.10.4) the employee officially maintains their position within the Department's organizational chart until such time that they are promoted per paragraph 12.3.
- 12.11 The employee shall be responsible for providing the Town with appropriate documentation to verify all licensure requirements.
- 12.12 Employees who obtain special licenses are responsible for understanding and abiding by the requirements of the licensing authority.
- 12.13 Pesticide License – Employees who obtain and maintain a valid Pesticide License will receive \$300 annually paid in December.

- 12.14 Employees are compensated in accordance with the contract for all DPW related licenses they possess even when not required for their specific position.
- 12.15 Any Water Division employee required to carry a Town phone 24/7 will receive \$50 per pay period.

ARTICLE XIII GRIEVANCE PROCEDURE

- 13.0 Any difference as to the interpretation of this agreement in its application to a particular situation or as to whether it has been observed and performed and the disposition of which is not provided for in any law, rule, or regulation, shall be a grievance under this agreement. Should any employee have a grievance, an earnest effort shall be made to settle such grievance at the earliest possible time by use of the following procedure:
- Step 1 Within five (5) working days after the occurrence of the situation, condition, or action giving rise to the grievance, the employee and/or union shall present a written grievance to the Division Manager giving all the pertinent information relative to the grievance and indicate the relief requested.
- Step 2 If the grievance is not settled under Step 1 within two (2) calendar weeks, the grievance shall be forwarded by the employee and/or union to the appropriate Department Head, who shall give a decision in writing within two (2) calendar weeks. Such grievance shall be in writing and give all of the pertinent information relative to the grievance and indicate the relief requested.
- Step 3 If the grievance is not settled under Step 2 within two (2) calendar weeks, the grievance shall be forwarded by the employee and/or union to the Town Manager of the Town, who shall give a decision in writing within two (2) calendar weeks. Such grievance shall be in writing and give all of the pertinent information relative to the grievance and indicate the relief requested.
- 13.1 The time limits outlined in this grievance procedure may be extended at any time by mutual agreement of the parties.
- 13.2 The employee shall have the right to have Union representation present at meetings held by the parties at Steps 1, 2, and 3 of this procedure.
- 13.3 Whenever practicable, grievances shall be processed at a time and place so that the employees will not suffer any loss of regular salary as a result of their required attendance.

ARTICLE XIV ARBITRATION

- 14.0 Any grievance not settled through the grievance procedure may be presented to arbitration within thirty (30) days after the final decision of the Town Manager has been given to the employees.
- 14.1 A request for arbitration shall state in reasonable detail the nature of the dispute, the specific provision (s) of the agreement alleged to have been violated and the remedy requested. The request shall be sent to the Massachusetts Board of Conciliation and Arbitration and a copy shall be furnished to the Town.

- 14.2 Following the submission of a written request to the American Arbitration Association or by agreement the Labor Relations Connection, an arbitrator shall be chosen in accordance with their procedures.
- 14.3 In the selection of an arbitrator and the conduct of any arbitration the Voluntary Labor Arbitration rules shall control.
- 14.4 Each party shall bear the expense of preparing and presenting its own case. The cost of the arbitrator, meeting place and other incidental expenses mutually agreed to in advance shall be shared equally between the two parties.
- 14.5 Nothing contained herein, shall be construed so as to authorize any arbitrator to alter, add to or modify this agreement or any of its provisions or to take any action to prevent the Town and the Union from settling by mutual agreement, prior to final decision, any grievance submitted to arbitration hereunder.
- 14.6 The decision of the arbitrator shall be final and binding on both parties.

ARTICLE XV WORK STOPPAGE

- 15.0 Pursuant to Chapter 150E of the General Laws of the Commonwealth of Massachusetts, the Union and the employee agree not to engage, induce, or encourage any strike, work stoppage, slowdown, or withholding of services by employees, including extra-hour services from the Town.
- 15.1 Should any of its members engage in any of the prohibited practices set forth above, the Union shall immediately in writing order such members to return to work and immediately cease such practices. The town shall receive a copy of this written notice.

ARTICLE XVI ANTIDISCRIMINATION

- 16.0 Both parties recognize the right of an individual to work and to advance on the basis of merit, ability and potential without regard to race, age, criminal record, disability, genetics, parental leave, national origin, color, ancestry, religion, gender, gender identity, gender expression, sexual orientation, active military status, veteran status, any other group deemed protected by a government agency or participation in discrimination complaint-related activities (retaliation) as defined by law, resolved to take affirmation action measures to ensure equal opportunity in the areas of hiring, promotion, demotion or transfer, recruitment, layoff, and termination, rate of compensation, in-service or apprenticeship training programs, and terms and condition of employment provided that the above provisions are consistent with the provisions of the collective bargaining agreement.
- 16.01 The Union by accepting this language does not mean that they accept the Town's affirmative action plan.
- 16.1 There shall be no discrimination by the Town or its agents against an employee because of his membership in the Union nor shall there be discrimination by the Union or any of its agents against an employee for non-membership in the Union.

**ARTICLE XVII
INSURANCE AND PENSION**

- 17.0 The present method of the Town paying seventy-five percent (75%) of the basic medical insurance premium and deducting the remainder through regular payroll deduction shall remain in effect. Should the Town vote to modify the aforementioned participation rate, both parties agree to open this agreement as soon as possible to discuss modification of this section.
- 17.1 The present method of the Town paying seventy-five (75%) of the premium of the five (5) thousand dollar (\$5,000) Life Insurance and Dismemberment policy and deducting the remainder through regular payroll deduction shall remain in full effect. Also, the present method of the Town offering optional Life and Dismemberment Insurance and deducting full payment for said insurance through regular payroll deduction shall remain in effect.
- 17.2 The Town will make available to all employees under this agreement short term/long term disability insurance.

**ARTICLE XVIII
PERSONAL DAYS OFF**

- 18.0 An employee may be allowed to take three (3) personal days off from work without loss of pay during each year of this contract. The date of the personal day off shall be at the option of the employee but subject to the needs of the Division.
- 18.1 Upon completion of 10 years of service with the Town of Duxbury Public Works Department, an employee shall be granted 1 additional personal day as described in 18.0 for a maximum of 4 personal days per year.

**ARTICLE XIX
DURATION OF AGREEMENT**

19.0 This Agreement shall be effective as of July 1, 2019 and shall continue in full force and effect to and including June 30, 2022 and from year to year thereafter unless modified or terminated as herein provided.

19.1 Either to Town or the Union may reopen this agreement by written notice to the other not more than ninety (90) days and less than sixty (60) days prior to February 28, 2022 or prior to February 28 of any subsequent year. Not more than fifteen (15) days following the receipt of such notice, collective bargaining negotiations shall commence for the purpose of concluding the terms of a modified agreement.

Agreed to this 19 day of October, 2020.

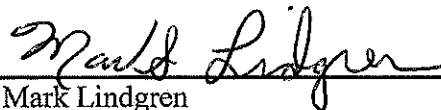
For the Town of Duxbury:

For the Duxbury DPW, AFSCME Council 93,
Local 1700


Dated: 10/19/20

Dated: 10/19/20


Shawn Dahlen
Board of Selectmen


Mark Lindgren
DPW Union Steward

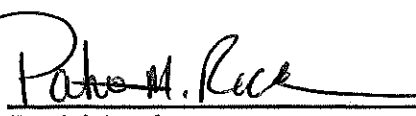
Theodore J. Flynn
Board of Selectmen


~~Douglas Gray~~ William A. Kressler II

David J. Madigan
Board of Selectmen


Mark Williamson

Rene' J. Read
Town Manager


Patrick Roche


Kimberly Sylvia
Staff Representative, AFMSE Council 93

**APPENDIX A
UNIFORM AND PROTECTIVE CLOTHING**

ALL DIVISIONS:

I. The Department will supply the following items as necessary: work uniforms, gloves, boots or rubber boots, rain gear, plastic goggles when needed, respirators when needed, hard hats, dust masks when required, one pair of coveralls of good quality per year as applicable and OSHA approved safety work boots of good quality (and for custodians, sneakers or other appropriate footwear) not to exceed a value of \$275 allowing for purchase and reimbursement of up to two pairs per year.

. The COA, Library and any other department with a DPW Union employee will provide similar safety clothing and equipment as required.

II. Prescription safety glasses will be provided to employees who are required to wear glasses as a condition of driving (i.e. driver's license requires glasses to be worn for driving) or similar work related purpose. One pair provided by the Town bi-annually up to \$350 with an original receipt. Replacement due to work related damage to safety glasses will be paid by the Town.

III. Uniforms – Town will provide employee shirts (including summer t-shirts). All shirts will identify Town of Duxbury Public Works Department. Shirts may be different colors by division. Employees shall provide their own pants long khaki style or blue jeans. Pants shall be in reasonable condition.

APPENDIX B ON CALL POLICY

There shall be four (4) beepers provided two (2) in the Water Department and two (2) in the Highway/Lands and Natural Resources Department. There shall be established and maintained a mandatory rotation by seniority. Employees may be excused from a specific turn in the rotation if requested and another employee will substitute. Supervisors will be notified of any change of assignment. Library Custodians are exempt from carrying a beeper.

Employees carrying the beeper shall have the use of a town vehicle. This is for official Town business only and may not be used for any other purpose.

Employees assigned to the beeper shall receive \$200 additional compensation for that week per beeper. If a holiday, as listed herein, occurs on that week assigned, the employee will receive an additional \$50 compensation. The holidays are as listed in paragraph 8.0.

Call back will be paid at a minimum of four (4) hours overtime pay, only if employee comes in to work. On call employees will respond only to calls from supervisors or the police dispatch. On call employees will receive call back pay for each incident. Employee remains on call until dismissed by supervisor.

APPENDIX C
FAMILY MEDICAL, PARENTAL SMALL NECESSITIES AND MILITARY LEAVES

FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the Town of Duxbury to provide leave in accordance with the Family and Medical Leave Act of 1993 (“FMLA”).

All eligible employees are entitled to take up to twelve (12) work weeks of FMLA leave during a twelve month period under the following definitions and procedures.

ELIGIBLE EMPLOYEES:

Individuals who have worked for the Town for at least twelve months and provided at least 1,250 hours of service during the twelve months before the leave commences.

ELIGIBLE EMPLOYEES ARE ENTITLED TO FMLA LEAVE FOR:

1. The birth of a child and to care for the child or the adoption or placement for foster care of a child under 18 (or over 18 if the child has a physical or mental disability and is unable to care for him/herself).
2. A serious health condition which prevents the employee from performing the functions of his/her job.
3. To care for a child, parent or spouse who has a serious health condition.
4. Military service or family military leave
5. Caring for a family member recovering from an illness or injury suffered while on active military duty up to 26 weeks of unpaid leave in a single 12 month period.

DEFINITIONS:

CHILD: Biological, adopted or foster children, stepchildren, or the child of a person with legal guardianship or who has day-to-day responsibility to care for and financially support a child, even if there is no biological or legal relationship; foster child, a stepchild, a legal ward, or a child or a person standing in *loco parentis*.

CONCURRENT LEAVE: State and Federal mandated leave entitlements normally run concurrently with each other and with leave provisions under any applicable collective bargaining agreement or policy.

HEALTH CARE PROVIDER: A doctor of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctor practices; a clinical social worker or a Christian Science practitioner or any other person determined by the Secretary of Labor, to be capable of providing health care services as defined under FMLA regulations.

INTERMITTENT LEAVE: Time away from the job taken in separate blocks of time due to a serious health condition.

PARENT: The biological parent, or persons who had day-to-day responsibility to care for and financially support a child. Parents-in-law are not included.

REDUCED LEAVE SCHEDULE: Reduction in the number of hours per workday or workweek.

SERIOUS HEALTH CONDITION: An illness, injury, impairment or physical or mental condition that involves:

1. Treatment as an inpatient in a hospital, hospice or residential medical care facility; or
2. A health condition that requires continuing treatment by or under the supervision of a health care provider. Continuing treatment includes: a) two or more treatments by a health care provider; (b) two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; c) a single visit

to a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider.

3. A health condition that requires continuing treatment by or under the supervision of a health care provider for a chronic or long term health condition that is incurable or so serious that if untreated, would likely result in an absence from work of more than five days.

Examples of serious health conditions include: Heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, diabetes, epilepsy, asthma, alcoholism, emphysema, severe nervous disorders, injuries caused by serious accidents on or off the job, the need for prenatal care, childbirth and recovery from childbirth.

TWELVE MONTH PERIOD: The “rolling” twelve month period measured backward from the date any employee uses any FMLA leave.

SPOUSE: Defined in accordance with applicable State law, married couples that work for the Town are limited to a combined total of 12 workweeks during the 12 month period if leave is taken for birth or placement for adoption or foster care of a child or to care for a sick parent. Such leave to care for birth or placement for adoption or foster care of a child must be taken within 12 months beginning on the date of birth or placement for adoption or foster care.

PROCEDURE

NOTICE OF INTENT TO USE LEAVE:

Eligible employees will provide written notice of their intent to use FMLA leave to the Human Resources Department, thirty days in advance when the leave is foreseeable. For example, the birth or placement of a child for adoption, foster care, or planned medical treatment. When unforeseen events occur that require FMLA leave, the employees or a representative of the employee must provide written notice as soon as both possible and practical but in no event later than one or two working days of learning the need for the leave except in extraordinary circumstances. The notice will include the reason for the leave, the date the leave shall begin and the intended date of return.

When planning medical treatments, employees should consult with the Town when giving notice and make reasonable efforts to schedule the leave so as not to unduly disrupt the Town’s operations.

MEDICAL CERTIFICATION:

Leave to care for an employee’s seriously-ill family member, or leave due to a serious health condition that makes the employee unable to perform the functions of the employee’s job, must be supported by certification by a health care provider.

Employees must provide the certification within fifteen calendar days. If the need for leave was not foreseeable, the employee must still provide the certification as soon as both possible and practical thereafter. Certification shall include:

1. Identification of the practitioner and the type of medical practice.
2. The date the serious health condition commenced and the probable duration of the condition.
3. Diagnosis of the serious health condition.
4. Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency and duration of treatment, including referred or ordered treatment to other health care

providers and whether inpatient hospitalization is required). For intermittent leave or leave on a reduced leave schedule, a statement of the medical necessity for such leave.

5. In instances of the employee's serious health condition:
 - a. statement that the employee is unable to perform work of any kind, or
 - b. statement that employee is unable to perform the essential functions of his/her position (as determined by the Town).
6. Instances of care for a family member:
 - a. statement that the family member is in need of the employee's assistance for basic medical, hygiene, nutritional needs, safety or transportation, or
 - b. statement that the employee's presence would be beneficial or desirable for the care of the family member.

Medical certification forms are available in the office of Human Resources. If the Town has reason to doubt the validity of a medical certification, the employee may be required to obtain a second opinion from a health care provider designated by the Town at the Town's expense. If the two opinions differ, the Town may require a third opinion, which will be final and binding, from a health care provider mutually agreed upon by the employee and the Town and at the Town's expense.

Re-certification by the health care provider is required every thirty days. Re-certification must include the same information contained in the initial certification.

Re-certification may also be required in the following instances:

- a. The employee requests an extension of leave;
- b. changed circumstances occur regarding the illness or injury;
- c. The Town's reception of information which casts doubts upon the continuing validity of the certification.

NOTICE OF INTENT TO RETURN TO WORK:

An employee will be required to report periodically to the Human Resources Department and his/her supervisor on his/her status and intent to return to work.

INTERMITTENT LEAVE/REDUCED SCHEDULE:

FMLA leave may be taken on an intermittent or reduced leave schedule. Employees requesting an intermittent or reduced leave schedule must make a reasonable effort to schedule treatment so as not to unduly disrupt the Town's operations and administration, especially when the leave is foreseeable. The Town may require a temporary transfer to an alternative position with equivalent pay and benefits, if the employee is qualified for the position, to better accommodate the reoccurring periods of leave.

Leave for the birth or placement of a child may not be taken on an intermittent or reduced leave schedule basis.

PAID LEAVE AND BENEFITS

In all circumstances, accrued vacation, personal and compensatory time must be used during qualified FMLA leave. In addition, sick leave must also be used to care for the employee's own serious health condition. Upon depletion of the available accrued paid leave, FMLA leave becomes unpaid leave. It is the total of this time, which will equal the twelve weeks of FMLA leave. During any portion of FMLA leave to which the accrued paid leave is applied, the employee will continue to accrue benefits and seniority. During any portion of FMLA leave, which is unpaid, the employee will not accrue benefits and seniority.

