

APR 19 2012

AN AGREEMENT

Between

**STATE EMPLOYEES' ASSOCIATION OF
NEW HAMPSHIRE, INC.
SEIU LOCAL 1984**

And

TOWN OF MEREDITH

**Public Works Department
And
Water and Sewer Department**

2011-2014

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ARTICLE 1: RECOGNITION

1.1 This Agreement is entered into between the Town of Meredith, hereinafter referred to as the "Town" and the State Employees' Association of New Hampshire, Inc., Service Employees International Union, Local 1984, herein after referred to as the "Union". For the purposes of administration, this Agreement shall pertain to all permanent Employees of the Town in the following job titles:

Public Works Department

- Public Works Operations Manager
- Public Works Administrative Assistant
- Public Works Office Clerk
- Buildings & Grounds Crew Chief
- Laborer
- Mechanic Crew Chief
- Mechanic
- Drainage Crew Chief
- Heavy equipment Operator
- Maintenance II
- Maintenance III
- Maintenance IV
- Solid Waster Coordinator
- Solid Waste Attendant
- Cemetery Laborer
- Cemetery Sexton

Water & Sewer Department

- Water & Sewer Crew Chief
- Water & Sewer Operator
- Water & Sewer Clerk

1.2 **Union Exclusive Agent.** The Town recognizes the State Employees' Association of New Hampshire, Inc. SEIU, Local 1984 as the exclusive bargaining agent and representative of the bargaining unit and the Town and the Union agree to be bound by the provisions of New Hampshire Revised Statutes Annotated Chapter 273-A, as amended, and the Administrative Regulations of the Public Employees' Labor Relations Board, as amended.

1.3 The Town shall not enter into any agreements regarding employment relations matters with any other organization or individual purporting to represent any group of employees in the bargaining unit.

1.4 Nothing in this section shall prevent the Town from discussing matters of mutual concern with the employees covered by this Collective Bargaining Unit.

1.5 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit in accordance with state and Federal law.

ARTICLE 2: Employee and Union Rights

- 2.1 Bulletin Boards.** The Town shall provide four (4) bulletin boards in non-public work areas for the exclusive use of the Union in communicating with Employees in the bargaining unit. The Union will not post notices that are offensive, demeaning or slanderous upon such bulletin boards. The bulletin boards shall be located in the Public Works Administrative Office lunchroom, Solid Waste lunchroom, Highway lunchroom and Water & Sewer lunchroom.
- 2.2** The Town shall notify the Union of all newly hired full-time employees.
- 2.3** The internal business of the Union shall be conducted by employees during their non-duty hours.
- 2.4** The Union shall be allowed the use of facilities of the Town for meetings after normal business hours provided permission is secured and their use for such meetings would not conflict with the Town's business.
- 2.5** Staff Representative(s) of the Union shall be allowed to visit work areas of employees during breaks and lunch hours to confer on conditions of employment. Prior to entering the work area, the representative shall receive permission from the appropriate department head.

ARTICLE 3 Management Rights

Except as expressly provided in this Agreement, the Town retains the right:

1. To direct and determine the scope of operations of all Town departments;
2. To determine the means and methods by which such operations shall be conducted, including but not limited to, the introduction of new equipment and work methods;
3. To determine whether such operations shall be performed by Town personnel or shall be subcontracted to be performed by others;
4. To supervise, manage and control the work force, including, but not limited to, the right to hire, promote, transfer, and assign employees;
5. The right to determine the number of employees in any job title and to create, eliminate, amend and modify job titles, duties and functions;
6. The right to lay off employees due to lack of work or funding, as determined by the Town in its sole discretion;
7. The right to demote, discipline, suspend or discharge employees for just cause;
8. The right to determine hours and schedules of work and the standards of performance for all employees;
9. The right to conduct performance evaluations;

10. The right to take whatever actions the Town deems necessary in what the Town reasonably determines to constitute an emergency situation, where immediate action is necessary to prevent, avoid, or respond to threats to life, property, or the safety and well being of the Town, its employees, or its residents;
11. The right to exercise all other rights and responsibilities not expressly limited by this Agreement, so as to retain public control of governmental functions, and to maintain control over matters of "managerial policy within the exclusive prerogative of the public employer" within the meaning of RSA 273-A.

ARTICLE 4: Non Discrimination

- 4.1 **No Interference with Employee Rights:** Neither the Town nor the Union shall interfere with the rights of Employees covered by this Agreement to become or not become members of the Union, and there shall be no discrimination against any such Employee because of lawful Union membership or non-membership activity or status.
- 4.2 **No Discrimination.** Neither the Town nor the Union shall discriminate against any Employee covered by this Agreement in a manner which would violate any applicable law because of race, creed, color, national origin, age, sex, veteran status, physical or mental disability, marital status, pregnancy or sexual orientation, except as any of these factors may be a bona fide occupational qualification.
- 4.3. **RSA 354-A and Title VII.** The Town and the Union agree to honor and be bound by the provisions of RSA 354-A and Title VII of the Civil Rights Act of 1964, as amended, with respect to the rights of Employees in the bargaining unit to protection from discrimination in the application of the provisions of this Agreement. All such claims under this section shall be processed through the grievance procedure herein before taking action with any State or Federal agencies. This requirement shall not, however, restrict the filing of claims or complaints so as to prevent the expiration of time limits or appeal rights set forth by statute or regulation.
- 4.4 **Union Membership Not Required.** No employee shall, as a condition of employment, be required to become a member of the Union. The Union agrees that it will not interfere with the rights of any or all non-members employed by the Town.
- 4.5 **Actions Against Non-Members Prohibited.** Neither party to this Agreement shall take any action whatsoever, on nor off the job, against any Employee who chooses to become or not to become a member of the Union. Any such action or activity by either party or any of its members, whether on or off the job, shall be a violation of this Agreement.

Article 5 : No Strikes or Job Actions

- 5.1. No Job Actions by Union.** During the term of this Agreement, no Employee covered by this Agreement shall engage in, induce or encourage any strike, work stoppage, or the withholding of services or other illegal activity to or against the Town.
- 5.2. Union Officers, No Job Actions.** The Union agrees that neither it, nor any of its officers or agents, national, state or local, will call, institute, authorize, participate in, sanction or ratify any activity referred to in Section 5.1 above.
- 5.3. No Lockout.** The Town agrees that it will not participate in, induce or encourage any lockout against the Union.

Article 6: Dues Deductions

- 6.1 Dues Deduction.** Upon receipt of an individually written authorization by a Union member covered by this Agreement and approved by the authorized officer of the Union, the Town agrees to deduct from the pay of each Union member so authorized the current Union dues as certified to the Town by the Treasurer of the Union. Said deduction shall be made weekly provided, however, that if any Employee has no check coming to him/her, or if the check is not large enough to satisfy the deduction, then and in that event, no collection will be made from said employee for that week. Once each month, the town shall send the amount so deducted to the Treasurer of the Union, along with a list of the Employees from whom the dues have been withheld and the dates of the pay periods involved. In no case will the town attempt to collect fines or assessments for the Union beyond the regular dues.
- 6.2. Disputes, Employee-Union, Town Held Harmless.** Should there be a dispute between the employee and the Union over the matter of dues deduction, the Union agrees to defend and hold the Town harmless in any such dispute.
- 6.3. Dues Changes.** The Union agrees to notify the Town in writing one month in advance of any change in the amount of dues to be deducted from Employees.
- 6.4. Cost Incurred.** Upon receipt of an invoice, The Union agrees to pay the Town \$150 annually for the cost of collection and administration of dues.

ARTICLE 7 Union Representation

- 7.1 Stewards Authorized.** The Town agrees to recognize two (2) Stewards who are duly authorized by the Union.
- 7.2 Notification to the Town.** The Union shall furnish the names of the Stewards to the Town in writing and shall keep the Town advised of any changes in the individuals so certified.
- 7.3 Stewards, Use of Work Time.** The Town shall authorize time during the regular working hours without loss of time or pay, and make reasonable adjustments to the Steward's workload, to permit the Steward to represent a Union Member at an investigative interview or meeting.
- 7.4 Representation of Employees:** An employee shall be entitled to Union representation at an investigative interview or meeting if requested by the employee when that employee reasonably believes that the interview or meeting may result in disciplinary action.

