

## PERSONNEL BOARD MEETING

MINUTES OF APRIL 21, 2015

The Personnel Board met on April 21, 2015 at 6:00 pm with Marie Guerin, Michele Komosa and Mary A Stokarski members present.

The minutes of the April 6, 2015 were approved as printed

We reviewed the Assistant Town Treasurer/Collector numerical evaluation as each of the members had calculated, making the decision to incorporate the position to Level 4 and revise the job description.

We reviewed the job description for the Superintendent and suggested that the title be changed to Superintendent of Public Works Operations. With changes as follows:

Under the Statement of Duties:

The Superintendent serves in a managerial and supervisory capacity overseeing six (6) divisions providing public works (highway, transfer station, wastewater treatment and distribution system, cemeteries, grounds and facilities). Employee is required to perform all similar or related duties. Supervise town-owned building/facility preventative maintenance and repair with record-keeping of same.

Under Supervisory Responsibility

The employee is responsible for the supervision of eleven (11) full-time employees, three (3) part-time and one or two (1-2) seasonal employees. Removed "8-9 (snow removal contractors and placed in Essential Functions.

Under Essential Functions:

Added #7 to read "provide safety training (OSHA), oversee vehicle and equipment repair to comply with DOT regulations with record-keeping of all activities.

Change #8 to read Oversees in place of Supervises the work of all consultants that work for the department including civil engineering and snow and ice removal services.

Education and Experience:

A college degree "with courses consisting of" civil engineering is desired by not required.

Special Requirements:

To read: Valid MA Class B (CDL) Motor Vehicle and hoisting engineer's license. The Town may require the Superintendent to act as the Town Owner's Project Manager (OPM) on any Town building project that requires an OPM in a manner consistent with M.G.L. Chapter 149, Section 44A 1/2, 44D 1/2 and 44D 3/4.

A copy of the revised job descriptions for the Superintendent of Public Works and the Assistant Town Treasurer/Collector are attached.

A copy of the Position Rating Evaluation Form (the average rating by the three (3) committee members) to justify the changing of the grade of the Assistant Town Treasurer/Collector from Grade III) to Grade IV is also attached.

It was voted to adjourn at 7:25 PM with the next meeting scheduled for May 6, 2015 at 5:00 PM.

Respectfully submitted,

Mary A. Stokarski

Clerk