The Town will continue the contribution to the employee's group health plan during the FMLA leave unless the employee advised that he/she will not be returning to work. The employee will have his/her contribution deducted from the applied paid leave. Upon the depletion of said leave, and if the leave becomes unpaid, the employee must

make arrangements to pay 102% of their health insurance premiums, unless the leave continues because of their own illness. These arrangements must be made in advance of the leave, especially if the leave is foreseeable.

If the employee's premium payment is more than 30 days late, his/her health coverage will be canceled. Employees experiencing severe financial hardship may petition the Town Manager for consideration of alternatives for payment of the employee premium. This may include but not be limited to: payment of employee health insurance premiums by the Town while on unpaid leave and subsequent double deductions of health insurance premiums upon the employee's return to work. This petition must be made within the thirty days noted previously. The Town Manager will make a recommendation to the Board of Selectmen or their designee for final determination.

The Town will recover from the employee premiums paid during any period of unpaid FMLA leave if the employee fails to return to work after the FMLA leave entitlement has expired, except in instances of continuation, reoccurrence, or onset of qualifying FMLA leave circumstances or other circumstances beyond the control of the employee.

When circumstances allow for the Town to recover health insurance premium payments it made from a non-returning employee, the Town may deduct the amount due from any sums owed to the employee. For example: vacation or final paycheck.

RESTORATION TO POSITION:

An eligible employee who takes FMLA leave is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work at the conclusion of leave of 12 work weeks or less.

Employees on FMLA leave due to their own serious health condition must submit certification from the health care provider that the employee is able to resume work, i.e. is fit for duty, before they can return to work.

DENIAL:

Conditions under which FMLA leave and/or reinstatement may be denied including (but not limited to):

1. ineligibility of employee,
2. unqualified for leave under the Family and Medical Leave Act,
3. employee fails to give timely advance notice for foreseeable leave (temporary denial up to thirty days after employee provides notice of need),
4. employee fails to provide in a timely manner, requested medical certification (temporary denial up to time of submittal),
5. employee fails to supply fitness-for-duty certificate (up to time of submittal),
6. if employee's job is eliminated during period of leave.
7. employee unequivocally advises Town of intent not to return to work,
8. fraudulent acquisition of FMLA leave, and
9. employment with another employer while on FMLA leave.

SMALL NECESSITIES LEAVE ("SNLA"):

All eligible employees are entitled to take up to a total of 24 hours leave during the 12-month period, as defined in the FMLA policy, to:

- (1) participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- (2) accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and

- (3) accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

"School" includes public and private elementary and secondary schools, Head Start programs, and children's day care facilities licensed under Massachusetts' law.

Eligible employees are individuals who have worked for the Town for at least twelve months and provided at least 1,250 hours of service during the twelve months before leave commences.

In all circumstances, accrued vacation and personal leave must be used for SNLA leave. Upon depletion of available accrued vacation and personal leave, SNLA becomes unpaid leave. Vacation and personal leave run concurrently with SNLA when the leave is for an SNLA a qualifying reason.

Eligible employees will provide written notice of their intent to use SNLA leave to the Human Resources Department seven days in advance when the leave is foreseeable. When unforeseen events occur that require SNLA leave the employee must provide as much notice as practicable.

All notifications, certifications and questions relating to this policy, must be submitted to the Human Resources Department.

- A. Extended Medical Leave: A medical leave may be extended until the employees are physically able to return to work, up to a period of six months. The duration of the medical leave must be supported by the employees' doctor in a written statement directed to the Town.
- B. Parental Leave: A male or female will be granted a leave of up to eight weeks for the purpose of childbirth, or adopting a child under three years of age. Employees have to give notice of the date of their departure and their intent to return to work. The employee will return to his/her original position or a similar one. Leave under this provision runs concurrently with the Family Medical Leave Policy.
- C. Personal Leave: The Town may grant a leave of absence for compelling personal reasons provided adequate arrangement can be made for employee's responsibilities during the absence. Employees must have been employed over one year as a regular full-time employee or have equivalent part-time service. The leave may not exceed three months. The employee must notify the department head far enough in advance to allow for the approval of Human Resources and to make adequate arrangements.
- All accrued vacation time not used may not extend the period of such leave. All benefits will continue for the length of the personal leave to a maximum of three months. Total monthly group insurance premiums must be paid in advance by the employee.
- D. Military Employees who held permanent positions prior to entering military service are entitled to reinstatement. Employees inducted into the Armed Forces will be expected to show a copy of their military orders to their department head who will make a copy of these orders and send them to Human Resources for the employee's file.

Employees must present a certificate showing satisfactory completion of service. Employees returning from military service will be restored to their former position or a position of like status and pay if such employees apply for reinstatement within 90 days from date of honorable discharge from military service.

Once employees are reinstated they are entitled to the service date they had when they entered military service plus whatever additional service time they would have accumulated had they remained at their job. If the rate of pay for the same position has been increased, they are entitled to the higher pay.

The leave of absence will terminate upon an employee's failure to apply for reinstatement within 90 days of honorable discharge.

Service time will continue to accrue for the duration of a military leave, but will not accrue beyond a maximum of 5 years.

While in the Armed Service, insurance coverage will be discontinued.

1. Reserve Obligation - Military Leave

The Town will grant a leave annually to permanent full-time employees who are ordered into military service for 15 days or less. This leave is in addition to the normal vacation to which they are entitled. The two-week military time will not be counted as vacation time unless requested by the employee. Reserve training will not be considered an interruption of Town Employment for purposes of computing service date.

Group insurance coverage will continue unchanged during this 15 day Reserve training period. If employees are called or volunteer for longer periods of active duty, all insurance benefits will cease as of the date they are placed on Military Leave.

Parental Leave Policy (As outlined by the Massachusetts Parental Leave Act (PLA), MGL Ch. 149, Section 105D)

An employee who has completed the initial probationary period set by the terms of their employment or, if there is no such probationary period, has been employed by the same employer for at least three consecutive months as a full-time employee, is absent from such employment for a period not exceeding eight weeks for the purpose of giving birth or for adopting a child under the age of eighteen or for adopting a child under the age of twenty-three, if the child is mentally or physically disabled, said period to be hereinafter called leave, and who shall give at least two weeks' notice to their employer of the anticipated date of departure and intention to return, shall be restored to their previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave. Said leave may be with or without pay at the discretion of the employer.

Such employer shall not be required to restore an employee on parental leave to their previous or a similar position, if other employees of equal length of service credit and status in the same or similar positions have been laid off due to economic conditions or other changes in operating conditions which have affected the employment of others during the period of such leave; provided, however, that such employee on leave shall retain any preferential consideration for another position to which they may be entitled as of the date of their leave.

Such leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which said employee was eligible at the date of such leave, and any other advantages or rights of employment incident to their employment position; provided, however, that such leave shall not be included, when applicable, in the computation of such benefits, rights, and advantages; and provided, further, that the employer need not provide for the cost of any benefits, plans, or programs during the period of leave unless such employer so provides for all employees on leave of absence. Nothing in this section shall be construed to affect any bargaining agreement or company policy which provides for greater or additional benefits than those required under this section.

A notice of this provision shall be posted in every establishment.

For the purposes of this section, an “employer” shall be defined as in subsection 5 of Section One of M.G.L. Chapter One hundred and fifty-one B [MGL c.151B, §1 (5)].

An employee seeking leave must give two weeks’ notice of the anticipated date of departure and intent to return. "Anticipated" date of departure does not mean "exact" date. Thus, for example, an employee who gives birth prior to the anticipated departure date is entitled to start the leave earlier. Likewise, an employee may desire to start the leave later or return from leave earlier than anticipated. It is expected that employers and employees will communicate in good faith with regard to making arrangements for such leave, taking into account the uncertainty inherent in delivery and adoption dates and the needs of the employer to plan in advance for an employee's absence. The MCAD enforces the PLA. An employee, to initiate a formal action, must file a complaint with the MCAD. The complaint must be filed within 300 days of the alleged violation of the PLA, subject only to very limited exceptions. A violation of the PLA constitutes a violation of M.G.L. c. 151B, §4(11A). An aggrieved employee is therefore entitled to the same remedies under the PLA as are available pursuant to M.G.L. c. 151B.

Addendum D - Massachusetts Pregnant Workers Fairness Act

On July 27, 2017, “An Act Establishing the Massachusetts Pregnant Workers Fairness Act” was signed into law. The Act prohibits workplace and hiring discrimination related to pregnancy, childbirth, or a related condition, including, but not limited to, lactation or the need to express breast milk for a nursing child. The law further requires employers to provide reasonable accommodations in the workplace for expectant and new mothers. It is the [City/Town]’s policy to comply with the provisions of the Pregnant Workers Fairness Act, including the provision of reasonable accommodations when appropriate.

Under the Act, Town of Duxbury employees have a right to be free from discrimination based upon pregnancy or a condition related to pregnancy. The Town of Duxbury shall not take any adverse action against an employee on the basis of pregnancy or related medical condition, or for requesting or using an accommodation for pregnancy or related medical condition.

Examples of adverse actions include: denying employment opportunities based on pregnancy or related conditions; requiring an employee who is pregnant or has a pregnancy related medical condition to accept an accommodation that the employee chooses not to accept; requiring an employee to take leave if other reasonable accommodation can be provided without undue hardship; making pre-employment inquiry of a job applicant related to pregnancy, childbirth, or a related condition; and, when the need for a reasonable accommodation ceases, failing to reinstate the employee to the original employment status or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other applicable service credits.

Reasonable Accommodations:

An employee working for the Town of Duxbury has a right to reasonable accommodation with respect to pregnancy and/or any condition resulting from pregnancy, so that the employee may perform the essential functions of the job, unless the requested accommodation will cause an undue hardship on the Town of Duxbury.

These accommodations can include, for example: frequent or longer paid or unpaid breaks; time off to recover from childbirth or complications from pregnancy, with or without pay; acquisition or modification of equipment or seating; temporary transfer to a less strenuous or hazardous position; job restructuring and/or modified work schedule; light duty and/or assistance with manual labor; and private non-bathroom space for expressing breast milk.

The Town of Duxbury may request documentation from the employee’s health care provider(s) about the need for a reasonable accommodation, except in the cases of requests for: more frequent restroom, food or water breaks; seating; limits on lifting more than 20 pounds; and private non-bathroom space for expressing breast milk.

Addendum E- Massachusetts Domestic Violence Leave Act

The Town of Duxbury, as an employer with fifty (50) or more employees, provides the following notice of an act relative to domestic violence leave followed by the related policy. Please read this information carefully.

Any Employer of fifty (50) or more employees is required to provide up to fifteen (15) days of Domestic Violence Leave in a twelve (12) month period to employees who qualify. "Employees" are defined as any "individuals who perform services for and under the control and direction of an employer for wages or other remuneration". There is no distinction between part-time and full-time employees in the calculation of the total number of employees. The employer maintains sole discretion as to whether any Domestic Violence Leave is paid or unpaid.

Employee Eligibility Requirements

Notification

An employee submitting for Domestic Violence Leave is required to inform the employer prior to taking such leave, unless there is an imminent danger to the health or safety of an employee or the employee's family member. However, in the case of imminent danger, the employee shall notify the employer within three (3) workdays that the leave was taken.

Of note, the Act states that, if an unscheduled absence occurs, an employer is not to take "negative action" against the employee within thirty (30) days from the unauthorized absence, or the last day of consecutive absences, if proper documentation is provided (See Documentation Substantiating Domestic Violence Leave). Discipline may be delayed for unexcused absences as a result of this provision.

Exhaustion of Vacation, Personal and Sick Leave

There is no minimum time period an employee must be working for the employer prior to eligibility for Domestic Violence Leave. However, an employee seeking Domestic Violence Leave must exhaust all annual or vacation leave, personal leave and sick leave prior to requesting or taking leave, unless the employer waives this requirement.

Domestic Violence against Employee or Family Member

The provisions of the Act apply if the employee or a family member is a victim of domestic violence (unless the employee is the perpetrator of violence against the family member).

"Domestic violence" is defined as abuse against an employee or the employee's family member by a current or former spouse of the employee or the employee's family member, a person with whom the employee or the employee's family member shares a child in common, a person who is cohabitating with or has cohabitated with the employee or the employee's family member, a person who is related by blood or marriage to the employee, or a person with whom the employee or employee's family member has or had a dating or engagement relationship. "Family Member" is defined as persons who are married to one another, persons in a substantive dating or engagement relationship and who reside together, persons having a child in common regardless of whether they have ever married or resided together, a parent, step-parent, child, step-child, sibling, grandparent or grandchild, or persons in a guardianship relationship.

Permitted Reasons for Employee Domestic Violence Leave

Domestic Violence Leave may be used for any of the follow reasons:

- to seek or obtain medical attention, counseling;
- victim services or legal assistance;
- secure housing;
- obtain a protective order from a court;
- appear in court or before a grand jury;
- meet with a district attorney or other law enforcement official;
- attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee;

Employer Request for Documentation Substantiating Eligibility

An employer may require an employee to provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior and that the leave taken is consistent with the reasons listed above, but cannot require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The employee must provide the documentation within a reasonable time period after the employer request, which may be in the form of one of the following documents:

- A protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member.
- A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior against the employee or the employee's family member.
- A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior complained of by the employee or the employee's family member.
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has admitted to sufficient facts to support a finding of guilt of abusive behavior or has been convicted of, or has been adjudicated a juvenile delinquent by reason of, any offense constituting abusive behavior and which is related to the abusive behavior that necessitated the leave.
- Medical documentation of treatment as a result of the abusive behavior complained of by the employee or employee's family member.
- A sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee or the employee's family member in addressing the effects of the abusive behavior.
- A sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been the victim of abusive behavior or is the family member of a victim of abusive behavior.

Any of the above-described documentation may be kept in the employee's employment record only as long as required for the employer to make a determination as to whether the employee is eligible. This information shall be kept confidential and should not be disclosed, unless the employee requests or consents in writing to the release, the release is ordered by a court, the release of information is necessary to protect the safety of the employee or other employees, or the release of information is required by law enforcement in the course of an investigation, or is otherwise required by law.

Addendum E- TOWN OF DUXBURY DOMESTIC VIOLENCE LEAVE ACT POLICY

I. Administrative Policy

It is the Administrative Policy of the Town of Duxbury to implement and administer the provisions of An Act Relative to Domestic Violence. This law is intended to reduce domestic violence, and to provide victims and family members of victims of domestic violence protected work leave for qualifying reasons associated with domestic violence.

II. Definitions

Eligible Employees: All employees who are employed by an Employer of fifty (50) or more employees and have exhausted all vacation, personal, or sick leave.

Qualifying events: “Domestic Violence” against an Eligible Employee or “Family Member” (unless the employee is the perpetrator of violence against the family member) for qualifying reasons.

Domestic violence: Abuse against an employee or the employee’s family member by a current or former spouse of the employee or the employee’s family member, a person with whom the employee or the employee’s family member shares a child in common, a person who is cohabitating with or has cohabitated with the employee or the employee’s family member, a person who is related by blood or marriage to the employee, or a person with whom the employee or employee’s family member has or had a dating or engagement relationship.

Family Member: Persons who are married to one another, persons in a substantive dating or engagement relationship and who reside together, persons having a child in common regardless of whether they have ever married or resided together, a parent, step-parent, child, step-child, sibling, grandparent or grandchild, or persons in a guardianship relationship.

Length of Leave: The leave entitlement under An Act Relative to Domestic Leave is up to fifteen (15) unpaid days of Domestic Violence Leave in a twelve (12) month period to employees who qualify to seek or obtain medical attention, counseling, victim services or legal assistance, secure housing, obtain a protective order from a court, appear in court or before a grand jury, meet with a district attorney or other law enforcement official, attend child custody P proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee.

III. Procedure

Notice Requirement: An employee submitting for Domestic Violence Leave is required to inform the employer prior to taking such leave, unless there is an imminent danger to the health or safety of an employee or the employee’s family member. However, in the case of imminent danger, the employee shall notify the employer within three (3) workdays that the leave was taken.

IV. Effect of Benefits

- A. An employee granted a leave under this policy will continue to be covered under the employer’s group health insurance plans and life insurance plans under the same conditions as coverage would have been provided if he/she had been continuously employed during the leave period.
- B. If the employee fails to return from domestic violence leave, the employer may seek reimbursement from the employee for the portion of the premiums it paid on behalf of that employee (also known as the employer contribution) during the employee’s leave.