ARTICLE 8 Health and Safety

- 8.1. Safe Working Conditions:** It is mutually agreed that the prevention of accidents and injuries to employees will result in greater efficiency of operations of Town government. Toward this end, the Town shall make every reasonable effort to provide and maintain safe and healthy working conditions and the Union shall fully cooperate by encouraging employees to perform their assigned tasks in a safe manner.
- 8.2. Safety and Health Regulations:** The Town shall have the right to make regulations for the safety and health of its Employees during their hours of employment. Employees shall comply with all safety rules and regulations established by the Town.
- 8.3. Safety Devices:** The Town shall provide to Employees all necessary safety equipment and clothing as is necessary to perform their jobs in a safe manner. The Town shall also provide necessary protective clothing as it determines is required for the job task performed.
- 8.4. Safety Devices, Must be used.** Proper safety devices shall be provided by the Town for all Employees engaged in work where such devices are necessary. Such devices, where provided, must be used as intended. Employees who fail to use safety devices shall be subject to discipline.

ARTICLE 9 Work Rules

- 9.1. **Work Rules and Safety Regulations.** The Town may prepare, issue and enforce work rules and safety regulations necessary for safe, orderly and efficient operations.
- 9.2. **Drug and Alcohol Rules and Testing.** The Town may prepare, issue and enforce comprehensive drug and alcohol rules and testing protocols for those employees required to hold a CDL.

ARTICLE 10 Probationary Period

- 10.1. **Probationary Period.** All newly hired employees shall be subject to a probationary period as described in the Town Personnel Policy.

ARTICLE 11 Temporary Service Out-of-Rank

- 11.1. **Temporary Service Out-of-Rank.** Any Employee who is directed by his/her supervisor to work in a position or job classification higher than the Employee's own classification shall be paid at the first step within the higher job classification pay range that is a least five percent (5%) higher than the Employee's normal rate of pay.
- 11.2. **Pay Period.** The Employee shall receive Temporary Out-of-Service pay when directed as above, for the period of time actually worked in said higher classification.

ARTICLE 12 Hours of Work

- 12.1. (a) **The regular work week for all unit employees will be forty (40) hours.** The work week shall commence at 12:01 a.m. on Sunday and end at 11:59 p.m. on Saturday. The normal work day, except for those hired with a specific work schedule as a condition of employment, shall consist of five (5) eight (8) hour days, Monday through Sunday. No employee shall be permitted to work more than sixteen consecutive hours within a twenty-four hour period.
- (b) **Maximum consecutive work hours.** After sixteen consecutive work hours have been completed by an employee, said employee shall be released from work duty for a period of not less than six hours. After said six-hour minimum release period, an

employee may be recalled for additional work duty at the discretion of the department supervisor. Public Works shall be exempt according to the U.S. Department of Transportation Federal Motor Carrier Safety Regulations.

12. 2. **Meal Period.** Each Employee shall have an unpaid meal period of not less than one half hour nor more than one hour.
12. 3. **Rest Periods.** Each Employee shall have two paid fifteen minute rest periods during the work day. The first rest period shall be taken, insofar as practicable, at about the midpoint of the morning between the commencement of work and the Employees meal period. The second rest period shall be taken, insofar as practicable, at about the midpoint of the afternoon between the conclusion of the one half hour meal period and the end of the normal work day.
- 12.4. **Public Works, Solid Waste Division Regular Hours of Work.** The Solid Waste Division shall have the following regular hours of work:
Thursday through Tuesday - 7:00 am – 3:30 pm
Wednesday – 6:00 am – 2:30 pm
12. 5. **Public Works; Highway, Buildings and Grounds and Cemetery Division(s).** The Employees employed in the Highway, Buildings and Grounds and Cemetery Division(s) shall have the following regular hours of work:
Monday through Friday - Winter – 7:00 am – 3:30 pm
Monday through Friday - Summer – 6:00 am – 2:30 pm
12. 6. **Public Works, Office Hours.** The Employees employed in the Public Works Office shall have the following regular hours of work:
Monday through Friday – 8:00 am – 5:00 pm – One hour lunch
Monday through Friday – 8:00 am – 4:30 pm – One half hour lunch
12. 7. **Water & Sewer Department.** The Employees employed in the Water & Sewer Department shall have the following regular hours of work:
Monday through Friday – 7 a.m. – 3:30 pm
Notwithstanding the foregoing schedule, employees shall work the following work schedule on a rotating basis:
Monday through Thursday – 7 a.m. – 3:30 pm
Saturday – 4 Hours ; Sunday – 4 hours
12. 8. **Schedules:** Work schedules will continue in effect for the life of this Agreement unless there is reasonable cause for the Employer to adjust such schedules. The Town will post and provide one (1) month notice to the Union of any proposed schedule change, and upon request, shall meet with the Union prior to the scheduled date of implementation. The parties agree that the final step in the grievance procedure in relation to schedule changes shall be to the Board of Selectmen.

ARTICLE 13 Wages & Salaries

- 13.1** Effective the date of signing of this agreement, employees in the bargaining unit will have their salaries retroactively adjusted to April 1, 2011 by a cost of living adjustment of two and one-half percent (2.5%).
- 13.2** Should at any time between April 1, 2012 and December 31, 2014, the Board of Selectmen implement a general cost of living increase and/or general merit increase for those non-represented Town employees covered by the Town Personnel Manual, the same cost of living increase and/or merit increase shall be given to bargaining unit members.
- 13.3** New employees may be hired at any step within their salary range, allowing for previous experience to be taken into account. An employee shall be eligible to proceed through the steps of their salary range as follows: (Subject to 13.1, only after January 1, 2012)
- (a) Upon completion of each anniversary year of employment, an employee shall be eligible for a step increase, provided a satisfactory performance evaluation has been given for the previous year.
 - (b) Any employee denied an annual increment will be advised at least sixty (60) days prior to the anniversary date of employment and provided with the reasons for such action. The employee may grieve the decision under the grievance procedure set forth in this agreement.
- 13.4** Upon completion of five (5) years of service with the Town (including any probationary period), an employee shall be entitled annually to One Hundred and Fifty Dollars (\$150.00) longevity pay; upon completion of ten (10) years of such service, an employee shall be entitled annually to Three Hundred Dollars (\$300.00) longevity pay; upon completion of fifteen (15) years of such service, an employee shall be entitled annually to Four Hundred and Forty Dollars (\$440.00) longevity pay; upon completion of twenty (20) years of such service, an employee shall be entitled annually to Six Hundred Dollars (\$600.00) longevity pay; upon completion of Twenty five (25) years of service, an employee shall be entitled to One Thousand Dollars (\$1000.00) longevity pay.

Entitlement commences in the calendar year in which the required service is completed and is continuous until the calendar year in which the individual qualifies for a higher entitlement or terminates his/her service with the town.

Longevity pay will be paid on the first pay period in the month following the month of the employee's anniversary date.

ARTICLE 14 Job Descriptions

The job descriptions for each of the classifications covered by the Collective Bargaining Agreement shall be attached hereto as Appendix A.

ARTICLE 15 Overtime

- 15.1 Overtime.** Overtime is work performed, upon direction of Supervisory staff, in excess of forty (40) hours in one work-week. Credit shall be given for all time paid but not worked during the workweek. Overtime shall be paid at one and one-half times the Employee's regular rate of pay.
- 15.2. No Offset of Overtime.** No Employee shall be relieved of duty during his/her regular hours of work in order to compensate for or offset overtime hours worked outside of the Employee's regular work shift.
- 15.3. Distribution of Overtime.** To the extent possible, overtime will be distributed as evenly as possible among the employees qualified to perform the particular job to be accomplished during overtime.
- 15.4. Payment of Overtime.** Payment for all overtime worked shall be made in the Employee's regular paycheck for the pay period in which the overtime was worked. Payment for overtime worked on the last day of a pay period may be included in the following week's paycheck.
- 15.5. Call Back.** Any Employee called back to work after having left the work premises, or called back to work on a scheduled day off, shall be guaranteed a minimum of not less than two (2) hours pay – if the employee exceeds 40 hours in the workweek due to the callback then the hours shall be computed as overtime, consistent with Section 1.
- 15.6.** Water and sewer operators subject to recall through on-call status shall receive three hours pay for the week that they are assigned to be on call. Any call outs shall be compensated as described in Section 5.

ARTICLE 16 Holidays

The following holidays are observed by the Town of Meredith:

New Year's Day	January 1 st
Civil Rights Day	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	4 th Friday in November
Christmas Day	December 25 th

- 16.1** Holidays are observed on the dates specified by the laws of the State of New Hampshire. Employees who are absent, without approval, on workdays directly preceding or following a holiday will not be paid for the holiday.
- 16.2** Holidays may be exchanged in accordance with Administrative Regulation #6.
- 16.3** Holidays falling on a Sunday will be observed on the following Monday; Holidays falling on a Saturday will be observed on the preceding Friday.
An employee who works other than a Monday through Friday schedule and who is not scheduled to work on a calendar holiday shall be given another scheduled work day off with pay or an additional day's pay at his/her regular rate of pay if funds are available.
- 16.4** Full-time employees who do not work on holidays will be paid for the holiday at the regular straight time rate (except those absent without pay on authorized leave of absence). Regular straight holiday time paid for holidays shall be considered actual time worked and shall be figured into overtime pay. Employees who work on holidays will be paid for the holidays, and time and one-half for hours worked, but in no case will such employees be credited with less than two (2) hours of pay at the time and one half rate..

Article 17 Health & Dental Insurance

- 17.1** The Town provides HMO Health Insurance coverage at no cost to the regular full-time employees and regular part-time employees working 30 hours or more. Coverage for dependents is available with a cost share of 15% of the premium by the employee. The cost share for dependent coverage shall be 15% of the cost of the HMO plan after the single employee share of the plan is paid by the employer, (15% cost share of the HMO will be applied to the remaining cost). The employee will pay any additional costs of the PPO plan. The Town may participate in a Health Reimbursement Arrangement (HRA), whereby the Town will contract with a firm to provide health insurance plans that contain a deductible, in excess of regular plan deductibles and co-pays, in an attempt to self fund a portion of the total cost of health insurance. Any deductible associated with the HRA will be paid by the Town.
- 17.2** The Town offers an Opt-Out benefit for employees who have health insurance coverage through another means. The Opt-Out amount of \$2,500 annually will be payable on a weekly basis (\$48.08) as long as the employee is employed and does not partake in health insurance coverage through the Town. The Employee must provide proof of alternative health coverage.
- 17.3** The Town reserves the right to change insurance carriers provided the level of benefit is similar to the plan provided on the date of signing of this agreement.
- 17.4** The Town provides all regular full-time and regular part-time employees working 30 hours or more with dental insurance coverage at no cost to the employee. Coverage for dependents is also available at the employee's expense.
- 17.5** After such date as determined by the Board of Selectmen, all newly hired Town employees, including newly hired employees in this bargaining unit, will pay 25% of the total cost of the health insurance plan and dental insurance plan selected – Section 1 and 4 will not apply to said employees.

ARTICLE 18 Life Insurance

- 18.1** The Town agrees to provide life insurance coverage in the amount of twenty thousand dollars (\$20,000) for each full-time employee until age 65, which then reduces to thirteen thousand (\$13,000) until age 70, when then reduces to ten thousand dollars (\$10,000). Coverage begins on the first day of the month following appointment or as soon as can be added to the Town's policy.

ARTICLE 19 Worker's Compensation Insurance

- 19.1** The Town of Meredith provides insurance to compensate employees for occupational injuries or illness pursuant to the provisions of RSA 281-A, the New Hampshire

Worker's Compensation Law. This insurance coverage protects employees from a loss of income and pays medical expenses, resulting from a workplace accident or injury.

ARTICLE 20 Vacations

20.1 Regular full-time Employees are eligible for paid vacation. Regular part-time (30hour) employees are eligible for pro-rated paid vacation. Temporary or seasonal employees are not entitled to paid vacation time. Vacation time is granted to eligible employees based upon length of service and anniversary date. If there is a break in service, eligibility for vacation will be based on the employee's current hire date. No part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.

20.2 Vacation leave shall be accrued at the following rates for full-time employees beginning with their first full month of employment:

Years of Employment	Monthly Accrual (hours)	Annual Accrual (days)
Less than five (5)	8	12
5 or more but less than 10	10	15
10 or more but less than 15	12	18

Probationary employees may not take vacation time unless approved by the Town Manager

20.3 Vacation leave shall be used at the rate of eight hours of paid leave for each normal workday for which the employee is absent. Vacation leave may be used in increments as desired by the employee and approved by their supervisor. Vacation leave may not be used in advance of accrual. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared at, and during the time requested, subject to the approval of the supervisor.

20.4 Employees shall submit their vacation requests as early as possible in the calendar year, and in any case, at least two weeks before a requested starting date. In cases where too many requests are made for a particular time for all to be approved, employees with the earliest request with sufficient accrued vacation leave shall be given preference.

20.5 An eligible employee who resigns, is discharged or retires will promptly thereafter receive the unused vacation allowance to which they may then be entitled. In the case of eligible employees who die, a vacation pay allowance will be made accordingly.

20.6 All paid vacation leave may accumulate up to a maximum of two hundred and forty (240) hours of such leave and carried into the next year. Any earned vacation in excess of 240 hours that is unused at the end of the calendar year shall be forfeited.

ARTICLE 21 Sick Leave

21.1 Full-time employees shall accrue sick leave at the rate of eight (8) hours per month of service to the Town, to an annual total of twelve (12) days each calendar year. Regular part-time employees (30 Hours) shall accrue sick leave on a pro-rated basis.

21.2 Unused sick days may accumulate from year to year, but shall not exceed four hundred and eighty (480) hours. Any earned sick days in excess of 480 hours that are unused at the end of the year shall be forfeited.

21.3 Three (3) days of sick leave may be traded for one (1) vacation day to a maximum of five (5) vacation days per year (only after a bank of ten (10) sick days have been retained).

21.4 Upon termination from employment for any reason other than dismissal for just cause, an employee shall receive payment in a sum equal to one-third (1/3) the remaining earned sick leave days.

21.5 An employee may utilize his/her sick leave for the following purposes:

- (a) Personal illness
- (b) Serious illness of the immediate family where the employee's attendance is required
- (c) Doctor, dental or other health care appointments for the employee or immediate family members for whom the employee is responsible.

21.6 Sick leave shall be charged in no less than one-half hour increments.

21.7 Department Heads or their designees have authority to grant sick leave for the purposes herein stated. A certifying statement from an examining physician may be required when, for reasonable cause, the Town believes that the employee's use of sick leave does not conform to the reasons and requirements for sick leave use set forth in this Agreement. Failure to provide such verification, if requested, may result in loss of pay for the leave taken. Further disciplinary action may also be taken, up to, and including, dismissal.

21.8 The Town reserves the right to require any employee who is ill or disabled and who desires to work to:

- (a) Furnish an examining physician's certification that the employee is able to perform the duties of his/her job, or
- (b) To submit to a medical examination by a physician chosen by the Town and at the Town's expense, or both.

- 21.9 In order to receive pay for sick days, an employee must notify their Department Head, or designee, within one half hour before the normal start of the employee's work day, unless unable to do so
- 21.10 Employees who do not report to work due to illness must contact their Supervisor on a daily basis relative to the need for and status of their absence, unless otherwise directed.
- 21.11 An employee may, at his/her option, participate in the Town Sick Leave Bank (see Administrative Regulation #15). This option is available to new employees upon hire. In addition, there shall be an open enrollment period each calendar year should an employee opt to participate at a later date.
- 21.12 The Town agrees to grant FMLA in accordance with existing Town Policy.

ARTICLE 22 Military Leave

- 22.1 The Town will grant leaves of absence without pay to regular full-time employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States.
- 22.2 An employee in the military reserve will be afforded the required time off to complete his/her training and drill obligations. The employee must present a copy of his/her official order or instructions to the Town Manager. This information will be made a part of his/her permanent personnel record.
- 22.3 The Town of Meredith will comply with re-employment rights prescribed by law when an employee enlists or is recalled to active Armed Forces Duty, for a time period beyond normal annual training and drill obligations.
- 22.4 Upon return from military leave of absence, the employee's rate of pay and other benefits will remain the same as if the employee had worked continuously with the Town in the job held when such leave was granted. The employee shall notify the Town Manager of his/her availability to return to work.
- 22.5 Upon return from military leave of absence, every effort will be made to place the employee in his/her previous position. In the event that the employee's previous position has been filled, he/she will be placed in a position with comparable status, pay and responsibility.