C. An employee shall be in an unpaid leave status for the duration of the leave.

V. Job Protection

- A. If the employee returns to work within the time permitted, a maximum of fifteen (15) days in a twelve (12) month period, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff, which he/she would have experienced if he or she had not taken leave under this policy.
- C. If the employee fails to return after qualifying leave under this section, the employee may be terminated, unless reinstated to his/her same or similar position, in accordance with applicable laws, other leave-related policies, and/or appropriate bargaining unit contract language.

**APPENDIX F
CLASSIFICATION AND PAY PLAN**

July 1, 2019 2%

	Step 1	Step 2	Step 3	Step 4	Step 5
Grade 1 – Trainee	18.96	19.60	20.27	21.00	21.72
Grade 2 – Janitor	19.60	20.27	21.00	21.72	22.48
Grade 3 – Custodian	20.27	21.00	21.72	22.48	23.21
Grade 4 - Skilled Laborer	20.63	21.36	22.10	22.85	23.85
Grade 5 - Equipment Operator	21.00	21.72	22.48	23.21	24.47
Grade 6 – Mechanic	21.72	22.48	23.21	24.47	24.92
Grade 7 - Specialist Operator	22.48	23.21	24.47	24.92	26.30
Grade 8 – Leadman, Building Maintenance Technician	23.59	24.43	25.26	26.18	26.94
Grade 9 - Foreman, Aerial Lift Operator	24.81	25.67	26.54	27.52	28.44
Grade 10 - Supervising Foreman	26.03	26.94	27.88	28.86	29.87

July 1, 2020 2.5%

	Step 1	Step 2	Step 3	Step 4	Step 5
Grade 1 - Trainee	19.43	20.09	20.77	21.52	22.27
Grade 2 – Janitor	20.09	20.77	21.52	22.27	23.05
Grade 3 – Custodian	20.77	21.52	22.27	23.05	23.79
Grade 4 - Skilled Laborer	21.15	21.89	22.66	23.42	24.44
Grade 5 - Equipment Operator	21.52	22.27	23.05	23.79	25.08
Grade 6 – Mechanic	22.27	23.05	23.79	25.08	25.54
Grade 7 - Specialist Operator	23.05	23.79	25.08	25.54	26.96
Grade 8 – Leadman, Building Maintenance Technician	24.18	25.04	25.89	26.83	27.61
Grade 9 - Foreman, Aerial Lift Operator	25.43	26.31	27.20	28.21	29.16
Grade 10 – Supervising Foreman	26.66	27.61	28.58	29.58	30.62

July 1, 2021 2.5%					
	Step 1	Step 2	Step 3	Step 4	Step 5
Grade 1 - Trainee	19.92	20.59	21.29	22.06	22.82
Grade 2 – Janitor	20.59	21.29	22.06	22.82	23.62
Grade 3 – Custodian	21.29	22.06	22.82	23.62	24.39
Grade 4 - Skilled Laborer	21.68	22.44	23.22	24.01	25.05
Grade 5 - Equipment Operator	22.06	22.82	23.62	24.39	25.71
Grade 6 – Mechanic	22.82	23.62	24.39	25.71	26.18
Grade 7 - Specialist Operator	23.62	24.39	25.71	26.18	27.63
Grade 8 – Leadman, Building Maintenance Technician	24.78	25.67	26.54	27.50	28.30
Grade 9 - Foreman, Aerial Lift Operator	26.07	26.97	27.88	28.91	29.88
Grade 10 - Supervising Foreman	27.35	28.30	29.29	30.32	31.38

Vehicle Maintenance Employees have the opportunity to earn up to \$1.00 per hour via incentive compensation with ASE certification per the below chart:

Add'l pay per hr.	Proposed Title	Proposed Requirement
\$0.40	Maintenance Tech I	Pass four ASE exams in Automotive or Medium/Heavy Truck or Pass four EVT exams in Fire, Ambulance or Law Enforcement
\$0.10	Maintenance Tech II	Pass each additional exam
\$0.20	Master Technician	Pass all eight exams

APPENDIX E REASONABLE SUSPICION POLICY

The purpose of this policy is to establish the fact that the Town of Duxbury and its employees have the right to expect a drug free environment in the work place. The main emphasis of the program is not punishment, but counseling and rehabilitation of employees with a problem of alcoholism or drug dependency. An employee who comes to a supervisor and requests a leave of absence from work as a result of an alcohol or drug dependency is entitled to a leave of absence for this reason to seek treatment. This policy covers those circumstances where the employer has first approached the employee with reasonable suspicion of drug and/or alcohol dependency.

Testing shall only be permitted where there is both reason to suspect drug or alcohol use and evidence that this suspected use is affecting job performance. Drug and alcohol testing shall be permitted based upon the reasonable suspicion standard hereinafter provided. Immediate drug and alcohol test sampling shall be permitted, and the results shall be held in confidence subject to the review committee's decision as hereinafter provided.

The Town Manager, or his/her nominee, the department head, or designee in the department head's absence, shall provide a suspected employee, if applicable, with a written report evidencing reasonable suspicion of his/her use of a controlled substance and/or alcohol prior to the proposed test sampling.

The basis for the directive to submit to a drug and alcohol test sample shall be based upon facts sufficient to constitute reasonable suspicion of controlled substance use.

Objective facts that shall be used in evaluating an employee's condition are the following:

1. Balance - normal/questionable
2. Appearance- normal/questionable
3. Speech- clear/slurred/questionable
4. Behavior - cooperative/uncooperative/questionable
5. Body Odor - smell of alcohol or drugs (such as marijuana) on breath or clothes

It is required that the observations of these objective facts by a supervisory employee be documented on the attached form signed by the supervisor, as well as other relevant facts, such as admissions or explanations by the employee concerning his/her condition.

Reasonable suspicion shall be based on information of objective facts obtained by the Town and rational inference(s) which may be drawn from those facts.

The credibility of sources of information whether by tip or information, the degree of corroboration, the results of town inquiry and/or other reasonable factors shall be weighed in determining the presence or absence of reasonable suspicion.

The following are representative but not all inclusive examples of such circumstances:

1. An employee deemed impaired or incapable of performing assigned duties.
2. An employee experiencing questionable vehicle or equipment accidents.

3. An employee exhibiting behavior inconsistent with previous performance.
4. An employee exhibiting irritability, mood swings, nervousness, hyperactivity or hallucinations.
5. An employee who is subject to substantiated allegations of use, possession or sale of drugs.

If a test sampling is being considered by the Town, the following process will be followed.

1. The employee will be escorted by his/her supervisor to the Department Head's or nominee's office. In the event the employee in question is a supervisor then the Department Head or nominee will escort him or her to the Department Head's or nominee's office and another supervisor shall be present.
2. The supervisor, Department Head, or nominee should explain to the employee the basis for the belief that there is reasonable suspicion of use of a controlled substance or alcohol by the employee. The employee should be encouraged to discuss the matter, and asked if he/she is receiving any prescription drug(s) that might account for the behavior or if there is any other physical, mental or medical reason for the behavior. If the employee is receiving prescription drugs, the supervisor will require immediate verification from the employee's physician.
3. The Town Manager will make the final decision to have the person submit to testing, or in his/her absence the two (2) supervisors will jointly decide if testing is necessary.
4. If urine, oral fluid, blood and/or hair testing is necessary, the employee in question shall be escorted by their supervisor, or the supervisor's designee, to the testing site. Or the testing entity's mobile unit may be called to the work location to perform the testing.
5. The collector will take a brief medical history and conduct a physical assessment of the employee. Additionally, the collector will explain the testing protocol to the employee in detail. The test will then be administered, and sample sent out according to the chain of custody procedure of the collector and the testing laboratory.
6. The employee will be driven home and he/she will remain suspended without pay until a final determination is made based upon the test results.
7. After the test results have returned, the employee will be given a copy of the test used, the name and location of the laboratory conducting the test, and the test results in writing with an explanation of what the results mean.

The Employee may initiate a review of the directive to submit a test sample within twenty-four (24) hours of the directive. The directive shall be reviewed by a Review Panel of two (2), town counsel or his/her nominee, and an individual with training in drug/alcohol who shall ordinarily meet within twenty-four (24) hours of the employee's request.

The Review Panel will review evidence brought against the suspected Employee, and only after a majority of the panel votes to uphold the evidence shall testing of the sample be required.

Testing to be performed is to be high quality and highly accurate nature, so as not to subject the employee to the stress and embarrassment of a false positive result.

The parties shall ensure the confidentiality of the testing process and results. Access to information about the tests shall be limited to the Employee, and only members of management with a compelling need for this information.

If drug testing is warranted, an employee may voluntarily participate in a rehabilitation program as a substitute for the drug testing. This circumstance will be considered as a positive alcohol/drug testing result. Said participation is subject to the requirements and obligations of the rehabilitation program as hereinafter provided.

Except as to a grievance that the Review Panel has not followed the procedure outlined above, the decision of the Review Panel to require alcohol and drug testing shall be final and binding. The test sample taken from the Employee shall be secured by the Town physician, the Nurse Practitioner or a Testing Laboratory designated by the Town. Refusal to provide the test sample as directed will be treated as a positive result. If the employee refuses to participate in a rehabilitation program he/she will be terminated from employment. In the event that the test proves negative, the employee will be paid double time for all regular work hours which the employee lost during this process.

A rehabilitation program shall be mandatory for an employee with a confirmed positive test result, or for any Employee admitting drug usage. Employees who successfully complete a rehabilitation program will not be disciplined, and they may return to their former job if such position exists. Available sick leave may be utilized to accommodate participation in an approved rehabilitation program.

A first positive drug and/or alcohol test will result in an unpaid five (5) day suspension. It is incumbent upon the Employee to submit a rehabilitation proposal to the Town to be reviewed by the physician designated by the Town for approval. It is the intention that such proposal includes a drug rehabilitation clinic, whether on an out-patient or in-patient basis. The Employee may utilize sick days for such in-patient programs. Leaves of absence without pay for up to 12 months will be allowed. The Employee shall be expected to comply with all the requirements and regulations of the substance abuse rehabilitation clinic, and the failure to abide by all such conditions and requirements shall result in termination of employment.

The Employee agrees to submit to random drug and/or urinalysis testing at the discretion of the Town for a period of one (1) year after returning to work. If any test during such time yields a positive result, the Employee shall be immediately terminated from employment. Any second positive drug and/or alcohol test based on reasonable suspicion whether or not occurring within the one (1) year period shall result in termination from employment.

A related consequence of a loss of license for more than ninety (90) days may result in termination from employment at the discretion of the Town Manager.

The Town shall bear all costs of testing and rehabilitation after any available insurance coverage has been pursued and exhausted.

Attached: Reasonable Suspicion of Drug Use or Alcohol Misuse Form



Town of Duxbury Reasonable Suspicion of Drug Use or Alcohol Misuse Form

Physical Appearance:

- | | | |
|---|---|---|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Flushed | <input type="checkbox"/> Constricted Pupils |
| <input type="checkbox"/> Disheveled | <input type="checkbox"/> Profuse Sweating | <input type="checkbox"/> Bloodshot Eyes |
| <input type="checkbox"/> Dry Mouth | <input type="checkbox"/> Runny Nose | <input type="checkbox"/> Dilated Pupils |
| <input type="checkbox"/> Puncture Marks | <input type="checkbox"/> Tremors | <input type="checkbox"/> Drowsy |
| <input type="checkbox"/> Sunglasses Indoors | <input type="checkbox"/> Glassy Eyes | Other: _____ |

Behavior:

- | | | |
|--|---|---|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Lack of Coordination | <input type="checkbox"/> Agitated |
| <input type="checkbox"/> Erratic | <input type="checkbox"/> Withdrawn/Avoidant | <input type="checkbox"/> Repetitive |
| <input type="checkbox"/> Swaying | <input type="checkbox"/> Sluggish | <input type="checkbox"/> Hypersensitive |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Fast Moving | <input type="checkbox"/> Restless |
| <input type="checkbox"/> Exaggerated Movements | <input type="checkbox"/> Tearful | Other: _____ |

Speech:

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Silent | <input type="checkbox"/> Unusually Talkative |
| <input type="checkbox"/> Unusually Loud | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Stumbles Over Words |
| <input type="checkbox"/> Unusually Soft | <input type="checkbox"/> Slurred | <input type="checkbox"/> Unusually Slow |
| <input type="checkbox"/> Unusually Fast | <input type="checkbox"/> Rambling | Other: _____ |

Body Odor:

- Smell of alcohol on breath or clothes.
- Smell of marijuana, or drugs, on breath or clothes.
- Other: _____

Comments: _____

Employee's Supervisor: _____

Date and Time of Observation: _____

Location of Observation: _____

Witnessed by: _____

AllOne Health/Employee Assistance Program can help, call 800-451-1834

APPENDIX F
ALCOHOL AND CONTROLLED SUBSTANCES USE AND TESTING POLICY
FOR SAFETY - SENSITIVE DRIVERS

I. Introduction

This is the policy of the Town of Duxbury regarding alcohol testing and drug testing of those employees who operate motor vehicles, which require a commercial driver's license. This testing policy is issued in conjunction with the Department of Transportation regulations.

Terms and Abbreviations

BAT Breath Alcohol Technician
CDL Commercial Driver's License
CMV Commercial Motor Vehicle
DHHS Department of Health and Human Services
DOT Department of Transportation
EAP Employee Assistance Program
EBT Evidential Breath Testing
MRO Medical Review Officer
SAP Substance Abuse Professional

Definitions

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, methyl, or isopropyl alcohol

Alcohol Concentration - Also called alcohol content, the alcohol volume of breathe as indicate by evidential breath test, such as a breathalyzer

Alcohol Use - The consumption of any beverage, mixture, or preparation, including medications, containing alcohol

Breath Alcohol Technician - An Individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device

Confirmation Test - In alcohol testing a second test with a result of 0.02 or greater that provides a quantitative measurement of alcohol concentration

Controlled Substances - In this policy, the terms *drugs* and *controlled substances* are interchangeable and have the same meaning. Unless otherwise provided, the terms refer to:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Amphetamines, including methamphetamines

Driver-Any person who has a CDL and operates a motor vehicle including:

- Full-time and part-time drivers
- Temporary or occasional drivers
- Leased drivers

- Independent owner-operator contractors who are either directly or indirectly employed by the Town of Duxbury

Evidential Breath Testing A device used for alcohol breath testing that has been approved by the National Highway Safety Administration

Medical Review Officer A licensed physician (M.D. or O.D.) responsible for interpreting lab results from the Town of Duxbury's drug testing program

Screening Test All testing records are confidential, and may only be released to the Employer, SAP, MRO or any arbitrator of a grievance filed in accordance with the policy.

In alcohol testing: the initial test to determine if a driver has a prohibited concentration of alcohol in his/her system.

In controlled substances testing: a screen to eliminate negative urine specimens from further consideration

Substance Abuse Refers to patterns of substance use that result in health consequences or impairment in personal, emotional, intellectual, social, psychological, and occupational functioning

Substance Abuse Professional A licensed physician (M.D. or O.D.) or a licensed or certified psychologist, social worker, or addiction counselor with experience in the diagnosis and treatment of alcohol and substance problems

II. Who is covered by the alcohol and drug rule?

The Federal Highway Administration, Department of Transportation Alcohol and Drug ruling applies to every person who operates a motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license (CDL) requirements of part 383.

III. What is a safety-sensitive function?

A safety-sensitive function includes any of the following functions or activities:

- at a carrier or shipper facility, or any public property, waiting to be dispatched, unless the driver is relieved from duty by the employer
- inspecting service brakes, including trailer brake connections, parking brake, steering mechanism, lighting devices, and reflectors, tires, horn, windshield wipers, rear vision mirrors, coupling devices, fire extinguisher, spare fuses, or warning devices for stopped vehicles
- Inspecting, servicing, or conditioning any CMV in operation, or at the driving controls of a CMV in operation
- While in or upon any CMV, except when resting in the sleeper berth
- Supervising or assisting in loading or unloading a vehicle
- attending a vehicle being loaded or unloaded
- While in readiness to operate the vehicle
- When giving or receiving receipts for shipments loaded or unloaded
- performing driver requirements of sections 392.40 and 392.41 of part 392, Driving Motor Vehicles, relating to accidents
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

IV. What are the alcohol and drug prohibitions?

The DOT refers to the restrictions for the use of both alcohol and controlled substances as *prohibitions*.

V. Alcohol prohibitions:

A driver may not report for duty or stay on duty

1. with a blood alcohol concentration of 0.02 or greater
2. if in possession of alcohol (unless it is being transported as cargo)
3. within four hours of using alcohol
4. if in possession of any medication containing alcohol unless that package seal is unbroken

A driver who has had an accident may not use alcohol until post-accident testing is done or for a period of eight hours, whichever comes first.