ARTICLE 23 Jury Duty

- 23.1 An employee who is summoned and reports for jury duty, as prescribed by applicable law, will be granted paid leave at their regular rate of pay. The employee will submit to the Town the daily jury duty fee paid by the Court or agency (not including travel allowance or reimbursement of expenses or lodging). The Employee must show the jury summons to their Department as soon as notice is received.
- 23.2 While serving jury duty, the employee shall notify his/her Supervisor on a daily basis of the status. If an employee is excused from jury duty during regular working hours, he/she shall return to work.

ARTICLE 24 Bereavement Leave

- 24.1 Employees bereaved by the death of a relative will be granted time off from work without loss of pay in accordance with the following:
- 24.2 In the event of the death of a member of the employee's immediate family, the employee will be granted up to three (3) days off with pay, one of which shall be the date of the funeral. Immediate family includes spouse, children (natural or adopted), stepchildren, parents, parents-in-law, brothers, sisters, stepparents, stepbrothers, stepsisters, grandparents and grandchildren of the employee.
- 24.3 Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Town Manager. Employees seeking such additional unpaid time off must demonstrate the need for the time off.
- 24.4 In the event an employee is on paid vacation at the time of the death of the relative, the bereavement leave will not be charged against the employee's vacation credit. Additional vacation days may be granted to compensate for those days used as bereavement leave.

Article 25 Administrative Leave

- 25.1 The Town Manager may grant paid administrative leave to employees. Examples could include, but not necessarily be limited to, extreme weather conditions, disaster and days of national mourning or celebration.

Article 26 Promotions & Job Postings

When Management determines that a vacant position in this bargaining unit is to be filled, the following procedures shall apply:

- 26.1** Employees will be notified, via e-mail, as to the title of the open position, the location, salary range, closing date of application, job description and minimum qualifications
- 26.2** Applications will be solicited internally for a period of 5 days following said announcement.
- 26.3** Positions shall be filled by selection from among the qualified applicants who are employees under this agreement. In the event two or more equally qualified applications meet the criteria, seniority will be the basis for appointment.
- 26.4** If it is determined that there are no qualified internal applicants, then the position may be filled externally.
- 26.5** The parties agree that the final step of the grievance procedure in relation to this article shall be to the Board of Selectmen.
- 26.6** Nothing in this article shall prevent Management from soliciting applications simultaneously from internal and external candidates.

Article 27 Layoff & Recall

- 27.1** The Town reserves the right to lay off any employee, without discredit to the employee, if circumstances dictate that such layoff is necessary for the public's best interest. Decisions that such layoff is necessary shall be made by the Town Manager.
- 27.2** In the event a layoff occurs within a pay position group; if skill, qualifications and ability are equal, length of service shall be the determining factor.
- 27.3** An employee, if qualified therefore, shall be offered a lower paid position if a vacancy in such a position exists. Acceptance of such a position shall in no way prejudice the employee's return to his/her former position, should rehiring take place.
- 27.4** No employee shall be laid off without at least two weeks notice.

Article 28 Seniority

- 28.1** An employee's seniority shall be the length of continuous service from the date of hiring, and shall be calculated on the basis of years, months and days of service. Should there be a voluntary interruption or break in service of greater than five (5) working days, seniority shall commence as of the date of last hiring. Should the break in service be due to a reduction in force, prior seniority will be returned upon re-entrance into full time employment.
- 28.2** Seniority List. The Town shall establish and maintain a seniority list which list shall be subject to amendment from time to time as circumstances warrant. Employees shall be listed in the order of their decreasing seniority according to their date of hire. The list shall also state each employee's job classification and the Department and Division to which the employee is assigned.
- 28.3** Division Seniority List. The Town shall also establish a Division seniority list which list shall be subject to amendment from time to time as circumstances warrant. Employees shall be listed according to their decreasing seniority within the Division to which they are assigned by classification. Seniority for all work within the Division shall be determined by the Division seniority list.

Article 29 Discipline

- 29.1** The parties agree that the Town shall have the right to discipline employees for just cause, which cause shall not be arbitrary, capricious or discriminatory. An employee may be disciplined by verbal reprimand, written reprimand, suspension or dismissal. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation and will be imposed in a timely manner.
- 29.2** Where an employee alleges that he/she has been disciplined in violation of clause 29.1, the employee may, within ten (10) working days of the disciplinary action taking place, invoke the grievance procedure as set out in this agreement. The parties agree that the final step of the grievance procedure in relation to verbal and written warnings shall be to the Board of Selectmen. The final step of the grievance procedure in relation to suspension or dismissal shall be Arbitration.
- 29.3** (a) For the purposes of this Article, there shall be only one official personnel file, the location of which the employee shall be advised.

(b) No document entered into an employee's personnel file without his/her knowledge will be used as grounds for any disciplinary action.

- 29.4 Where the Town pre-arranges a meeting with an employee for the purpose of discussing impending disciplinary action as per 29.1 hereof, the employee shall be advised in advance in order that the employee may arrange to have a Union representative attend the meeting. The parties agree that in all cases the principles of "Weingarten" and "Garrity" and other applicable case law shall be observed.
- 29.5 Nothing in this article shall be construed as diminishing the Employee's or the Town's rights under State or Federal Law for items that arise outside the scope of this agreement.

Article 30 Grievance Procedure

- 30.1 The purpose of this Article is to provide a mutually acceptable procedure for adjusting grievances arising from an alleged violation, misinterpretation or misapplication with respect to one or more unit employees or any provision of the Agreement.
- 30.2 A grievance is defined as a dispute or difference of opinion raised by an Employee covered by the Agreement, or by the Union or the Town involving the meaning, interpretation or application of the express provisions of the Agreement. A grievance must be in writing and must state the specific provision in this Agreement that has allegedly been violated. Further, the specific relief sought must be indicated by the party raising such grievance.
- 30.3 The grievance must be filed within ten (10) working days of the alleged violation or of the grievant's first knowledge thereof.
- 30.4 Grievance Steps: Step 1 – Immediate Supervisor
 Step 2 - Department Head
 Step 3 - Town Manager
 Step 4 - Board of Selectmen
 Step 5 - Arbitration
- 30.5 Grievances shall, wherever possible, be heard at each step of the grievance procedure within ten (10) working days of receipt by the person involved at that step. A decision shall be rendered in writing to the grievant within ten (10) working days of the close of the hearing. Any appeal of the decision shall be in writing to the next level within ten (10) working days.

- 30.6** Where a grievance has been referred to Arbitration, a decision shall be rendered in writing by the Arbitrator to the parties and to the grievant within thirty (30) calendar days of the close of the Arbitration Hearing.
- 30.7** In any case where a decision is not received within the specified time, the grievant may automatically appeal to the next level.
- 30.8** In any case where a grievant fails to appeal a decision within the specified time, the last decision shall be considered final and the grievance resolved.
- 30.9** The decision of the Arbitrator shall be binding upon both parties. .
- 30.10** If the Union and the Town are unable to mutually agree upon an Arbitrator, the Union shall ask the New Hampshire Public Employee Labor Relations Board to provide the parties with a list of seven (7) arbitrators. An arbitrator shall be chosen by the Union and the Town alternately striking one name at a time from the list, the last remaining candidate shall be the arbitrator.
- 30.11** All expenses charged by the arbitrator shall be divided equally between the parties. Each side shall be responsible for the costs of any witnesses it may call.
- 30.12** In any case where the rights of the Union as opposed to the rights of the Employees are affected, the Union may file a grievance in its own name through any of its agents or officers. A grievance initiated by the Union against the Town shall be filed directly with the Town Manager.
- 30.13** A Union Staff Representative may substitute for the Steward and vice versa in the various steps of this procedure
- 30.14** Either or both parties shall have, upon written notice, one (1) automatic three (3) work day time extension. Said time extension is available once for each side in any single grievance case. Any other time limits may be extended by mutual agreement.
- 30.15** As used herein, "working day" shall mean Monday through Friday, excluding holidays listed in Article 16.

Article 31 Uniforms, Boots and Safety Glasses

- 31.1** Uniforms, Boots and Safety Glasses shall be distributed and administered in accordance with Administrative Regulation #27.

- 31.2 The Employer agrees to notify the union of any proposed changes to the existing regulation, and, if requested, will meet and confer with the union prior to implementing any changes.

Article 32 Miscellaneous

- 32.1 All rules and regulations of the Town of Meredith and amendments thereto shall be reduced to writing and sent via electronic means to all employees.
- 32.2 Employees shall be reimbursed for the loss of or damage to, as a result of official duties, any personal property which is not provided by the Town, and which the Employee must provide to do their job, except for insurance reimbursements received by the Employee. Personal motor vehicles used by the Employee must be insured with the insurance coverage and use of the motor vehicle, approved by the Town prior to any use of the personal motor vehicle. Employees shall notify and obtain written approval from the Town for any such personal property they intend to use.
- 32.3 Any Employee who is required to use their personal vehicle for Town business shall be paid for all miles driven at the rate allowed by the Internal Revenue Service for Federal tax purposes.
- 32.4 Any employee who is required to travel away from their normal work site on Town business for any purpose shall be reimbursed for any and all reasonable meal, travel and lodging costs associated with such travel, not including mileage which is covered above. Only meals which occur outside the Employee's normal work hours shall be reimbursed, except when the employee is attending a day long program where the meal is not provided.

Article 33 – Stability of Agreement

- 33.1 In the event that any provision of this agreement at any time after execution shall be declared invalid by any court of competent jurisdiction, or abrogated by law, such decision shall not invalidate the entire agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE 34 Notices

- 34.1 Whenever a written legal notice is required to be given by the Town to the Association, such notice shall be given to the President of the SEANH/SEIU Local 1984 with offices in Concord, New Hampshire.
- 34.2 Whenever written legal notice is required to be given by the Association to the Town, such notice shall be given to the Town Manager with offices in Meredith, New Hampshire.

ARTICLE 35 Duration and Re-Opening

- 35.1 This agreement shall remain in full force and effect from the date of signing through December 31, 2014.
- 35.2 Renegotiation of this agreement will be effected by written notification by one party to the other at least one hundred and twenty (120) days prior to the termination of this agreement. Negotiations shall commence within two weeks of receipt of such notice.

In witness whereof, the parties hereto have caused these presents to be signed by their duly authorized officers and representatives, this 1st day of April, 2011.

FOR THE UNION

Gene Marie Welch
John Finnie
UNK
John Walsh
John C. B...
Benj W...

FOR THE TOWN

[Signature]
Herb Vadney
Carb...
Nath J2
PoPo...

Town of Meredith wage/dues schedule as of 4/1/12

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 01												
Annual	23649.60	24273.60	24835.20	25459.20	26083.20	26748.80	27414.40	28100.80	28828.80	29536.00	30264.00	31033.60
Weekly	454.80	466.80	477.60	489.60	501.60	514.40	527.20	540.40	554.40	568.00	582.00	596.80
Hourly	11.37	11.67	11.94	12.24	12.54	12.86	13.18	13.51	13.86	14.20	14.55	14.92
Dues	5.69	5.84	5.97	6.12	6.27	6.43	6.59	6.76	6.93	7.10	7.28	7.46
Grade 02												
Annual	27372.80	28017.60	28724.80	29432.00	30160.00	30929.60	31699.20	32510.40	33342.40	34132.80	34985.60	35838.40
Weekly	526.40	538.80	552.40	566.00	580.00	594.80	609.60	625.20	641.20	656.40	672.80	689.20
Hourly	13.16	13.47	13.81	14.15	14.50	14.87	15.24	15.63	16.03	16.41	16.82	17.23
Dues	6.58	6.74	6.91	7.08	7.25	7.44	7.62	7.82	8.02	8.21	8.41	8.62
Grade 03												
Annual	28724.80	29432.00	30160.00	30929.60	31699.20	32510.40	33342.40	34132.80	34985.60	35838.40	36774.40	37689.60
Weekly	552.40	566.00	580.00	594.80	609.60	625.20	641.20	656.40	672.80	689.20	707.20	724.80
Hourly	13.81	14.15	14.5	14.87	15.24	15.63	16.03	16.41	16.82	17.23	17.68	18.12
Dues	6.91	7.08	7.25	7.44	7.62	7.82	8.02	8.21	8.41	8.62	8.84	9.06
Grade 04												
Annual	30160.00	30929.60	31699.20	32510.40	33342.40	34132.80	34985.60	35838.40	36774.40	37689.60	38563.20	39488.52
Weekly	580.00	594.80	609.60	625.20	641.20	656.40	672.80	689.20	707.20	724.80	741.60	760.40
Hourly	14.50	14.87	15.24	15.63	16.03	16.41	16.82	17.23	17.68	18.12	18.54	19.01
Dues	7.25	7.44	7.62	7.82	8.02	8.21	8.41	8.62	8.84	9.06	9.27	9.51

Town of Meredith wage/dues schedule as of 4/1/12

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 05												
Annual	31699.20	32510.40	33342.40	34132.80	34985.60	35838.40	36774.40	37689.60	38563.20	39540.80	40518.40	41537.60
Weekly	609.60	625.20	641.20	656.40	672.80	689.20	707.20	724.80	741.60	760.40	779.20	798.80
Hourly	15.24	15.63	16.03	16.41	16.82	17.23	17.68	18.12	18.54	19.01	19.48	19.97
Dues	7.62	7.82	8.02	8.21	8.41	8.62	8.84	9.06	9.27	9.51	9.74	9.99
Grade 06												
Annual	33342.40	34132.80	34985.60	35838.40	36774.40	37689.60	38563.20	39540.80	40518.40	41537.60	42515.20	43596.80
Weekly	641.20	656.40	672.80	689.20	707.20	724.80	741.60	760.40	779.20	798.80	817.60	838.40
Hourly	16.03	16.41	16.82	17.23	17.68	18.12	18.54	19.01	19.48	19.97	20.44	20.96
Dues	8.02	8.21	8.41	8.62	8.84	9.06	9.27	9.51	9.74	9.99	10.22	10.48
Grade 07												
Annual	34985.60	35838.40	36774.40	37689.60	38563.20	39540.80	40518.40	41537.60	42515.20	43596.80	44678.40	45801.60
Weekly	672.80	689.20	707.20	724.80	741.60	760.40	779.20	798.80	817.60	838.40	859.20	880.80
Hourly	16.82	17.23	17.68	18.12	18.54	19.01	19.48	19.97	20.44	20.96	21.48	22.02
Dues	8.41	8.62	8.84	9.06	9.27	9.51	9.74	9.99	10.22	10.48	10.74	11.01
Grade 08												
Annual	36774.40	37689.60	38563.20	39540.80	40518.40	41537.60	42515.20	43596.80	44678.40	45801.60	46904.00	48027.20
Weekly	707.20	724.80	741.60	760.40	779.20	798.80	817.60	838.40	859.20	880.80	902.00	923.60
Hourly	17.68	18.12	18.54	19.01	19.48	19.97	20.44	20.96	21.48	22.02	22.55	23.09
Dues	8.84	9.06	9.27	9.51	9.74	9.99	10.22	10.48	10.74	11.01	11.28	11.55
Grade 09												
Annual	38563.20	39540.80	40518.40	41537.60	42515.20	43596.80	44678.40	45801.60	46904.00	48027.20	49212.80	50460.80
Weekly	741.60	760.40	779.20	798.80	817.60	838.40	859.20	880.80	902.00	923.60	946.40	970.40
Hourly	18.54	19.01	19.48	19.97	20.44	20.96	21.48	22.02	22.55	23.09	23.66	24.26
Dues	9.27	9.51	9.74	9.99	10.22	10.48	10.74	11.01	11.28	11.55	11.83	12.13
Grade 10												
Annual	40518.40	41537.60	42515.20	43596.80	44678.40	45801.60	46904.00	48027.20	49212.80	50460.80	51708.80	53249.60
Weekly	779.20	798.80	817.60	838.40	859.20	880.80	902.00	923.60	946.40	970.40	994.40	1019.20
Hourly	19.48	19.97	20.44	20.96	21.48	22.02	22.55	23.09	23.66	24.26	24.86	25.48