Drivers may not refuse to submit to alcohol testing. Doing so is considered a positive test result, detailed in Section X. "What happens if I refuse to be tested?"

VI. Drug prohibitions:

Drivers may not report for or stay on duty while using any controlled substance, except when a physician has prescribed a substance which does not interfere with your ability to operate a vehicle in a safe manner.

Drivers may not report for duty or stay on duty if they have tested *positive* for a controlled substance.

Drivers may be required to report the use of any drugs prescribed by a physician.

VII. What tests are required and when will I be tested?

There are five situations where testing can be done to determine the presence of alcohol and/or drugs.

- *Pre-employment* before a new hire can perform any safety-sensitive duties, or when a person transfers into a safety-sensitive function from elsewhere in the Town of Duxbury
- *Post-accident* following an accident involving a fatality, or when the driver was cited for a moving violation
- *Random* unannounced random testing is required on a certain percentage of drivers each year

How: the random selection process will ensure that each driver has an equal chance of being tested each time the selections are made.

When: Random testing for alcohol must be performed immediately before, during, or after performing safety-sensitive work. Random drug testing may be performed any time you are working for the Town of Duxbury. When you are notified that you have been selected for random testing, you must report immediately to the test site.

- Alcohol: 25% of all drivers must be randomly tested for alcohol during the first year of the testing program. The number to be tested in following years depends on the percentage of positive tests for the entire industry.
- Drug: 50% of all drivers must be randomly tested for controlled substances during each year of the testing program.

VIII. **Reasonable Suspicion:** If your employer believes that, your behavior or appearance may indicate alcohol or drug use. Observations by the employer must be made during working hours. Appearance, speech, behavior, and body odor are factors in determining reasonable suspicion.

1. The supervisor who determines that there is reasonable suspicion *may not conduct the test on the driver.*
2. Alcohol testing for reasonable suspicion should take place within two hours of the observation. Tests that cannot be done within eight hours of the observation should not be done.
3. You may not report for duty or stay on the job while under the influence of alcohol. The Town of Duxbury will not allow you to perform safety-sensitive duties until:
 - Your alcohol concentration is less than 0.02

OR

- 24 hours have passed from the time of the initial observation
4. The Town of Duxbury will not take action against you regarding alcohol misuse on the job unless an alcohol test was administered.

IX. **Return to duty and follow-up:**

1. Return to duty testing is required for drivers who have violated prohibitions before they return to work. In order to return to work, an alcohol concentration of less than 0.02 or a negative drug test is required.
2. Follow-up testing is required after the driver returns to safety-sensitive function. The ruling calls for a minimum of six tests during the first year back in a safety-sensitive position. Follow-up testing may continue for up to five years.

X. **What happens if I refuse to be tested?**

You must submit to alcohol and drug testing. If you refuse to be tested, it is considered a positive test result, the consequences detailed in Section VIII. "What are the consequences of violating the alcohol or drug prohibitions?" Refusal to test is considered to be any time you either fail to provide enough breath for alcohol testing or enough urine for controlled substances testing (without a valid medical excuse) after being notified of the test, or if you otherwise obstruct the testing process.

XI. **How is alcohol testing done?**

- All alcohol testing will be done by a Breath Alcohol Technician (BAT) in a private setting. No other party will see or hear the test results. An evidential breath testing device (EBT) must be used.
- The BAT will ask you for identification. You may ask for the BAT's identification as well.
- To complete the test, you must blow forcefully into the mouthpiece of the testing device. The BAT must show you the test result on the testing device.
- A screening test is done first. If the reading is less than 0.02, you will sign and date the certification. The test will be reported as negative.
- If the reading is 0.02 or greater, a confirmation test must be done (after 15 minutes but within 20 minutes of the first test). You will be asked not to eat, drink, belch or put anything in your mouth. These steps prevent the buildup of mouth alcohol, which could lead to an artificially high test result.
- If screening and confirmation test results are not the same, the confirmation result is used.

If you refuse to be tested or sign the testing form, the BAT will immediately notify your employer or manager.

XII. How is drug testing done?

- Drug testing is done by analyzing a urine sample, which is collected in a private location.
- Urine specimens are divided into two containers by the collection site person *in your presence*. These two samples, called *primary* and *split*, are sent to a testing laboratory certified by the DHHS.
- At the laboratory, a screening test is performed on the primary sample. If the test is positive for drugs, a confirmation test is required.
- The confirmation test must use a specialized procedure called gas chromatography/mass spectrometry, to ensure that over-the-counter drugs are not reported as positive.
- If the first test is positive, the MRO will contact you to find out if there is a medical reason for drug use. If the MRO determines a legitimate medical excuse, the test may be reported as negative.
- After being notified that the first test was positive, you have **72 hours** to request a test of the split specimen. If you make the request, and the second test is positive, you are responsible for the cost of the second test. If you make this request, the split specimen is sent to another DHHS-certified lab for the test. If you do not contact the MRO within 72 hours, but can prove a legitimate reason for not doing so, the MRO may order the split specimen to be tested.

Removal from safety sensitive duty is required by the DOT following the first positive drug test. If the analysis of the split sample does not confirm the presence of a drug, the MRO shall cancel the test and report this to the DOT, the Town of Duxbury, and you.

XIII. What are the consequences of violating the alcohol or drug prohibitions?

Random, Return to Duty & Follow-up

- First positive: Automatic 5 work day unpaid suspension for *first positive drug and/or alcohol testing result*. Vacation, personal and compensatory time may be used following the suspension. Return to duty only after mandatory referral to the Town's Employee Assistance Provider (EAP) for evaluation by the EAP's Substance Abuse Professional (SAP) and successful completion of a program identified by the SAP and negative result on the Return to Duty Drug and/or Alcohol test. Probationary employees will be discharged.
- Second positive: Will result in termination from employment

Post-Accident, as defined in the DOT regulations:

- Positive: Discharge

Reasonable Suspicion

- First positive: Automatic 5 work day unpaid suspension for *first positive drug and/or alcohol testing result*. Vacation, personal and compensatory time may be used following the suspension. Return to duty only after mandatory referral to the Town's Employee Assistance Provider (EAP) for evaluation by the EAP's Substance Abuse Professional (SAP) and successful completion of a program identified by the SAP and negative result on the Return to Duty Drug and/or Alcohol test. Probationary employees will be discharged.
- Second positive: Termination from employment
- Pre-employment (includes transfer and promotion to a safety sensitive positions)
- First positive: Conditional offer of employment, transfer or promotion subject to drug and alcohol screening results will be rescinded with no appointment to position.

Payment of recommended programs may be covered by the employee's health insurance, however, deductibles, co-payments or any other costs are the responsibility of the employee.

XIV. Where can I go for help?

The alcohol and drug rule requires that the Town of Duxbury provide you with an opportunity for treatment. The ruling does not, however, require the Town to hold a job open for you or to pay for your rehabilitation. If you violate an alcohol or drug prohibition, you must be evaluated by a Substance Abuse Professional to determine what help is needed, and you are subject to disciplinary action up to and including termination, as specified above. Below is a list of available resources:

Employee Assistance Provider (EAP), AllOne Health, 800/451-1834 (available 24/7)

Substance Abuse Services Hotline, MA Dept. of Public Health, 800/327-5050 (available weekdays 8AM-10PM and weekends 8AM-6PM)

XV. Before you can return to a safety sensitive job, you must:

- Have an alcohol concentration of less than 0.02, or a verified negative drug test, depending on the violation
- Successfully complete the treatment recommended by the SAP
- Complete a minimum of six follow-up tests within the first year back to work (follow-up testing may be done for up to five years after return to work)

XVI. Manager enforcement

All managers will be expected to enforce this policy consistent with its terms and conditions. Any manager found to ignore this policy will be subject to the Town's progressive disciplinary procedure.

XVII. Refill of position

The Town of Duxbury reserves the right to temporarily refill positions as necessary, from either within or without the union.

XVIII. Related consequences

Any employee who requires their license for their job, loses his or her license for driving under the influence of either drugs or alcohol, is required to immediately report this information to their supervisor and department head. He or she may be required by management to accept a demotion to a non-driving position as long as one is available, as long as it does not adversely affect the operation of the department, for up to a maximum of ninety (90) days. A related consequence of a loss of license for more than (90) days may result in termination of employment at the discretion of the Town Manager. In addition, he or she will be required to meet with a Substance Abuse Professional (SAP) and successfully complete any recommended programs. A second incident will result in termination from employment. If the employee's behavior involves unbecoming conduct or criminal behavior, which goes beyond driving under the influence, the Town reserves the right to impose more severe discipline, up to and including termination.

XVIII. What are the effects of alcohol and drugs on the body?

Alcohol, a nervous system depressant, is the most widely abused drug. About half of all automobile accident fatalities in this country are related to alcohol abuse. A 12 oz. can of beer, a 5 oz. can of wine, and a 1 ½ oz. shot of hard liquor all contain the same amount of alcohol. The average person takes about one hour to process and eliminate one half ounce of alcohol. Coffee, cold showers, or exercise do not speed up the process. Alcohol first acts on the parts of the brain that affects self-control and learned behaviors. This explains the aggressive behavior of some people who drink. In large doses, alcohol can impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver heart, and can cause permanent brain damage. On average, heavy drinkers shorten their life span by about ten years.

Other effects:

- Impaired driving ability
- Reduced coordination and reflex action
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Hangover (headaches, nausea, dehydration, unclear thinking, aching muscles)

Marijuana, also known as pot, weed, grass, and other street names, alters the user's sense of time and reduces the ability to perform tasks which require concentration. The drug has a significant effect on judgment, caution, and sensory/motor functions. Marijuana stays in the body for 28 days, unlike alcohol, which dissipates in a few hours.

Other effects:

- Impaired driving for at least 4-6 hours
- Restlessness
- Inability to concentrate
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Altered sense of identity
- Dulling of attention
- Hallucinations, fantasies and paranoia
- Reduction or temporary loss of fertility

Cocaine is a stimulant drug, which increases heart rate and blood pressure. As a powder, Cocaine is inhaled, ingested or injected. Cocaine is also used as free-base cocaine known as *crack* or *rock*, which is smoked. Some people think that, because it is smoked, crack is safer than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive drugs known. Cocaine causes rapid heartbeat, tremors, and even convulsions. Due to the extreme demand for oxygen, cocaine use can directly cause a heart attack. High doses can depress brain functioning, breathing, and heartbeat, which can cause death.

Other effects:

- Heightened, but momentary, feeling of confidence, strength, endurance, accelerated pulse, blood pressure, respiration
- Impaired driving ability
- Paranoia, which can trigger mental disorders
- Irritation and bleeding of nostrils
- Mood swings and anxiety
- Reduced sense of humor
- Compulsive behavior such as teeth grinding or repeated hand washing

Amphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. Street names for amphetamines are *speed*, *uppers*, *black beauties*, *bennies*, *wake-ups*, *footballs*, and *dexies*. People who use amphetamines become addicted quite often, believing that they need the drug to get by. They use the drug frequently to avoid the "down" mood, which they experience when the drug wears off. Even small, infrequent doses can produce restlessness, anxiety, mood swings, panic, heart rhythm disturbances, paranoid thoughts, hallucinations, convulsions, and coma. Long-term

users often have acne, trouble with teeth, gums and nails, and hair. Frequent use can produce brain damage and speech problems.

Other effects:

- Loss of appetite
- Irritability, anxiety
- Increased heart rate and blood pressure
- Difficulty in focusing eyes
- Exaggerated reflexes
- Distorted thinking
- Perspiration, headaches, dizziness
- Insomnia

Opiates include heroin, morphine, codeine, and other narcotics used to relieve pain and reduce sleep. Heroin, also called *junk or smack* accounts for 90% of the narcotic abuse in this country. Sometimes narcotics found in medicines are abused: this includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot be obtained even with a doctor's prescription. Most medical problems are caused by uncertain dosage level, use of unsterile needles (which transmit the AIDS virus), contamination of the drug, or dangerous combination with other drugs.

Other effects:

- Short lived euphoria
- Impaired driving ability
- Drowsiness, followed by sleep
- Constipation
- Decreased physical activity
- Reduced vision
- Change in sleeping habits
- Possible death

Phencyclidine or PCP, also known as *angel dust*, was developed as a surgical anesthetic in the late 1950's. Later, due to its bad side effects, it was restricted to use as a veterinary anesthetic and tranquilizer. Today, it has no lawful use and is no longer legally manufactured. PCP is a very dangerous drug. It can produce violent and bizarre behavior. More people die from accidents caused by erratic and unpredictable behavior produced by the drug than from the drug's direct effect on the body. PCP scrambles the brain's internal connections and changes how users see and deal with their environment. Routine activities such as driving and walking become very difficult. Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

Other effects:

- Impaired driving ability
- Drowsiness
- Perspiration
- Repetitive or incomplete speech patterns
- Blank stare
- Thick, blurred speech

Involuntary eye movement

XX. The following person should be contacted for assistance with drug and/or alcohol problems:

Rene J. Read
Town Manager
781-934-1100, ext. 5400

Jeannie Horne
Human Resources Director
781-934-1100, ext. 5410

APPENDIX I
CIVILITY AND CONFLICT RESOLUTION STANDARDS

Employees can expect to be treated professionally, fairly and with civility. Together we can ensure that our work environment remains increasingly respectful, collaborative and productive. The Town's conflict resolution process encourages employees to work out issues directly with each other on an individual basis. If no resolution is reached, employees should talk with their supervisor for further assistance. If there is no resolution the Human Resources Director should be contacted.

APPENDIX J
JOB DESCRIPTIONS - ALPHABETICAL BY DEPARTMENT, THEN BY GRADE

CEMETERY

Position Title:	Foreman Cemetery/Crematory	Grade Level:	9
Department	Public Works- Cemetery/Crematory	Date:	2/24/2014
Reports to:	Superintendent Cemetery/Crematory	FLSA Status	Non-exempt

1. Nature of Work: Supervising employees in performing duties in Crematory and in Cemetery maintenance.
2. Supervision Received: Lays out projects and schedules based on the Superintendent's general instructions.
3. Supervisory Responsibility: Supervises skilled and unskilled laborers in performance of assigned tasks. Performs administrative duties of superintendent during absences of brief duration.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Supervise the operation of Crematory. Perform proper maintenance and inspection quarterly on the equipment and as needed. Also works as a Crematory Operator.
 2. Supervises the opening of grave sites and assist at funerals.
 3. Supervises the building of foundations and setting of monuments and markers.
 4. Supervises the landscaping, maintenance of crematory facility and the care of cemetery lots.
 5. Assist in opening graves and at funerals when needed.
 6. Operation of and ordinary maintenance of equipment (trucks, tractors, power mowers and other tools of the trade) also instructs employees in the correct and proper usage of some. Keeps daily records of maintenance done.

7. Applies various chemicals and fertilizers for treatment of grasses and shrubbery.
8. Participates in town-wide snow and ice removal operations.
9. Performs similar tasks as assigned, including functions of those in a lower classification.
10. Uses knowledge of chemicals used for cleaning,

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D.; three years' experience in Cemetery environment; prior supervisory experience, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulic, Class II B CDL and pesticide licenses.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to burials, cremations and cemetery operation.
2. Considerable skill in the use of tools and the operation of equipment required in the performance of cemetery work.
3. Ability to deal appropriately with the general public during the time of emotional stress.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Leadman Cemetery/Specialist Operator	Grade Level:	8
Department	Public Works- Cemetery/Crematory	Date:	2/24/2014
Reports to:	Superintendent Cemetery/Crematory	FLSA Status	Non-exempt

1. Nature of Work: Perform duties in the operation and maintenance of the crematory. Perform duties in the maintenance of the cemeteries.
2. Supervision Received: Work under the supervision of an employee of higher grade who assigns work. Performs ordinary tasks without supervision. Performs supervisory duties during the absence of the foreman.
3. Supervisory Responsibility: May supervise skilled and unskilled laborers in the performance of assigned tasks.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

1. Operation and maintenance of the crematory.
2. Proper disposal of deceased persons.
3. Process the cremated remains and placing remains in proper receptacles.
4. Assisting Funeral Directors.
5. Assisting the Medical Examiner in his duties in inspecting the deceased.
6. Assist in opening graves and at funerals when needed.
7. Building foundation and setting monument when needed.
8. Landscaping and maintenance of cemetery grounds.
9. Operate all equipment in the cemetery.
10. Uses computers to log entries of deceases.
11. Participates in town-wide snow and ice removal operations.
12. Performs similar tasks as assigned, including functions of those in a lower classification.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D.; three years' experience in Cemetery and Crematory maintenance; prior supervisory experience, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics, and Class II B CDL license.

11. Knowledge, Abilities, and Skill:

1. Knowledge of the laws, rules, regulations pertaining to burials, cremations and cemetery operation.
2. Considerable skill in the use of tools and the operation of equipment required in the performance of cemetery work.
3. Ability to deal appropriately with the general public during the time of emotional stress.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 100 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Specialist Operator Cemetery/Crematory	Grade Level:	7
Department	Public Works Cemetery/Crematory	Date:	2/24/2014
Reports to:	Superintendent Cemetery/Crematory	FLSA Status	Non-exempt

1. Nature of Work: Perform duties in the operation and maintenance of the crematory. Perform duties in the maintenance of the cemeteries.
2. Supervision Received: Work under the supervision of an employee of higher grade who assigns work. Performs ordinary tasks without supervision. Performs supervisory duties during the absence of the Leadman.
3. Supervisory Responsibility: May supervise skilled and unskilled laborers in the performance of assigned tasks.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Operation and maintenance of the crematory.
 2. Proper disposal of deceased persons.
 3. Operate all equipment in the cemetery.
 4. Assists in the opening of gravesites and at funerals.
 5. Assists in the foundations, setting of monuments and markers.
 6. Assists in the landscaping, maintenance of facilities and care of cemetery.
 7. Performs duties relative to crematory functions.
 8. Processes created remains and places remains in proper receptacles.
 9. Assists Funeral Directors as needed.
 10. Maintains cleanliness of crematory equipment and facilities.
 11. Uses computers to log entries of descendants.
 12. Assists cemetery grounds crew when needed
 13. Participates in town-wide snow and ice removal operations.

14. Performs similar tasks as assigned, including functions of those in a lower classification.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, and Class II B CDL license.

11. Knowledge, Abilities and Skill:

1. Ability to understand and apply verbal and written instructions.
2. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
3. Knowledge of chemicals used for cleaning.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 60-100 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Equipment Operator Cemetery Crematory	Grade Level:	5
Department	Public Works Cemetery/Crematory	Date:	2/24/2014
Reports to:	Superintendent Cemetery/Crematory	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined as assigned by a Manager or Superintendent in the Public Works Department.
2. Supervision Received: Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill used in the various divisional work assignments.
 2. Performs lower ranked employee's tasks as necessary, e.g., snow removal and excavating and backfilling trenches.
 3. Digs and pours cement for monument foundations
 4. Installs flush markers
 5. Assist in crematory as necessary
 6. Uses and operates landscaping equipment and power tools
 7. Operates and maintains the crematory.
 8. Provides proper disposal of deceased persons.
 9. Operate all equipment in the cemetery.
 10. Assists in the opening of gravesites and at funerals.
 11. Assists in the foundations, setting of monuments and markers.
 12. Assists in the landscaping, maintenance of facilities and care of cemetery.

13. Performs duties relative to crematory functions.
14. Processes cremated remains and places remains in proper receptacles.
15. Assists Funeral Directors as needed.
16. Maintains cleanliness of crematory equipment and facilities.
17. Uses computers to log entries of descendants.
18. Assists cemetery grounds crew when needed
19. Participates in town-wide snow and ice removal operations.
20. Performs similar tasks as assigned, including functions of those in a lower classification.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of experience using similar types of equipment and tools; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics, and Class II B CDL license.

11. Knowledge, Abilities and Skill:

1. Ability to understand and apply verbal and written instructions.
2. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
3. Knowledge of chemicals used for cleaning.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Skilled Laborer Cemetery Crematory	Grade Level:	4
Department	Public Works Cemetery/Crematory	Date:	2/24/2014
Reports to:	Superintendent Cemetery/Crematory	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department.
2. Supervision Received: Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill used in the various divisional work assignments.
 2. Performs lower ranked employee's tasks as necessary, e.g., snow removal and excavating and backfilling trenches.
 3. Digs and pours cement for monument foundations
 4. Installs flush markers
 5. Assist in crematory as necessary
 6. Uses and operates landscaping equipment and power tools
 7. Operates and maintains the crematory.
 8. Provides proper disposal of deceased persons.
 9. Operate all equipment in the cemetery, except Backhoe.
 10. Assists in the opening of gravesites and at funerals.
 11. Assists in the foundations, setting of monuments and markers.
 12. Assists in the landscaping, maintenance of facilities and care of cemetery.

13. Performs duties relative to crematory functions.
14. Processes cremated remains and places remains in proper receptacles.
15. Assists Funeral Directors as needed.
16. Maintains cleanliness of crematory equipment and facilities.
17. Assists crematory when needed.
18. Participates in town-wide snow and ice removal operations.
19. Performs similar tasks as assigned, including functions of those in a lower classification.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, and Class II B CDL license.

11. Knowledge, Abilities and Skill:

1. Ability to understand and apply verbal and written instructions.
2. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
3. Knowledge of chemicals used for cleaning.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

**CENTRAL BUILDING, LIBRARY, POLICE AND COUNCIL ON AGING AND OTHER
DEPARTMENTS, NOT INCLUDING THE SCHOOLS**

Position Title:	Building Custodian	Grade Level:	3
Department	Public Works	Date:	10/7/2014
Reports to:	Manager of Building and Grounds or designee in building to which he/she is assigned	FLSA Status:	Non-exempt

1. Nature of Work: Performs maintenance and custodial functions to keep town offices and buildings in a clean and safe condition. Inspects town facilities for proper operation.
2. Supervision Received: Under the direct supervision of the Manager of Building and Grounds, or designee in building to which he/she is assigned and under the general supervision of the Director of Public Works. Objectives are set forth by the supervisor. Employee is responsible for his/her work schedule to complete tasks and assignments.
3. Supervisory Responsibility: May supervise temporary or seasonal employees as assigned. Oversees outside contractors when performing work in or outside the town buildings.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Sweeps, vacuums, washes, waxes floors.
 2. Disposes of trash and litter.
 3. Keeps building in good condition by performing routine painting, and repairs using hand and small power tools.
 4. Clears walks of leaves/brush, snow and ice, mows lawns, trims flowers and shrubs, performs gardening services.

5. Regulates services such as heat, air conditioning, lights, and water supply within building.
6. Advises supervisor as to repairs to facility.
7. As required maintains supply store area and submits orders for additional materials.
8. Makes arrangements for the setup of equipment and supplies for town meeting and other special events.
9. Operates equipment related to the maintenance and repair work of buildings.
10. Trains new employees in performing assigned duties.
11. Performs similar tasks as assigned, including functions of those in a lower classification as assigned by supervisory personnel.
12. Participates in town-wide snow and ice removal operations.
13. Cleans, sanitizes and re-stocks all bathrooms.
14. Participates in the opening and/or closing of the building if schedule coincides.
15. Cleans and sanitizes all public and staff desks, workspaces and library tables.
16. Pays close attention to meeting room schedule and sets up/and or breaks down the chairs and tables for various meetings, programs and special events.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License.

11. Knowledge, Abilities and Skill:

1. Ability to understand and apply verbal and written instructions.
2. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
3. Knowledge of air conditioning and heating systems to make adjustments and perform prescribed maintenance.
4. Knowledge of chemicals used for cleaning.
5. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, grease or bodily fluids. (bathrooms, injuries, cells). Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 60-100 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

FACILITIES

Position Title:	Building Maintenance Technician	Grade Level:	8
Department	Facilities (Funded 50% Town/50% School)	Date:	10/29/2014
Reports to:	Facilities Director in conjunction with the Facilities Supervisor	FLSA Status:	Non-exempt

1. Nature of Work: A successful technician will limit equipment down time, be an effective communicator who manages expectations, conducts business in a timely manner, and provides the highest level of customer service. The Building Maintenance Technician is responsible for responding to and completing corrective and preventative maintenance work orders.
2. Supervision Received: Under direct supervision of the Facilities Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out, and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.
3. Supervisory Responsibility: The employee is responsible for overseeing the performance of various persons who may work for the Town on a contractual basis relating to building systems.
4. Confidentiality: Employee has regular access to confidential information of the department such as official bid documents, as well as other information pertaining to the construction and maintenance of public building projects. Confidentiality must be maintained with regard to this information in accordance with Departmental Policy and the Public Records Act.
5. Accountability: Errors, missed deadlines or poor judgment could severely jeopardize department operations, result in delay and confusion in the provision of service, cause personal injury, and significant damage to buildings/property, legal repercussions, monetary loss and negative public relations for the Town or have extensive financial and legal repercussions, excessive costs, delay of service delivery, and adverse public relations. Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives, and fiscal responsibility for the Town.
6. Judgment: Extensive judgment is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.
7. Complexity: The work consists of employing many different concepts, theories, principles, techniques, and practices relating to a technical field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning short and

long-range projects; and devising new techniques for application to the work, and recommending policies, standards or criteria.

8. Nature and Purpose of Public Contact: Employee interacts constantly with co-workers, the public, groups, and/or individuals such as civic leaders, peers from the other organizations, and representatives of professional organizations. Excellent communication and customer service skills are required involving courtesy, tact, and diplomacy in resolving complaints or concerns of the employees.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Performs a lead role in carpentry, locksmithing, door hardware and patching and mudding drywall and painting work.
 2. Performs minor electrical, plumbing, and mechanical work.
 3. Performs building rounds including on emergency generators.
 4. Creates work orders in the field when necessary.
 5. Assists HVACR and other employees and contractors as needed.
 6. Moves equipment between buildings as needed.
 7. Takes the lead on the roof/roof drain/gutter/floor drain preventative maintenance program.
 8. Takes the lead on all locking systems on doors, files, cabinets, and lockers, etc. Keeps accurate records. Takes the lead on issuing and return of keys including sign out sheets.
 9. Assists with requisition and inventory of building maintenance supplies, monitor inventory, load and unload supplies as needed.
 10. Drives to the store to buy supplies and materials.
 11. Performs tasks according to the work order system.
 12. Successfully completed training as required.
 13. Stays current on related industry standards including federal, state, and local regulations.
 14. Take responsibility for accurate and timely completion of paperwork, including properly completing work orders.
 15. Must participate in town wide snow and ice operations.
 16. Performs similar tasks as assigned, including functions of those in a lower classification.

Recommended Minimum Qualifications:

Education and Experience: Five years of building maintenance experience preferred. Ability to work with computers necessary: Microsoft Word, Excel, Outlook, Building Management Systems, Energy Management Systems, and work order systems. A successful candidate must have strong customer service skills. Possess sound judgment and problem resolution ability. Ability to manage and prioritize multiple work orders under time sensitive deadlines.

Special Requirements: Must have and maintain a valid Massachusetts CDL driver's license, MA construction Supervisor license preferred. Must participate in snow and ice operations. Experience with lock and key systems/card access/security systems/door hardware preferred.

Knowledge, Abilities and Skill

Knowledge: Must be able to work from plans customary to the trade area, including the ability to understand electrical schematics as they pertain to building systems. Technician must have superior skills in the operation of most basic power and hand tools common to the building trades.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Troubleshooting — determining causes of operating errors and deciding what to do about it.

Repairing — Repairing machines or systems using the needed tools.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure equipment is operating as designed. *Quality Control Analysis* — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Operation and Control — Must be able to operate, schedule, and maintain multiple control interfaces.

10. Abilities: Ability to communicate clearly in written and oral form; ability to establish and maintain cooperative relationships with town officials and governmental representatives. Ability to make basic arithmetical computations and tabulations in a timely and accurate manner, maintains confidential information, maintain, manage, and organize complex records. Ability to plan, assign and supervise the work of department personnel.

11. Skill: Excellent customer service, interpersonal and organizational skills; skill in working with numbers and detail; excellent analytical and communication skills; must have good computer skills.

12. Work Environment: The work environment involves everyday discomforts typical of offices with regular interruptions from the public and other Town employees. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. In addition, the employee may be required to work on ladders, outdoors under inclement weather conditions and the employee may be exposed to toxic or caustic chemicals, fumes or airborne particles, explosives, radiation, and other hazards commonly found at constructions sites. Employee may be required to work beyond normal business hours.

13. Occupational Risk: Personal injury could occur through employee failure to properly follow safety precautions or procedures in the course of related duties. Examples of injury may include bruises from falls, minor cuts or burns, or muscular strains and serious personal injury while completing work tasks. Technician must function in a safe manner including wearing the proper personal protective equipment at all times.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

15. Physical Demands: Work requires some agility and physical strength, such as moving in or about facilities or standing or walking most of the work period. Work requires lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the day. Must be able to move and work off of a ladder, lift 50 lbs. above head, kneel down and sit down on the floor for 30 minutes, work in a confined space for minimum of one hour.

16. Motor Skills: Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include; building maintenance tools, using a personal computer and/or most other office equipment, typing, filing, moving objects, sorting of papers or operating a motor vehicle.

17. Visual Demands: Position requires the employee to frequently read documents and reports for understanding and analytical purposes.

TRANSFER STATION

Position Title:	Foreman – Transfer Station	Grade Level:	9
Department	Public Works- Transfer Station	Date:	2/25/16
Reports to:	Operations Manager	FLSA Status:	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department Supervises employees performing duties in the Transfer Station Department.

2. Supervision Received: Receives instructions and work specifications from Operations Manager or DPW Director and communicates to fellow workers. Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.

3. Supervisory Responsibility: Assigns and explains tasks to fellow workers and supervises fellow workers in performance of assigned tasks. Required to report work performance issues to the Operations Manager.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to Transfer Station work.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

1. Uses extensive knowledge and skill for repair, maintenance and modification various work assignments
2. Analyses malfunctions, maintains inventory of frequently used items and performs routine maintenance work as necessary
3. Suggests modifications to equipment for safer and more efficient operation, constructs and installs as directed
4. Supervises the operation of the Transfer Station Department
5. Serves as group leader by assigning work to employees assigned to work with him/her

6. Maintains discipline with group when higher rated employees are not immediately available. Reports employee delinquencies as necessary
7. Operates equipment and performs tasks required of lower-rated employees
8. Obtains tools, equipment and additional manpower in accordance with task requirements
9. May be required to perform specialized tasks not assigned to lower ranked employees
10. Orders pickup of trash, recycling, construction/debris containers
11. Performs proper maintenance and inspections on the equipment and as needed
12. Operation of and ordinary maintenance of equipment, instructs employees in the correct and proper usage of same
13. Maintains department records
14. Creates plans and work schedules assuring that work is performed in a safe and efficient manner and that all tools equipment and materials are available and well maintained
15. Must possess considerable knowledge of Transfer Station practices, methods and procedures and a demonstrated ability to lead and motivate other employees
16. Must have the ability to deal tactfully and effectively with fellow employees, supervisors and general public
17. May be required to perform specialized tasks not assigned to lower ranked employees
18. Operation of mechanical equipment requiring specialized skills and licenses such as a backhoe, loader, large trucks, tractors, etc.
19. Works under limited supervision; performs specialized tasks associated with division assigned
20. Participates in town-wide snow and ice removal operations
21. Performs similar tasks as assigned, including functions of those in a lower classification
22. Responsible for processing of financial transactions via credit card and check from the public
23. Trains new employees in performing assigned duties

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D.; three years' experience in Transfer Station environment; prior supervisory experience, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class B (CDL) license.

11. Knowledge, Abilities and Skill:

1. Ability to perform manual labor for extended periods under varying climatic conditions.
2. Knowledge of Transfer Station operations.
3. Considerable skill in the use of tools and the operation of equipment required work.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects, occasionally 100 lbs., and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Equipment Operator – Transfer Station (with Class A License)	Grade Level:	5
Department	Public Works Transfer Station	Date:	2/25/16
Reports to:	Foreman-Transfer Station	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department.

2. Supervision Received: Receives instructions and work specifications from Foreman, Operations Manager or DPW Director and communicates to fellow workers Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.

3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

1. Uses extensive knowledge and skill for repair, maintenance and modification various work assignments.
2. Suggests modifications to equipment for safer and more efficient operation, constructs and installs as directed.
3. Maintains records and reports, in the absence of the Foreman.
4. Performs similar tasks as assigned, including functions of those in a lower classification.
5. Operation of mechanical equipment requiring specialized skills and licenses such as a backhoe, loader, large trucks, tractors, etc.
6. Works under limited supervision; performs specialized tasks.
7. Hauls trash to off-site location using Class A license.
8. Participates in town-wide snow and ice removal operations.
9. Responsible for processing of financial transactions via credit card and check from the public
10. Trains new employees in performing assigned duties

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of experience in operation of mechanical equipment assigned to the division such as a road grader, backhoe, and trucks to perform maintenance, repair and tasks assigned, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class B (CDL) and Class A (hauling) license.