Town of Meredith wage/dues schedule as of 4/1/12

	9.74	9.99	10.22	10.48	10.74	11.01	11.28	11.55	11.83	12.13	12.43	12.74
Dues	9.74	9.99	10.22	10.48	10.74	11.01	11.28	11.55	11.83	12.13	12.43	12.74
Grade 11												
Annual	42515.20	43596.80	44678.40	45801.60	46904.00	48027.20	49212.80	50460.80	51708.80	52998.40	54267.20	55598.40
Weekly	817.60	838.40	859.20	880.80	902.00	923.60	946.40	970.40	994.40	1019.20	1043.60	1069.20
Hourly	20.44	20.96	21.48	22.02	22.55	23.09	23.66	24.26	24.86	25.48	26.09	26.73
Dues	10.22	10.48	10.74	11.01	11.28	11.55	11.83	12.13	12.43	12.74	13.05	13.37
Grade 12												
Annual	44678.40	45801.60	46904.00	48027.20	49212.80	50460.80	51708.80	52998.40	54267.20	55598.40	56992.00	58385.60
Weekly	859.20	880.80	902.00	923.60	946.40	970.40	994.40	1019.20	1043.60	1069.20	1096.00	1122.80
Hourly	21.48	22.02	22.55	23.09	23.66	24.26	24.86	25.48	26.09	26.73	27.40	28.07
Dues	10.74	11.01	11.28	11.55	11.83	12.13	12.43	12.74	13.05	13.37	13.70	14.04
Grade 13												
Annual	46904.00	48027.20	49212.80	50460.80	51708.80	52998.40	54267.20	55598.40	56992.00	58385.60	59820.80	61256.00
Weekly	902.00	923.60	946.40	970.40	994.40	1019.20	1043.60	1069.20	1096.00	1122.80	1150.40	1178.00
Hourly	22.55	23.09	23.66	24.26	24.86	25.48	26.09	26.73	27.40	28.07	28.76	29.45
Dues	11.28	11.55	11.83	12.13	12.43	12.74	13.05	13.37	13.70	14.04	14.38	14.73
Grade 14												
Annual	49212.80	50460.80	51708.80	52998.40	54267.20	55598.40	56992.00	58385.60	59820.80	61256.00	62816.00	64334.40
Weekly	946.40	970.40	994.40	1019.20	1043.60	1069.20	1096.00	1122.80	1150.40	1178.00	1208.00	1237.20
Hourly	23.66	24.26	24.86	25.48	26.09	26.73	27.40	28.07	28.76	29.45	30.20	30.93
Dues	11.83	12.13	12.43	12.74	13.05	13.37	13.70	14.04	14.38	14.73	15.10	15.47

DRAINAGE CREW CHIEF

Public Works Department

JOB SUMMARY

Performs expert work installing drainage culverts and setting drainage structures. Also performs skilled labor in the operation of road graders and skilled work in the operation of all heavy duty trucks and equipment. Related duties involve the construction, repair, cleaning and maintenance of all town roads, drainage systems, parks and other facilities. Performs semi-skilled work on construction and maintenance projects and may undertake manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director or his designee who assigns work in progress and/or at completion and provides instructions as necessary. Duties are performed according to established and specified procedures without direct supervision. Work is reviewed for conformance with instructions and the safety and care exercised in operating equipment.

SUPERVISION EXERCISED:

May supervise and direct crew activities on assigned projects.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs expert work laying culvert pipes, building and cleaning drainage structures, catch basins and drop inlets. Must be capable of setting grades with level and able to calculate slopes using basic math.
2. Must be able to operate the following pieces of equipment: grader, truck, backhoe, York rake, front end loader, roller, bucket truck, street sweeper, snowplow and wing or similar pieces of equipment as needed. Services equipment and makes minor field repairs and adjustments, reports need for major repairs to supervisor. Operates dump, flat bed and trucks and trailers in picking up and delivering of various materials, debris and supplies; road maintenance and street construction work; hauls pipe, cold patch, sand, gravel, rocks, etc. Services vehicles with oil, gas and water and performs minor maintenance work on the equipment; notifies supervisor of any repair needs.
3. Performs other various semi-skilled tasks essential to public works and utilities operations such as mowing, sweeping, raking, digging, rock picking, shoveling, when not engaged in equipment operation. Lays asphalt and cold patch and paints lines or marking on streets. May be required to operate jack hammer.
4. Performs seasonal cleanup operations such as operating tractors; operates chain saws, weed whackers, saws for limbing trees and clearing brush and weeds; erects snow fences, builds retaining walls, repairs fences, plants trees, mows roadsides, sweeps sidewalks, painting of roads; making and erecting road signs, cold patching, maintaining and reconstructing roads. Installs and removes dock and ramps and repairs docks.
5. Operates on an emergency and a seasonal basis, trucks and equipment for winter snow maintenance and removal, including plowing, sanding, spreading salt and hauling snow.
6. May perform bodywork and equipment painting as needed.

DRAINAGE CREW CHIEF

Public Works Department

JOB SUMMARY

Performs expert work installing drainage culverts and setting drainage structures. Also performs skilled labor in the operation of road graders and skilled work in the operation of all heavy duty trucks and equipment. Related duties involve the construction, repair, cleaning and maintenance of all town roads, drainage systems, parks and other facilities. Performs semi-skilled work on construction and maintenance projects and may undertake manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director or his designee who assigns work in progress and/or at completion and provides instructions as necessary. Duties are performed according to established and specified procedures without direct supervision. Work is reviewed for conformance with instructions and the safety and care exercised in operating equipment.

SUPERVISION EXERCISED:

May supervise and direct crew activities on assigned projects.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs expert work laying culvert pipes, building and cleaning drainage structures, catch basins and drop inlets. Must be capable of setting grades with level and able to calculate slopes using basic math.
2. Must be able to operate the following pieces of equipment: grader, truck, backhoe, York rake, front end loader, roller, bucket truck, street sweeper, snowplow and wing or similar pieces of equipment as needed. Services equipment and makes minor field repairs and adjustments, reports need for major repairs to supervisor. Operates dump, flat bed and trucks and trailers in picking up and delivering of various materials, debris and supplies; road maintenance and street construction work; hauls pipe, cold patch, sand, gravel, rocks, etc. Services vehicles with oil, gas and water and performs minor maintenance work on the equipment; notifies supervisor of any repair needs.
3. Performs other various semi-skilled tasks essential to public works and utilities operations such as mowing, sweeping, raking, digging, rock picking, shoveling, when not engaged in equipment operation. Lays asphalt and cold patch and paints lines or marking on streets. May be required to operate jack hammer.
4. Performs seasonal cleanup operations such as operating tractors; operates chain saws, weed whackers, saws for limbing trees and clearing brush and weeds; erects snow fences, builds retaining walls, repairs fences, plants trees, mows roadsides, sweeps sidewalks, painting of roads; making and erecting road signs; cold patching, maintaining and reconstructing roads. Installs and removes dock and ramps and repairs docks.
5. Operates on an emergency and a seasonal basis, trucks and equipment for winter snow maintenance and removal, including plowing, sanding, spreading salt and hauling snow.
6. May perform bodywork and equipment painting as needed.

7. Performs other duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Must know the essentials of basic math and requires the ability to use levels and set grades for pipe and structures. Must possess knowledge of the functions, operating methods, safety and care required in the use of heavy duty equipment in public works projects; be skilled in the operation, maintenance and care of heavy duty equipment; knowledge of the work hazards, safety practices and traffic laws relating to the operation and maintenance of construction equipment. Must be able to drive heavy duty trucks and equipment; able to use simple hand tools and power tools safely and efficiently; able to perform simple and routine manual labor as well as to perform heavy physical labor under adverse weather conditions and for prolonged periods of time; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with supervisors, other employees and the public.

MINIMUM EDUCATION AND EXPERIENCE QUALIFICATIONS:

Must possess a high school graduation diploma or equivalent; have six years road grader and other heavy duty equipment experience; possession of a valid NH CDL-B driver license; possession of sufficient physical ability to perform required tasks; OR the combination of education and experience which demonstrates the possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communication with others, talking is required; for taking instructions from others hearing and reading are required; for doing the job correctly and effectively sight is required; for the detection of odors such as electrical smoke, noxious gases, etc., smelling is required. It is required to use hands to finger and feel objects, tools or controls; required to reach with hands and arms. Physical effort is necessary in performing duties which require walking, standing, bending, stretching, and lifting. May be required to exert significant physical effort such as lifting and carrying of heavy equipment and materials (frequently up to 50 pounds and occasionally of 75-100 pounds). Regularly involves work outdoors under varying and extreme weather conditions and temperatures, sometimes for prolonged periods of time with exposure to long periods of sunlight; employee may be exposed to excessive noise from heavy duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, fumes, solvents, etc. Work requires standing and walking on rough, uneven, wet, icy and slippery surfaces, including dirt, asphalt and concrete. Will involve exposure to minor injuries such as cuts and bruises; poisonous plants, insects and bees.

MEREDITH, NH
2001

SOLID WASTE FACILITY LABORER

JOB SUMMARY

Performs routine and manual laboring duties at the solid waste/recycling facility.