11. Knowledge, Abilities and Skill:

1. Ability to perform manual labor for extended periods under varying climatic conditions.
2. Ability to understand and apply verbal and written instructions.
3. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemicals, fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and potential exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects, occasionally 100 lbs., and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Equipment Operator – Transfer Station	Grade Level:	5
Department	Public Works Transfer Station	Date:	2/25/16
Reports to:	Foreman-Transfer Station	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department.
2. Supervision Received: Receives instructions and work specifications from Foreman, Operations Manager or DPW Director and communicates to fellow workers Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill for repair, maintenance and modification various work assignments.
 2. Suggests modifications to equipment for safer and more efficient operation, constructs and installs as directed.
 3. Maintains records and reports, in the absence of the Foreman.
 4. Performs similar tasks as assigned, including functions of those in a lower classification.
 5. Operation of mechanical equipment requiring specialized skills and licenses such as a backhoe, loader, large trucks, tractors, etc.
 6. Works under limited supervision; performs specialized tasks.
 7. Hauls trash to off-site location using Class A license.
 8. Participates in town-wide snow and ice removal operations.
 9. Responsible for processing of financial transactions via credit card and check from the public
 10. Trains new employees in performing assigned duties

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of experience in operation of mechanical equipment assigned to the division such as a road grader, backhoe, and trucks to perform maintenance, repair and tasks assigned, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class B (CDL).

11. Knowledge, Abilities and Skill:

1. Ability to perform manual labor for extended periods under varying climatic conditions.
2. Ability to understand and apply verbal and written instructions.
3. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemicals, fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and potential exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects, occasionally 100 lbs., and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

VEHICLE MAINTENANCE

Position Title:	Foreman - Vehicle Maintenance	Grade Level:	9
Department	Public Works Vehicle Maintenance	Date:	2/25/16
Reports to:	Operations Manager	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department Supervises employees performing duties in the Vehicle Maintenance Department.

2. Supervision Received: Receives instructions and work specifications from Operations Manager or DPW Director and communicates to fellow workers. Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.

3. Supervisory Responsibility: Assigns and explains tasks to fellow workers and supervises fellow workers in performance of assigned tasks. Required to report work performance issues to the Operations Manager.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to vehicle maintenance work.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

1. Uses extensive knowledge and skill for repair, maintenance and modification of truck earth-moving equipment and automobiles used in the various divisional work assignments.
2. Analyses malfunctions, orders replacement parts, maintains inventory of frequently used items and performs routine maintenance work as necessary.
3. Suggests modifications to equipment for safer and more efficient operation, constructs and installs as directed.
4. Supervises and schedules the operation of the Vehicle Maintenance Department.
5. Tracks and distributes billing for repair costs by department

6. Serves as group leader by assigning work to employees assigned to work with him/her.
7. Maintains discipline with group when assigned to a remote location where higher rated employees are not immediately available. Reports employee delinquencies as necessary.
8. Operates equipment and performs tasks required of lower-rated employees
9. Obtains tools, equipment and additional manpower in accordance with task requirements.
10. May be required to perform specialized tasks not assigned to lower ranked employees, such as order supplies and maintain records.
11. Performs proper maintenance and inspections on the equipment and as needed.
12. Operation of and ordinary maintenance of equipment (trucks, tractors, power mowers and other tools of the trade) also instructs employees in the correct and proper usage of same.
13. Maintains vehicle records.
14. Creates plans and work schedules assuring that work is performed in a safe and efficient manner and that all tools equipment and materials are available and well maintained.
15. Must possess considerable knowledge of vehicle maintenance practices, methods and procedures and a demonstrated ability to lead and motivate other employees.
16. Must have the ability to deal tactfully and effectively with fellow employees, supervisors and general public.
17. Participates in town-wide snow and ice removal operations.
18. Performs similar tasks as assigned, including functions of those in a lower classification.
19. Trains new employees in performing assigned duties.

10. Recommended Minimum Qualification

Education and Experience: High School or Technical School diploma or G.E.D. with three (3) years of related work experience required, Associates Degree in advanced automotive technology preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class II (CDL) license. Advanced Automotive Technology training/education, Automotive Service Excellence (ASE) or similar certifications, e.g. ASE Automobile (A1 – A8), Automobile Service Consultant (C1), Automobile Maintenance and Light Repair (G1), Automobile Advanced Engine Performance Specialist (L1), and Automobile Parts Specialist (P2), ASE Master Automobile Technician Certificate, ASE Master Heavy Duty Truck Technician Certificate, ASE Emergency Vehicle Technician (EVT) Certification. ASE or MAC A/C Recycle Certificate, Specialized training in brakes, hydraulics, engine repair, and electronics preferred.

11. Knowledge, Abilities and Skill:

1. Knowledge of vehicle maintenance operation.
2. Considerable skill in the use of tools and the operation of equipment required in the performance of vehicle maintenance work.
3. Skill in performing tasks associated with duties.
4. Skill in the basic usage of computers.
5. Ability to clearly and concisely communicate instructions to others.
6. Ability to work harmoniously with fellow workers in a group task assignment.
7. Ability to motivate others to performance and help others to solve work problems.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects, occasionally 100 lbs., and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Leadman – Vehicle Maintenance	Grade Level:	8
Department	Public Works Vehicle Maintenance	Date:	2/25/16
Reports to:	Foreman Vehicle Maintenance Department	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department Serves as group leader in giving direction to other employees while performing the same or similar tasks.

2. Supervision Received: Receives instructions and work specifications from Foreman, Operations Manager or Director of the DPW and communicates to fellow workers. . Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.

3. Supervisory Responsibility: May assign and explain tasks to fellow workers. Not responsible for final decisions on work, but is required to report issues regarding employee work performance.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to vehicle maintenance work.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

1. Uses extensive knowledge and skill for repair, maintenance and modification of truck earth-moving equipment and automobiles used in the various divisional work assignments.
2. Analyzes malfunctions, orders replacement parts, maintains inventory of frequently used items and performs routine maintenance work as necessary.
3. Suggests modifications to equipment for safer and more efficient operation, constructs and installs as directed.
4. Serves as group leader by assigning work to employees assigned to work with him/her.
5. Maintains discipline with group when foreman or higher rated employees are not immediately available. Reports employee delinquencies as necessary.
6. Operates equipment and performs tasks required of lower-rated employees.

7. Obtains tools, equipment and additional manpower in accordance with task requirements.
8. May be required to perform specialized tasks not assigned to lower ranked employees.
9. Performs proper maintenance and inspections on the equipment and as needed.
10. Operation and ordinary maintenance of equipment (trucks, tractors, power mowers and other tools of the trade), instructs employees in the correct and proper usage of same.
11. Maintains vehicle records, including completion of repair orders.
12. Creates and plans work schedules assuring that work is performed in a safe and efficient manner and that all tools equipment and materials are available and well maintained.
13. Must possess considerable knowledge of vehicle maintenance practices, methods and procedures and a demonstrated ability to lead and motivate other employees.
14. Must have the ability to deal tactfully and effectively with fellow employees, supervisors and general public.
15. Participates in town-wide snow and ice removal operations.
16. Performs similar tasks as assigned, including functions of those in a lower classification.
17. Performs the duties of the Foreman in his/her absence, including supervises and schedules the operation of the Vehicle Maintenance Department and tracks and distributes billing for repair costs by department
18. Trains new employees in performing assigned duties
19. Performs duties of Foreman in his/her absence

10. Recommended Minimum Qualification

Education and Experience: High School or Technical School diploma or G.E.D. with three (3) years of related work experience required, Associates Degree in advanced automotive technology preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class II (CDL) license. Advanced Automotive Technology training/education, Automotive Service Excellence (ASE) or similar certifications, e.g. ASE Automobile (A1 – A8), Automobile Service Consultant (C1), Automobile Maintenance and Light Repair (G1), Automobile Advanced Engine Performance Specialist (L1), and Automobile Parts Specialist (P2), ASE Master Automobile Technician Certificate, ASE Master Heavy Duty Truck Technician Certificate, ASE Emergency Vehicle Technician (EVT) Certification, ASE or MAC A/C Recycle Certificate, Specialized training in brakes, hydraulics, engine repair, and electronics preferred.

11. Knowledge, Abilities and Skill:

1. Skill in performing tasks associated with duties.
2. Skill in the use of tools of the trade and operation of required equipment of the trade.
3. Skill in the basic usage of computers.
4. Ability to clearly and concisely communicate instructions to others.
5. Ability to work harmoniously with fellow workers in a group task assignment.
6. Ability to motivate others to performance and help others to solve work problems.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects, occasionally 100 lbs., and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Mechanic – Vehicle Maintenance	Grade Level:	6
Department	Public Works Vehicle Maintenance	Date:	2/25/16
Reports to:	Leadman Vehicle Maintenance Department	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department Performs skilled work within the Vehicle Maintenance department.
2. Supervision Received: Receives instructions and work specifications from Leadman, Foreman, Operations Manager or DPW Director and communicates to fellow workers. Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill for repair, maintenance and modification of truck earth-moving equipment and automobiles used in the various divisional work assignments.
 2. Analyses malfunctions and performs routine maintenance work as necessary
 3. Suggests modifications to equipment for safer and more efficient operation, constructs and installs as directed
 4. Operates equipment and performs tasks required of lower-rated employees
 5. Obtains tools, equipment and additional manpower in accordance with task requirements
 6. May be required to perform specialized tasks not assigned to lower ranked employees
 7. Performs proper maintenance and inspections on the equipment and as needed
 8. Operation of and ordinary maintenance of equipment (trucks, tractors, power mowers and other tools of the trade), instructs employees in the correct and proper usage of same

9. Maintains vehicle records
10. Creates plans and work schedules assuring that work is performed in a safe and efficient manner and that all tools equipment and materials are available and well maintained
11. Must possess considerable knowledge of vehicle maintenance practices, methods and procedures and a demonstrated ability to lead and motivate other employees
12. Must have the ability to deal tactfully and effectively with fellow employees, supervisors and general public
13. Participates in town-wide snow and ice removal operations
14. Trains new employees in performing assigned duties

10. Recommended Minimum Qualification

Education and Experience: High School or Technical School diploma or G.E.D. with three (3) years of related work experience required, Associates Degree in advanced automotive technology preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class B (CDL) license. Advanced Automotive Technology training/education, Automotive Service Excellence (ASE) or similar certifications, e.g. ASE Automobile (A1 – A8), Automobile Service Consultant (C1), Automobile Maintenance and Light Repair (G1), Automobile Advanced Engine Performance Specialist (L1), and Automobile Parts Specialist (P2), ASE Master Automobile Technician Certificate, ASE Master Heavy Duty Truck Technician Certificate, ASE Emergency Vehicle Technician (EVT) Certification. ASE or MAC A/C Recycle Certificate, Specialized training in brakes, hydraulics, engine repair, and electronics preferred.

11. Knowledge, Abilities and Skill:

1. Skill in performing tasks associated with duties.
2. Skill in the use of tools of the trade and operation of required equipment of the trade.
3. Skill in the basic usage of computers.
4. Ability to clearly and concisely communicate instructions to others.
5. Ability to work harmoniously with fellow workers in a group task assignment.
6. Ability to motivate others to performance and help others to solve work problems

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects, occasionally 100 lbs., and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

HIGHWAY

Position Title:	Supervising Foreman	Grade Level:	10
Department	Public Works-Highway	Date:	11/22/17
Reports to:	Operations Manager	FLSA Status	Non-exempt

1. Nature of Work: Assists the Operations Manager and DPW Director in any and all phases of the work, and in his/her absence assumes responsibility for the Highway function. Supervises subordinate employees in the performance of tasks, operates equipment and tools required for installation, maintenance and repair of public lands and natural resources and performs related duties. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.
2. Supervision Received: Works under the general supervision of the Operations Manager and DPW Director. Lays out projects and schedules based on the Operations Manager and DPW Director's general instructions who review performance for skill and efficiency and assist in cases of difficulty.
3. Supervisory Responsibility: Supervises Highway employees in performance of assigned tasks, requiring considerable judgement and discretion for most effective use of labor, equipment and materials. Reassigns or redirects work as necessary in response to needs, conditions or emergencies. Performs administrative duties of Operations Manager during absences of brief duration.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the Highway Department and related systems.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to Highway Department, systems and maintenance.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent internal and external customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:
 - 1.) Has major responsibilities relative to annual paving, as well as snow and ice removal and emergency operations. May from time to time operate equipment.

- 2.) Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently, and that all tools, equipment and materials are available.
- 3.) Performs routine tasks in connection with care, upkeep, repair, marking and beautification of highway and roads, loading and unloading trucks and cars; spreading sand, gravel and asphalt.
- 4.) May on occasion be required to use and operate landscaping equipment and power tools, cutting grass, weeds and brush; cleaning culverts, catch basins, drains and ditches;
- 5.) Schedules, assigns, directs and checks, daily and long range work/progress and provides related payroll reporting.
- 6.) Makes recommendations to the Operations Manager and Director regarding planning capital improvements, budget request, tools and supplies.
- 7.) Prepares operational and administrative reports as necessary.
- 8.) Recommends disciplinary action of subordinate employees, modified work techniques, procedures and policies as necessary to his/her supervisors.
- 9.) Maintains administrative records including road and pothole inventory.
- 10.) Ensures there are adequate supplies, tools and equipment to effectively manage the Town's roadways.
- 11.) Accept deliveries of supplies and equipment.
- 12.) Plans, organizes and coordinates work to be completed with private contractors and other Department Heads as needed.
- 13.) Trains new employees in performing assigned duties.
- 14.) Assists with grounds maintenance work at all facilities including mowing, string trimming, chain sawing, leaf and brush removal.
- 15.) Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
- 16.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 17.) Cross trains with other Department employees.
- 18.) Is available for overtime and call backs in the event of emergencies.
- 19.) Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, five years of full time work experience and considerable, demonstrable roadway knowledge and skill relative to practices, methods, and procedures regarding safety devices and equipment, such as chain saws, chippers and other related equipment. Must have extensive knowledge, physical ability, agility, as well as prior and demonstrable ability to supervise and motivate other employees, deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's License, Hoisting Engineers and CDL Class B licenses 2B and 4E Hoisting License.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to roadway care/operations.

2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of road work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include muscular strains and falls from heights, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as chaps, gloves, glasses, hats or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting/dragging heavy objects up to 50 lbs. (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as machinery and the need for color vision.

Position Title:	Leadman	Grade Level:	8
Department	Public Works– Highway	Date:	11/22/17
Reports to:	Operations Manager and Supervising Foreman	FLSA Status:	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by a Manager or Superintendent in the Public Works Department Serves as group leader in giving direction to other employees while performing the same or similar tasks.
2. Supervision Received: Receives instructions and work specifications from Foreman, Operations Manager or DPW Director and communicates to fellow workers. . Works under the supervision of an employee of a higher grade who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.
3. Supervisory Responsibility: May assign and explain tasks to fellow workers. Not responsible for final decisions on work, but is required to report issues regarding employee work performance.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts and practices.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill for various divisional work assignments.
 2. Suggests modifications to work process or equipment for safer and more efficient operation, constructs and installs as directed.
 3. Serves as group leader by assigning work to employees assigned to work with him/her.
 4. Maintains discipline with group when foreman or higher rated employees are not immediately available. Reports employee delinquencies as necessary.
 5. Performs routine tasks in connection with care, upkeep, repair, marking and beautification of highway and roads; cleaning culverts, catch basins, drains and ditches; loading and unloading trucks and cars; spreading sand, gravel and asphalt.
 6. May, on occasion, operate landscaping equipment and power tools, cutting grass, weeds and brush.
 7. Operates equipment and performs tasks required of lower-rated employees.

8. Obtains tools, equipment and additional manpower in accordance with task requirements.
9. May be required to perform specialized tasks not assigned to lower ranked employees.
10. Operation and ordinary maintenance of equipment (trucks, tractors, power mowers and other tools of the trade), instructs employees in the correct and proper usage of same.
11. Creates and plans work schedules assuring that work is performed in a safe and efficient manner and that all tools equipment and materials are available and well maintained.
12. Must possess considerable knowledge of road maintenance practices, methods and procedures and a demonstrated ability to lead and motivate other employees.
13. Must have the ability to deal tactfully and effectively with fellow employees, supervisors and general public.
14. Performs the duties of the Supervising Foreman in his/her absence, including supervising and scheduling the operation of the Highway Department.
15. Performs similar tasks as assigned, including functions of those in a lower classification.
16. Cross trains with other Department employees.
17. Is available for overtime and call backs in the event of emergencies.
18. Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: High School or Technical School diploma or G.E.D. with three (3) years of related work experience required; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License, Hydraulics 2B, and Class B (CDL) license.