SUPERVISION RECEIVED

Works under the general supervision of the Solid Waste Coordinator. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Knows, understands, and implements the solid waste/recycling facility operating rules and procedures.
2. Assists residents and commercial users in the appropriate placement of refuse and recyclable materials.
3. Maintains the cleanliness and neatness of the facility; removes snow in winter.
4. Sorts and bails materials.
5. Operates loaders.
6. Assists in all matters related to the operation of a solid waste/recycling facility.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, materials, and equipment used in municipal solid waste operations; knowledge of hazards and safety precautions common to machinery and equipment utilized in the solid waste industry. Ability to follow written and oral instructions; ability to communicate effectively; ability to maintain effective working relationships with supervisors, employees, and the public.

MINIMUM QUALIFICATIONS

High school diploma or equivalent; some experience in heavy manual labor; experience in municipal solid waste industry desirable; possession of a valid driver's license; Department of Environmental Services certification desired; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gases, etc, smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to excessive noise from heavy compacting and heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, solvents, household garbage, etc. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

MEREDITH, NH
2001

SOLID WASTE FACILITY ATTENDANT

JOB SUMMARY

Performs a variety of routine and semi-skilled laboring duties involving disposal of refuse, the separation of recyclable materials, and other functions related to the solid waste/recycling facility, including assisting customers.

SUPERVISION RECEIVED

Works under the direct supervision of the Solid Waste Coordinator and under the general supervision of the Public Works Director. Supervisors assign work and review work in progress and/or at completion. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Knows, understands, and implements the solid waste/recycling facility operating rules and procedures.
2. Assists residents and commercial users in the appropriate placement of refuse and recyclable materials. Answers public's questions in person and over the telephone.
3. Separates recyclable materials, including scrap metal; loads trucks with recyclable materials; may schedule pick up of recyclable goods and refuse.
4. Operates trash compactor, baler, and related equipment; grinds plastic items; crushes oil filters; removes freon from refrigeration and air conditioning units.
5. Operates Bobcat and other equipment, including truck, loader, and fork lift.
6. Maintains the cleanliness and neatness of the facility; removes snow in winter; beautifies grounds, including mowing lawn and picking up loose refuse.
7. Checks and issues permits for use of the facility by the public.

8. Opens and closes buildings and gates according to schedule; guards against vandalism and unlawful entry by locking gates.
 9. May operate scale and receive money.
 10. Assists in all matters related to the operation of a solid waste/recycling facility.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, materials, and equipment used in municipal solid waste operations; knowledge of hazards and safety precautions common to machinery and equipment utilized in the solid waste industry; knowledge of and the ability to drive some equipment. Ability to use simple hand and power tools; ability to learn recycling methods; ability to perform prolonged heavy physical labor under even adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine task for prolonged periods; ability to follow written and oral instructions; ability to communicate effectively; ability to maintain effective working relationships with supervisors, employees, and the public.

MINIMUM QUALIFICATIONS

High school graduate or equivalent; experience in heavy manual labor; experience in municipal solid waste industry; possession of a Department of Environmental Services certificat; possession of a CDL-B; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gases, etc.; smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to excessive noise from heavy compacting and heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, solvents, household garbage, etc. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to

minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

MEREDITH, NH
2001

SOLID WASTE FACILITY COORDINATOR

JOB SUMMARY

Performs responsible supervisory and administrative work involved with the operation of the solid waste/recycling facility. Administers deposit and/or removal of material, waste, and recyclables, and oversees employees' work schedules and performance.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director who outlines general policies and guidelines, periodically reviews work, and approves expenditures. Also confers with Public Works Director when unusual problems arise.

SUPERVISION EXERCISED

Provides direct supervision to Attendants. Assigns work to subordinates and reviews work in progress and/or at completion for conformance with instructions and for the safety and care exercised in operating equipment.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Knows, understands, and administers the solid waste/recycling facility operating rules and procedures.
2. Supervises, disciplines, and evaluates the performance of all solid waste/recycling facility personnel.
3. Administers and supervises deposit and/or removal of all material; schedules trash deliveries. Locates market for recyclable materials.
4. Oversees the separation of recyclable materials, including the separation of scrap metal. Oversees and inspects any landfill material and burning areas. Supervises tire acceptance, scheduling, and disposal. Supervises stump refusal and acceptance, scheduling, and/or disposal.
5. Administers placement, loading, condition, and scheduling of all trailers and equipment.
6. Supervises computer and scale operation.

7. Oversees and inspects cleanliness, neatness, and attractiveness of the facility.
 8. Deals with the public in a professional manner.
 9. Sorts and bails materials.
 10. Supervises and finalizes any required reports to the Public Works Director.
 11. Conducts inventory of parts and tools, as required. Administers and inspects buildings and equipment for depreciation and submits repair orders through Public Works. Requisitions purchases through Public Works Director.
 12. Reviews suggestions, problems, and major decisions with Public Works Director.
 13. Organizes annual Hazardous Waste Day.
 14. Attends Solid Waste meetings as required.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods, materials, and equipment used in municipal solid waste operations, knowledge of hazards and safety precautions common to machinery and equipment utilized in the solid waste industry; knowledge of and the ability to drive some equipment. Some knowledge of hazardous waste disposal. Ability to organize, coordinate and occasionally supervise the work of others; ability to maintain effective working relationships with employees, the public, and other departments; ability to communicate effectively.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, plus six years experience in municipal solid waste industry, including two years supervisory experience; possession of a valid NH operator's license; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gases, etc, smelling is required. Required to use hands to

finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to excessive noise from heavy compacting and heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, solvents, household garbage, etc. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

**Town of Meredith, New Hampshire
Position Description**

Position Title: Public Works Operations Manager

Department: Public Works

Reports To: Director of Public Works

Date: March 2004

GENERAL SUMMARY:

Under direction of Director of Public Works ~~or Assistant Public Works Director, when necessary,~~ responsible for directing the Public Works Department's Buildings & Grounds and Cemetery divisions in their daily operations and maintenance activities for all Town Buildings, Grounds, Parks, ~~Beaches, and Athletic Fields.~~

ESSENTIAL JOB FUNCTIONS:*

- Plans, organizes, directs and evaluates work of Division employees including Cemetery and Buildings & Grounds. Prioritizes daily work with Director of Public Works.
- Works closely with Director of Public Works to requisition and maintain necessary materials and supplies for all Town buildings.
- Plans, schedules, and coordinates the completion of major projects including those associated with the Town Cemeteries and Town Buildings and Grounds.
- Assists Director of Public Works ^{Info} with bid specifications for the purchase of equipment, supplies, and services; evaluates bids received and recommends awards to bidders.
- Works closely with the Director in regards to the development of new projects including building renovations, mechanical facilities, and structures; serves as project manager; Interfaces with architects, contractors, fire and code enforcement, and the public.
- Employs and oversees independent contractors hired to complete work for the Town as well as assists contractors with required building needs.
- Responds to citizen inquiries, questions, and complaints; initiates corrective action to resolve problems and informs the Director of corrective actions taken.
- ^{Gives input} Prepares and submits ^{for} to the Public Works Director, the operating budget for Cemetery and Buildings & Grounds; ~~monitors budget and recommends adjustments as necessary.~~
- Performs a variety of skilled maintenance and repair work. Responsible for daily building checks on equipment and performs routine diagnostics.
- Oversees all facets of Meredith Cemeteries.
- Oversees training of staff on the equipment, materials, and proper work and safety techniques. Assists in training employees in minor mechanical operations and building auditing process. This includes understanding the operation of the equipment and maintaining training standards.

Facility Use permits

Continued...

- Assists other Departments with maintenance needs.
- Responds to, investigates and assists with citizen and tenant complaints as directed by Director.
- Assists Director with recruiting, interviewing, and selection of Buildings & Grounds and Cemetery personnel; recommends employee disciplinary actions and dismissals to the Director.
- Set-up and breakdown of election polls and meeting sites for Municipal, State, and Federal events.

OTHER DUTIES AND RESPONSIBILITIES:

- Provides emergency services when required.
- Coordinates and performs maintenance of all Town buildings and grounds including; plowing, shoveling, sanding, and salting during storms when necessary.
- Responds to after hour weather and other emergencies on an on-call basis.
- Promotes and maintains positive community relations.
- Performs other related duties as required.
- Coordinates and assists with Parks & Recreation department on all functions and events within Town facilities and on Town grounds.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of managerial and business administration, maintenance & construction project administration equivalent to completion of a high school diploma along with advanced courses from a technical school and four to seven years of related experience, or equivalent combination of education and experience. Must possess a valid State of New Hampshire CDL class B driver's license.