11. Knowledge, Abilities and Skill:

1. Skill in performing tasks associated with duties.
2. Skill in the use of tools of the trade and operation of required equipment of the trade.
3. Skill in the basic usage of computers.
4. Ability to clearly and concisely communicate instructions to others.
5. Ability to work harmoniously with fellow workers in a group task assignment.
6. Ability to motivate others to performance and help others to solve work problems.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats, or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, frequently lifting heavy objects up to 50 lbs., carrying objects (or more in cases of emergency or with assistance), and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Equipment Operator	Grade Level:	5
Department:	Public Works-Highway	Date:	11/22/17
Reports to:	Leadman	FLSA Status:	Non-exempt

1. Nature of Work: Assists supervisor in any and all phases of the work, performs skilled work as determined and assigned by supervisor. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.
2. Supervision Received: Works under the general supervision of the Highway supervisors. Operates equipment based on supervisor's general instructions who reviews performance for skill and efficiency and assist in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to handle emergency situations and ensure public and environmental safety.
7. Complexity: The work consists of the practical application of a variety of concepts and practices.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:
 - 1.) Suggests modifications to equipment for more efficient operation.
 - 2.) Operates various Town/department equipment.
 - 3.) Provides labor for roadway projects, maintenance and other Highway operations.
 - 4.) Performs routine tasks in connection with care, upkeep, repair, marking and beautification of highway and roads, cleaning culverts, catch basins, drains and ditches; loading and unloading trucks and cars; spreading sand, gravel and asphalt.
 - 5.) May be required on occasion to operate landscaping equipment and power tools, cutting grass, weeds and brush; cleaning culverts, catch basins, drains and ditches; loading and unloading trucks and cars; spreading sand, gravel and asphalt.
 - 6.) Assist in taking physical inventory of stock materials.
 - 7.) Assists in training new employees.

- 8.) Accepts deliveries of supplies and equipment.
- 9.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 10.) Cross trains with other Department employees.
- 11.) Is available for overtime and call backs in the event of emergencies.
- 12.) Participates in town-wide snow and ice removal operations

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, two years of full time comparable work experience and prior and demonstrable ability to deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's License and CDL Class B license 2B & 4E Hoisting License.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to highway operations.
2. Considerable and demonstrable skill, in the use of tools and the operation of equipment required in the performance of highway work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Skilled Laborer	Grade Level:	4
Department	Public Works-Highway	Date:	11/22/17
Reports to:	Leadman	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by supervisor in the Highway Department.
2. Supervision Received: Works under the supervision the Highway supervisors. Operates equipment based on supervisor's general instructions who reviews performance for skill and efficiency and assist in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the Highway functions.
7. Complexity: The work consists of the practical application of a variety of concepts and practices.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Suggests modification to equipment for more sage and efficient operation.
 2. Performs similar tasks as assigned, including functions of those in a lower classification.
 3. Performs routine tasks in connection with care, upkeep, repair, marking and beautification of roadways, such as; cleaning culverts, catch basins, drains and ditches; loading and unloading trucks and cars; spreading sand, gravel and asphalt.
 4. May, on occasion, operate landscaping equipment and power tools, cutting grass, weeds and brush.
 5. Assists in Highway Department as necessary
 6. Accepts deliveries of supplies and equipment.
 7. Assists in training new employees in performing assigned duties.
 8. Participates in operation and ordinary maintenance of equipment.
 9. Performs similar tasks as assigned, including functions of those in a lower classification.

10. Cross trains with other Department employees.
11. Is available for overtime and call backs in the event of emergencies.
12. Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License and Class B CDL license.

11. Knowledge, Abilities and Skill:

1. Ability to understand and apply verbal and written instructions.
2. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
3. Knowledge of chemicals used for cleaning.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries, muscular strains, falls from heights. Special safety precautions, training, or protective clothing such as chaps, gloves, glasses, hats or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs. (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as machinery and the need for color vision.

LANDS AND NATURAL RESOURCES

Position Title:	Supervising Foreman	Grade Level:	10
Department	Public Works-Lands and Natural Resources	Date:	11/22/17
Reports to:	Manager of Buildings and Grounds	FLSA Status	Non-exempt

1. Nature of Work: Assists the Manager of Buildings and Grounds and Director in any and all phases of the work, and in his/her absence assumes responsibility for the Lands and Natural Resources function. Supervises subordinate employees in the performance of tasks, operates equipment and tools required for installation, maintenance and repair of public lands and natural resources and performs related duties. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.

2. Supervision Received: Works under the general supervision of the Manager of Buildings and Grounds and DPW Director. Lays out projects and schedules based on the Manager of Buildings and Grounds and Director's general instructions who review performance for skill and efficiency and assist in cases of difficulty.

3. Supervisory Responsibility: Supervises Lands and Natural Resources employees in performance of assigned tasks, requiring considerable judgement and discretion for most effective use of labor, equipment and materials. Reassigns or redirects work as necessary in response to needs, conditions or emergencies. Performs administrative duties of Manager of Buildings and Grounds absences of brief duration.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the Lands and Natural Resources Department and related systems.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to Lands and Natural Resources Department, systems and maintenance.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent internal and external customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:

- 1.) Removes and prunes trees, chips debris and performs tasks related to the care and maintenance of Town owned lands.
- 2.) Operates aerial lift truck mounted equipment to facilitate access to high areas.

- 3.) Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently, and that all tools, equipment and materials are available.
- 4.) Performs routine tasks in connection with care, upkeep, repair, marking and beautification of conservation land, highway and roads, such as but not limited to using and operating landscaping equipment and power tools, cutting grass, weeds and brush; cleaning culverts, catch basins, drains and ditches; loading and unloading trucks and cars; spreading sand, gravel and asphalt.
- 5.) Schedules, assigns, directs and checks, daily and long range work/progress and provides related payroll reporting.
- 6.) Makes recommendations to the Manager of Buildings and Grounds and Director regarding planning capital improvements, budget request, tools and supplies.
- 7.) Prepares operational and administrative reports as necessary.
- 8.) Recommends disciplinary action of subordinate employees, modified work techniques, procedures and policies as necessary to his/her supervisors.
- 9.) Maintains administrative records including tree inventory.
- 10.) Ensures there are adequate supplies, tools and equipment to effectively manage the Town's lands and natural resources.
- 11.) Accept deliveries of supplies and equipment.
- 12.) Plans, organizes and coordinates work to be completed with private contractors and other Department Heads as needed.
- 13.) Trains new employees in performing assigned duties.
- 14.) Assists with grounds maintenance work at all facilities including mowing, string trimming, chain sawing, leaf and brush removal.
- 15.) Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
- 16.) Manually climbs with appropriate equipment when necessary.
- 17.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 18.) Cross trains with other Department employees.
- 19.) Is available for overtime and call backs in the event of emergencies.
- 20.) Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, five years of full time work experience and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding safety devices and equipment, such as chain saws, chippers and other related equipment. Must have extensive tree and natural resources knowledge, physical ability, agility, tree climbing, rope use, chain saw, in the tree and proper harness skills as well as prior and demonstrable ability to supervise and motivate other employees, deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's License, Aerial Lift knowledge/ability, Hydraulics 2B and 4G and CDL Class B licenses. Climbing and aerial lift ISA exam certifications preferred.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to tree and grounds care/operations.
2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of tree and grounds care/work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include muscular strains and falls from heights in excess of three (3) feet. Special safety precautions, training, or protective clothing such as chaps, gloves, glasses, hats or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting/dragging heavy objects up to 50 lbs (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as machinery and the need for color vision.

Position Title:	Aerial Lift Operator	Grade Level:	9
Department	Public Works- Lands and Natural Resources	Date:	11/22/17
Reports to:	Supervising Foreman	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Lands and Natural Resources Department. Assists the Supervising Foreman/Aerial Lift Operator and in his/her absence assumes responsibility for the Lands and Natural Resources function. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.
2. Supervision Received: Works under the supervision of the Supervising Foreman/Aerial Lift Operator who assigns work, reviews performance for skill and efficiency, and assists in cases of difficulty.
3. Supervisory Responsibility: May provide supervision to others in performance of tasks as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to custodial and maintenance work.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill in the operation of trucks, earth-moving equipment, and automobiles used in the various divisional work assignments.
 2. Suggests modification to equipment for more efficient operation.
 3. Removes and prunes trees, chips debris and performs tasks related to the care and maintenance of Town owned lands.
 4. Performs routine tasks in connection with care, upkeep, repair, marking and beautification of conservation land, highway and roads, such as but not limited to using and operating landscaping equipment and power tools, cutting grass, weeds and brush; cleaning culverts, catch basins, drains and ditches; loading and unloading trucks and cars; spreading sand, gravel and asphalt.

5. Operates aerial lift truck mounted equipment to facilitate access to high areas.
6. Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently.
7. Prepares and maintain operational and administrative reports as necessary.
8. Accept deliveries of supplies and equipment.
9. Trains new employees in performing assigned duties.
10. Assists with grounds maintenance work at all facilities including mowing, string trimming, chain sawing, leaf and brush removal.
11. Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
12. Manually climbs when equipment is inadequate.
13. Performs similar tasks as assigned, including functions of those in a lower classification.
14. Cross trains with other Department employees.
15. Is available for overtime and call backs in the event of emergencies.
16. Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Must have a high school diploma or equivalent, three years of full time work experience and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding safety devices and equipment, such as chain saws, chippers and other related equipment. Must have extensive tree and natural resources knowledge, physical ability, agility, tree climbing, rope use, chain saw, in the tree and proper harness skills as well as prior and demonstrable ability to supervise and motivate other employees, deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's and CDL Class B licenses. Hydraulics 2B license and climbing and aerial lift certification preferred.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to tree and grounds care/operations.
2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of tree and grounds care/work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include muscular strains and falls from heights in excess of three (3) feet. Special safety precautions, training, or protective clothing such as chaps, gloves, glasses, hats, helmets or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting/dragging heavy objects up to 50 lbs. (or more in cases of emergency), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as machinery and the need for color vision.

Position Title:	Equipment Operator	Grade Level:	5
Department	Public Works - Lands and Natural Resources	Date:	11/22/17
Reports to:	Supervising Foreman/Aerial Lift Operator	FLSA Status:	Non-exempt

1. Nature of Work: Assists supervisor in any and all phases of the work, performs skilled work as determined and assigned by supervisor for the Town's Lands and Natural Resources function. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.

2. Supervision Received: Works under the general supervision of the Lands and Natural Resources supervisors. Operates equipment based on supervisor's general instructions who reviews performance for skill and efficiency and assist in cases of difficulty.

3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to the Lands and Natural Resources function.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:

1. Uses extensive knowledge and skill in the operation of trucks, equipment, and automobiles used in the various divisional work assignments.
2. Suggests modification to equipment for more safe and efficient operation.
3. Removes and prunes trees, chips debris and performs tasks related to the care and maintenance of Town owned lands.
4. Performs routine tasks in connection with care, upkeep, repair, marking and beautification of conservation land, highway and roads, such as but not limited to using and operating landscaping equipment and power tools, cutting grass, weeds and brush.

5. May be required to clean culverts, catch basins, drains and ditches; load and unload trucks and cars; spread sand or gravel.
6. Accepts deliveries of supplies and equipment.
7. Assists in training new employees in performing assigned duties.
8. Assists with grounds maintenance work at all facilities including mowing, string trimming, chain sawing, leaf and brush removal.
9. Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
10. Performs similar tasks as assigned, including functions of those in a lower classification.
11. Cross trains with other Department employees.
12. Is available for overtime and call backs in the event of emergencies.
13. Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Must have a high school diploma or equivalent, two years of full time work experience and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding safety devices and equipment, such as chain saws, chippers and other related equipment. Must have extensive tree and natural resources knowledge, physical ability, agility, tree climbing, rope use, chain saw, in the tree and proper harness skills as well as prior and demonstrable ability to supervise and motivate other employees, deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's License, 2B and 4G Hydraulics and CDL Class B licenses.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to tree and grounds care/operations.
2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of tree and grounds care/work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include muscular strains and falls from heights. Special safety precautions, training, or protective clothing such as chaps, gloves, glasses, hats, helmets or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting/dragging heavy objects up to 50 lbs. (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as machinery and the need for color vision.

Position Title:	Skilled Laborer	Grade Level:	4
Department	Public Works-Lands and Natural Resources	Date:	11/22/17
Reports to:	Supervising Foreman/Aerial Lift Operator	FLSA Status	Non-exempt

1. Nature of Work: Performs skilled work within the Department of Public Works as determined and assigned by supervisor in the Lands and Natural Resources Department.
2. Supervision Received: Works under the supervision the Lands and Natural Resources supervisors. Operates equipment based on supervisor's general instructions who reviews performance for skill and efficiency and assist in cases of difficulty.
3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies, or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the Lands and Natural Resources functions.
7. Complexity: The work consists of the practical application of a variety of concepts and practices.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
 1. Uses extensive knowledge and skill used in the operation of trucks, equipment, and automobiles used in various divisional work assignments.
 2. Suggests modification to equipment for more safe and efficient operation.
 3. Performs similar tasks as assigned, including functions of those in a lower classification.
 4. Removes and prunes trees, chips debris and performs tasks related to the care and maintenance of Town owned lands.
 5. Performs routine tasks in connection with care, upkeep, repair, marking and beautification of conservation land, highway and roads, such as but not limited to using and operating landscaping equipment and power tools, cutting grass, weeds and brush.

6. May be required on occasion to clean culverts, catch basins, drains and ditches; load and unload trucks and cars; spread sand or gravel.
7. Uses and operates landscaping equipment and power tools.
8. May direct work of temporary employees in the performance of tasks ensuring work is performed safely and efficiently.
9. Accepts deliveries of supplies and equipment.
10. Assists in training new employees in performing assigned duties.
11. Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
12. Performs similar tasks as assigned, including functions of those in a lower classification.
13. Cross trains with other Department employees.
14. Is available for overtime and call backs in the event of emergencies.
15. Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: High School diploma or G.E.D. with three (3) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

Special Requirements: Valid Massachusetts Driver's License and Class B CDL license.

11. Knowledge, Abilities and Skill:

1. Ability to understand and apply verbal and written instructions.
2. Knowledge of the operation of necessary equipment and tools used in the performance of assigned work.
3. Knowledge of chemicals used for cleaning.
4. Ability to deal effectively and tactfully with fellow employees, supervisors, and the general public.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries, muscular strains, falls from heights in excess of three (3) feet, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as chaps, gloves, glasses, hats, helmets or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs. (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as machinery and the need for color vision.

WATER/SEWER

Position Title:	Supervising Foreman Distribution	Grade Level:	10
Department	Public Works-Water/Sewer	Date:	11/22/17
Reports to:	Water/Sewer Superintendent	FLSA Status	Non-exempt

1. Nature of Work: Assists the Superintendent and Director in any and all phases of the work, and in his/her absence assumes responsibility for construction, maintenance, and repair of the Town's public water supply and distribution systems. Supervises subordinate water/sewer employees in the performance of tasks, operates equipment and tools required for installation, maintenance and repair of public water supply and sewer collection system and performs related duties. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.
2. Supervision Received: Works under the general supervision of the Water/Sewer Superintendent and DPW Director. Lays out projects and schedules based on the Superintendent and Director's general instructions who review performance for skill and efficiency and assist in cases of difficulty. Elevates any issues or concerns regarding employee matters to the Superintendent.
3. Supervisory Responsibility: Supervises water/sewer distribution employees in performance of assigned tasks, requiring considerable judgement and discretion for most effective use of labor, equipment and materials. Reassigns or redirects work as necessary in response to needs, conditions or emergencies. Performs administrative duties of Superintendent during absences of brief duration.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the public water supply and related systems.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to water/sewer distribution, systems and maintenance.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:

- 1.) Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently, and that all tools, equipment and materials are available.
- 2.) Schedules, assigns, directs and checks, daily and long range work/progress and provides related payroll reporting.
- 3.) Assists the Superintendent and Director in planning capital improvements, budget request, tools and supplies.
- 4.) May be required to prepare operational and administrative reports as necessary.
- 5.) Elevates any issues or concerns regarding employee matters to the Superintendent.
- 6.) Maintains administrative records, plots underground structures, and maintains adequate supplies, spare parts, tools and equipment to effectively operate a public water system.
- 7.) Plans, organizes and coordinates work to be completed with private contractors and other Department Heads as needed.
- 8.) Trains new employees and cross trains with co-workers in performing assigned duties.
- 9.) Schedules requests for mark outs of underground water/sewer piping for Dig Safe requests.
- 10.) Supervises pressure tests, disinfection of water lines and reads, installs and repairs for water meters and backflow prevention equipment.
- 11.) Inspects water/sewer mains and service installations.
- 12.) Performs and/or supervises fire hydrant maintenance.
- 13.) Completes gate valve exercising and full system flushing programs.
- 14.) Responsible for general repairs of water mains and service lines.
- 15.) Performs trench inspections.
- 16.) Installs new service connections.
- 17.) Operates and inspects standby engines and generators to provide uninterrupted water and sewer service in the event of power failures.
- 18.) Assists in the operation and maintenance of the waste water treatment plant, associated lift stations, grinder pumps and collection systems for the Town's shared septic and sewer systems.
- 19.) Accepts deliveries of supplies and equipment.
- 20.) Performs regular testing of back flow prevention devices and surveys existing and new facilities for cross connections.
- 21.) Assists with grounds maintenance work at all facilities including mowing, string trimming, and chain sawing, leaf and brush removal.
- 22.) Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
- 23.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 24.) Cross train with other Water Department employees.
- 25.) Is available for overtime and call backs in the event of emergencies.
- 26.) Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, five years of full time work experience and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding public water/sewer distribution and treatment systems and prior and demonstrable ability to supervise and motivate other employees, and deal effectively with fellow employees, supervisors and the general public or any equivalent

combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's License, Grade 4M-Municipal Waste Water Treatment Plant Operator license, Grade 3D-Distribution Drinking Water Supply Operator and Grade 2T-Treatment certifications, Cross Connection Surveyor/Tester, Hydraulics and CDL Class B licenses.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to water/sewer distribution and treatment operations.
2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of water/sewer distribution and treatment work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots will be required/provided.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs. (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Supervising Foreman Treatment	Grade Level:	10
Department	Public Works-Water/Sewer	Date:	11/22/17
Reports to:	Water/Sewer Superintendent	FLSA Status	Non-exempt

1. Nature of Work: Assists the Superintendent and Director in any and all phases of the work, and in his/her absence assumes responsibility for construction, maintenance, and repair of the Town's public water supply and treatment systems. Supervises subordinate water/sewer employees in the performance of tasks, operates equipment and tools required for installation, maintenance and repair of public water supply and sewer collection systems and performs related duties. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.
2. Supervision Received: Works under the general supervision of the Water/Sewer Superintendent and DPW Director. Lays out projects and schedules based on the Superintendent and Director's general instructions who review performance for skill and efficiency and assist in cases of difficulty.
3. Supervisory Responsibility: Supervises water/sewer treatment employees in performance of assigned tasks, requiring considerable judgement and discretion for most effective use of labor, equipment and materials. Reassigns or redirects work as necessary in response to needs, conditions or emergencies. Performs administrative duties of Superintendent during absences of brief duration. Elevates any issues or concerns regarding employee matters to the Superintendent.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the public water supply and related systems.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to water/sewer treatment, systems and maintenance.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:
 - 1.) Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently, and that all tools, equipment and materials are available.

- 2.) Schedules, assigns, directs and checks, daily and long range work/progress and provides related payroll reporting.
- 3.) Assists the Superintendent and Director in planning capital improvements, budget request, tools and supplies.
- 4.) Prepares operational and administrative reports as necessary.
- 5.) Elevates any issues or concerns to the Superintendent of subordinate employees, modified work techniques, procedures and policies as necessary to his/her supervisors.
- 6.) Acts as the Primary Operator of the public water supply.
- 7.) Maintains administrative records, plots underground structures, and maintains adequate supplies of chemicals, spare parts, tools and equipment to effectively operate a public water system.
- 8.) Prepares Statistical and Chemical dosage reports as required by the DEP and the Superintendent.
- 9.) Operates and maintains Evergreen green sand filter plant and other pumping stations and treatment facilities.
- 10.) Operates pumps and chemical dosing equipment.
- 11.) Reads and interprets flow meters, pH meters, pressure and water level gauges.
- 12.) Perform tests to determine chemical dosage i.e. pH, fluoride, chlorine, iron, manganese etc.
- 13.) Maintain records as required by state regulations and by the Superintendent i.e. daily pumpage, chemical dosage, well levels etc.
- 14.) Collect water quality samples i.e. bacteria, lead, copper, V.O.C.'s, P.C.E.'s, T.H.M.'s HAA5's, S.O.C.'s.
- 15.) Operates and maintains stand by engines & generators to provide uninterrupted water and sewer service in the event of power failures.
- 16.) Assist in the operation and maintenance of the Waste Water Treatment Plant, associated lift stations, grinder pumps and collection systems for the Town's shared septic and sewer systems.
- 17.) Accept deliveries of bulk chemicals, supplies and equipment.
- 18.) Plans, organizes and coordinates work to be completed with private contractors and other Department Heads as needed.
- 19.) Trains new employees in performing assigned duties.
- 20.) Schedules requests for mark outs of underground water/sewer piping for Dig Safe requests.
- 21.) Supervises pressure tests, disinfection of water lines and reads, installs and repairs for water meters and backflow prevention equipment.
- 22.) Inspects water/sewer mains and service installations.
- 23.) Performs and/or supervises all fire hydrant maintenance.
- 24.) Completes gate valve exercising and full system flushing programs.
- 25.) Responsible for all general repairs of water mains and service lines.
- 26.) Performs all trench inspections.
- 27.) Installs new service connections.
- 28.) Operates, maintains and inspects stand by engines and generators to provide uninterrupted water and sewer service in the event of power failures.
- 29.) Accepts deliveries of supplies and equipment.
- 30.) Performs regular testing of back flow prevention devices and surveys existing and new facilities for cross connections.
- 31.) Assists with grounds maintenance work at all facilities including mowing, string trimming, and chain sawing, leaf and brush removal.

- 32.) Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
- 33.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 34.) Is available for overtime and call backs in the event of emergencies.
- 35.) Cross train with other Water Department employees.
- 36.) Participates in town-wide snow and ice removal operations.

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, five years of full time work experience and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding public water/sewer distribution and treatment systems and prior and demonstrable ability to supervise and motivate other employees, and deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Driver's License, Grade 3D-Distribution Drinking Water Supply Operator, Grade 4M-Municipal Waste Water Treatment Plant Operator license, Grade 2T Treatment certifications, Cross Connection Surveyor/Tester, Hydraulics and CDL Class B licenses.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to water/sewer distribution and treatment operations.
2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of water/sewer distribution and treatment work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights in excess of three (3) feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots may be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs., carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Foreman Pump Operator	Grade Level:	9
Department	Public Works-Water/Sewer	Date:	11/22/17
Reports to:	Supervising Foreman Treatment	FLSA Status	Non-exempt

1. Nature of Work: Assists supervisor in any and all phases of the work, and in his/her absence assumes responsibility for construction, maintenance, and repair of the Town's public water supply and treatment systems. Supervises subordinate water/sewer employees in the performance of tasks, operates equipment and tools required for installation, maintenance and repair of public water supply and sewer collection systems and performs related duties. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.
2. Supervision Received: Works under the general supervision of the Water/Sewer Supervising Foreman. Lays out projects and schedules based on the Supervising Foreman's general instructions who reviews performance for skill and efficiency and assist in cases of difficulty.
3. Supervisory Responsibility: Supervises water/sewer treatment employees in performance of assigned tasks, requiring considerable judgement and discretion for most effective use of labor, equipment and materials. Reassigns or redirects work as necessary in response to needs, conditions or emergencies. Performs administrative duties of Supervising Foreman during absences of brief duration. Elevates any issues or concerns regarding employee matters to the Superintendent.
4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.
5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.
6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the public water supply and related systems.
7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to water/sewer treatment, systems and maintenance.
8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.
9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:
 - 1.) Directs subordinate employees in the performance of tasks ensuring work is performed safely and efficiently, and that all tools, equipment and materials are available.
 - 2.) Schedules, assigns, directs and checks, daily and long range work/progress and provides related payroll reporting.

- 3.) Assists the Superintendent and Director in planning capital improvements, budget request, tools and supplies.
- 4.) Prepares operational and administrative reports as necessary.
- 5.) Elevates any issues or concerns regarding employee matters to the Superintendent.
- 6.) Maintains administrative records, plots underground structures, maintains adequate supplies of chemicals, spare parts, tools and equipment to effectively operate a public water system.
- 7.) Prepares Statistical and Chemical dosage reports as required by the DEP and the Superintendent.
- 8.) Operates and maintains Evergreen green sand filter plant and other pumping stations and treatment facilities.
- 9.) Operates pumps and chemical dosing equipment.
- 10.) Reads and interprets flow meters, pH meters, pressure and water level gauges.
- 11.) Perform tests to determine chemical dosage i.e. pH, fluoride, chlorine, iron, manganese etc.
- 12.) Maintain records as required by state regulations and by the Superintendent i.e. daily pumpage, chemical dosage, well levels etc.
- 13.) Collect water quality samples i.e. bacteria, lead, copper, V.O.C.'s, P.C.E.'s, T.H.M.'s HAA5's, S.O.C.'s.
- 14.) Operates and maintains stand by engines & generators to provide uninterrupted water and sewer service in the event of power failures.
- 15.) Assist in the operation and maintenance of the Waste Water Treatment Plant, associated lift stations, grinder pumps and collection systems for the Town's shared septic and sewer systems.
- 16.) Accept deliveries of bulk chemicals, supplies and equipment.
- 17.) Plans, organizes and coordinates work to be completed with private contractors and other Department Heads as needed.
- 18.) Trains new employees and cross trains with co-workers in performing assigned duties.
- 19.) Performs and/or supervises all fire hydrant maintenance.
- 20.) Completes gate valve exercising and full system flushing programs.
- 21.) Responsible for all general repairs of water mains and service lines.
- 22.) Performs all trench inspections.
- 23.) Installs new service connections.
- 24.) Accepts deliveries of supplies and equipment.
- 25.) Performs regular testing of back flow prevention devices and surveys existing and new facilities for cross connections.
- 26.) Assists with grounds maintenance work at all facilities including mowing, string trimming, chain sawing, leaf and brush removal.
- 27.) Participates in operation and ordinary maintenance of equipment, instructs employees in the correct and proper usage and keeps daily records of maintenance completed.
- 28.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 29.) Cross train with other Water Department employees.
- 30.) Is available for overtime and call backs in the event of emergencies.
- 31.) Participates in town-wide snow and ice removal operations.

May be required to perform the following as needed:

- 1.) Schedule requests for mark outs of underground water/sewer piping for Dig Safe requests.

- 2.) Supervise pressure tests, disinfection of water lines and reads, installs and repairs for water meters and backflow prevention equipment.
- 3.) Performance of all work projects such as, meter installation, replacement, repairs, leaks in mains, corrections in breakdown of service, proper operation and control of pump house, wells, other water facilities, meter readings, monitoring of controls, and tests as required.

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, three years of full time water department or comparable work experience with at least one year of supervising others performing related tasks and considerable, demonstrable knowledge and skill relative to practices, methods, and procedures regarding public water/sewer distribution and treatment systems and prior and demonstrable ability to supervise and motivate other employees, deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Drivers License, Grade 2D-Distribution Drinking Water Supply Operator, Grade 3M-Municipal Waste Water Treatment Plant Operator license and Grade 2T Treatment certifications, Cross Connection Surveyor/Tester, Hydraulics and CDL Class B licenses.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to water/sewer distribution and treatment operations.
2. Considerable and demonstrable skill, including those required of subordinate employees, in the use of tools and the operation of equipment required in the performance of water/sewer distribution and treatment work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors during inclement weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include burns from chemical, muscular strains, falls from heights and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots will be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials such as instrumentation for analytical purposes and the need for color vision.

Position Title:	Equipment Operator	Grade Level:	5
Department	Public Works--Water/Sewer	Date:	11/22/17
Reports to:	Supervising Foreman	FLSA Status	Non-exempt

1. Nature of Work: Assists supervisor in any and all phases of the work, performs skilled work as determined and assigned by supervisor for the Town's public water supply and treatment systems. Makes frequent contact with co-workers and residents requiring calm, clear and courteous communication.

2. Supervision Received: Works under the general supervision of the Water/Sewer supervisors. Operates equipment based on supervisor's general instructions who reviews performance for skill and efficiency and assist in cases of difficulty.

3. Supervisory Responsibility: Supervises temporary or seasonal employees as assigned.

4. Confidentiality: Employee has regular access to confidential information of the department. Confidentiality must be maintained with regard to this information and in accordance with Department Policy and the Public Records Act.

5. Accountability: Consequences or errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, jeopardize programs, and danger to public health/safety.

6. Judgment: Guidelines may be given verbally, or through administrative or organizational policies or directives. Employee is expected to weigh efficiency and relative priorities in performing tasks to avoid breakdowns, handle emergency situations and ensure public and environmental safety in the operation of the public water supply and related systems.

7. Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to water/sewer treatment, systems and maintenance.

8. Nature and Purpose of Public Contact: Employee interacts frequently with Town employees and the public. Excellent customer service skills are required involving courtesy, tact, and diplomacy.

9. Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position:

- 1.) Assists as an operator of the department's equipment, including all pumps, compressors and similar portable equipment.
- 2.) Installs, repairs and reads water meters and keeps associated records through the use of remote reading devices.
- 3.) Marks out underground water/sewer piping for Dig Safe requests.
- 4.) Performs general repairs of water mains and service lines.
- 5.) Provides labor for flushing, greasing, pumping and painting fire hydrants
- 6.) Assists in gate valve exercising and full system flushing program.
- 7.) Provides labor for performing road maintenance when connected with water operations.

- 8.) Provides labor for the inspection of the installation of water mains.
- 9.) Assists in maintaining treatment facilities and grounds,
- 10.) Assist in taking physical inventory of stock materials.
- 11.) Interprets and obtains information and sketches from various records for locating underground utilities.
- 12.) Assist in leak survey program.
- 13.) Assist in valve inspection program.
- 14.) Trains new employees and cross trains with co-workers in performing assigned duties.
- 15.) Operates, maintains and inspects stand by engines and generators to provide uninterrupted water and sewer service in the event of power failures.
- 16.) Accepts deliveries of supplies and equipment.
- 17.) Assists with grounds maintenance work at all facilities including mowing, string trimming, chain sawing, leaf and brush removal.
- 18.) Performs similar tasks as assigned, including functions of those in a lower classification.
- 19.) Is available for overtime and call backs in the event of emergencies.
- 20.) Participates in town-wide snow and ice removal operations.
- 21.) Assists in the operation and maintenance of the waste water treatment plant, associated lift stations, grinder pumps and collection systems for the Town's shared septic and sewer systems.

10. Recommended Minimum Qualification

Education and Experience: Must have a high school diploma or equivalent, two years of full time water distribution or comparable work experience and prior and demonstrable ability to deal effectively with fellow employees, supervisors and the general public or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Special Requirements: Must possess valid Massachusetts Drivers License, Grade 1 Distribution Full Operator certification, Hydraulics and CDL Class B licenses.

11. Knowledge, Abilities and Skill:

1. Knowledge of the laws, rules, regulations pertaining to water/sewer distribution and treatment operations.
2. Considerable and demonstrable skill, in the use of tools and the operation of equipment required in the performance of water/sewer distribution and treatment work.
3. Ability to deal appropriately and harmoniously with public officials, the general public, supervisors and co-workers.

12. Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is performed indoors and outdoors regardless of weather conditions.

13. Occupational Risks: Duties regularly present potential risks of injuries from improper exposure that could result in loss of time from work. Examples of injuries include, but are not limited to, burns from chemical, muscular strains, falls from heights, and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots will be required.

14. Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires regular physical strength and effort daily, such as, lifting heavy objects up to 50 lbs (or more in cases of emergency and/or with assistance), carrying objects and stacking them. In addition, pulling, pushing, standing, or walking for the full workday may be involved.

15. Motor Skills: Duties involve close hand and eye coordination and physical dexterity. Manipulation and motor control may require extreme accuracy.

16. Visual Demands: Visual demands include reading documents for general understanding, routinely reviewing non-written materials and the need for color vision.