Extensive experience and expertise in public conduct, particularly as it relates to irate residents.

Thorough knowledge of the hazards and safety precautions associated with the work supervised.

Thorough knowledge of the tools and equipment used in the maintenance and construction trades.

Ability to plan, supervise and inspect diverse work projects.

Ability to operate equipment used in maintenance and repair projects.

Leadership, planning, management, and organizational skills.

Continued...

Ability to provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to the Departments.

Ability to plan, organize, direct, coordinate, and evaluate work of employees.

Ability to analyze and assist with recommendations and solutions to complex, multidimensional problems.

Ability to monitor work of subordinates and instruct employees in the proper use of equipment and performance of work assigned.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively both verbally and in writing.

Leadership, planning, management, organizational, and supervisory skills.

Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.

Financial management skills.

Ability to make effective public presentations.

Knowledge of modern office practices, procedures, and equipment, including the use of computers.

Ability to interpret plans and specifications associated with the work.

Ability to manage multiple tasks.

Plowing and snow removal experience.

SUPERVISORY RESPONSIBILITY:

Accountable directly or indirectly through subordinate supervisors for all Cemetery, and Buildings & Grounds staff. Carries out supervisory responsibilities in accordance with Town policies and applicable laws. Responsibilities include assisting Director with interviewing, making hiring recommendation, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Continued...

WORKING CONDITIONS/PHYSICAL DEMANDS:

Frequent periods of supervising or inspecting in non-office environments during and after normal duty hours.

Frequent and extended hours of outside work, subject to all weather conditions and extremes.

Regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry, and position heavy objects no more than 50 lbs. utilizing proper body mechanics and techniques.

Operates equipment that causes loud noise levels and high vibrations.

Use computer keyboards requiring eye-hand coordination and finger dexterity.

Exercises caution when operating all equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

MEREDITH, NH
2001

BUILDINGS & GROUNDS FOREMAN

JOB SUMMARY

Performs year-round maintenance and repair of Town parks and recreation areas, buildings, and facilities. Is responsible for the administration, direction, planning, implementation, and maintenance of all Town properties and related facilities. This is a hands-on, working position.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Public Works Director. Day-to-day activities are carried out independently using own technical judgment. Public Works Director is consulted to assure conformance with instructions and for coordination of Department activities and operation. All Town property is maintained under the direction of the Town Manager.

SUPERVISION EXERCISED

Provides direct supervision to Buildings and Grounds Maintenance personnel. Responsible for assignment of duties and employees' conformance with instructions, safety regulations, and quality performance.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Performs and directs maintenance of Town parks, buildings, and grounds, including trash removal, cleaning and stocking public lavatories, mowing and raking parks and lawns, maintaining fields, painting, making minor plumbing and electrical repairs, trimming brush and shrubs, and using a chain saw to remove trees and branches. Works with Town Tree Warden and/or other tree and landscape professionals. Summerizes and winterizes buildings.
2. Performs routine maintenance on all assigned equipment.
3. Instructs assigned personnel in the proper operation and routine maintenance of associated equipment.
4. Maintains records reflecting all maintenance operations.
5. Requisitions supplies and repair parts as needed for the maintenance of equipment, parks, buildings, and grounds.

revised 10-30-01

6. Conducts continuous inspections of equipment, parks, buildings, and grounds to insure proper operation.
7. Keeps walkways clear of snow and ice; salts and/or sands walkways as needed; supervises flooding of public skating rinks in winter.
8. Guards building against vandalism, performing routine checks to prevent unlawful entry.
9. Assists with Public Works projects as directed or needed.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of methods, materials and equipment used in parks and grounds maintenance; knowledge of turf care and athletic field maintenance; knowledge of general building maintenance; knowledge of work hazards and safety practices relating to equipment operation. Skill in the maintenance of buildings, parks, and assigned equipment. Some knowledge of electrical and construction work. Ability to plan, coordinate, and supervise work; ability to operate lawn mowers, trimmers, weedwackers, chain saws, hand tools, and various power equipment; ability to operate a tractor and Town vehicles; ability to perform minor carpentry, electrical, masonry, plumbing, and heating repairs; ability to recognize need for repairs; ability to follow oral and written instruction; physical ability to perform the essential functions of the position; ability to establish and maintain effective working relationships with department heads, Town employees, and the general public.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent; six years experience in buildings, grounds, and field maintenance; some electrical and construction experience; possession of a valid driver's license; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds).

Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to disagreeable factors such as dust, dirt, and chemical fertilizers. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

revised 10-30-01

CEMETERY SEXTON

Public Works

JOB SUMMARY:

Performs a variety of supervisory, administrative, technical, and maintenance work in the planning, construction, operation and maintenance of the Town of Meredith cemetery system.

SUPERVISION RECEIVED:

This employee works under the general supervision of the Public Works Operations Manager.

SUPERVISION EXERCISED:

Exercises close supervision over assigned maintenance workers and equipment operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains grounds of the various cemeteries within the Town of Meredith limits; mows and weed whacks grounds, cleans, straightens and repairs cemetery stones, spreads loam, seeds grass, and any other duties as may be required.

Supervises the operation of the Town cemeteries by scheduling burials, digging graves, transferring bodies from holding vault, selling grave plots, coordinating plot ownership with town clerks; orders graves opened and closed. Directs and participates in the recording of all burials; receives and processes all burial permits, researches old burial records, checks lots and gives grave locations.

Performs a variety of public relations and marketing duties which include providing assistance in site selection and payment; consults with bereaved families as required; recommends pricing for burial plots; assists in drafting ordinances related to cemetery matters; plans, organizes and directs the layout, operation and maintenance of cemetery grounds. Provides recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective cemetery operation.

Insures the proper maintenance of equipment and tools by supervising and participating in the cleaning and checking of all equipment and tools after use. Oversees the safety of assigned maintenance workers and equipment operators by instructing the individuals in proper safety procedures and monitoring the work in progress.

PERIPHERAL DUTIES:

Operates a variety of power construction and maintenance equipment used in the cemetery, as required.

Serves on various employee or other committees as assigned.

Works with the Public Works Buildings and Grounds crews during the winter months (November 1st through April 1st). Assists BG crews in work as instructed. Must be able to run small plow equipment, pickup trucks and backhoes.

DESIRED MINIMUM QUALIFICATIONS:

1. High School Diploma or GED equivalent
2. Five years experience relating to the construction, repair and maintenance of cemetery or related systems, including the operation of related maintenance equipment.
3. Any equivalent combination of experience and education.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in cemetery systems. Considerable knowledge of the laws and ordinances affecting cemetery operations and the real estate laws affecting cemetery plots; some knowledge of landscaping methods, techniques and materials.
2. Skill in the operation of listed tool and equipment. (See tools and equipment below.)

**Job Description for Cemetery Sexton
Public Works**

3. Ability to guide, direct and motivate assigned employees; ability to operate and maintain various equipment used in cemetery maintenance and repairs; ability to organize and supervise the various activities of various crews and the ability to communicate effectively in writing and verbally. Must have the ability to maintain and establish effective working relationships with employees, other departments and the public.
4. Must be computer literate.
5. Must have valid NH driver's license.

TOOLS AND EQUIPMENT USED:

Employee will have knowledge of operation and use of motorized vehicles and equipment, including lawn mowers, weed whackers, power washers, and other common hand and power tools, shovels and wrenches. Should also be skilled in use of mobile radio, phone, and personal computer including word processing and other software, copier and fax machine.

PHYSICAL DEMANDS:

It is preferred, but not required, that you have experience in operating dump trucks, pick up trucks, backhoes and other heavy equipment. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 25 pounds and to occasionally lift and/or move up to 100 pounds. Specific vision abilities required for this job include close vision, distance vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk and hear. The employee is occasionally required to walk, sit, climb, stoop, kneel, crouch or crawl and to smell.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee is occasionally exposed to fumes and/or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES:

A formal application; rating of education and experience; oral interview and reference check; job related tests might be required. The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

MEREDITH, NH
2001

HEAVY EQUIPMENT MECHANIC

JOB SUMMARY

Performs skilled work in the maintenance and servicing of all Town vehicles, equipment, and tools, including performing field adjustments and emergency repairs. Is responsible for ensuring that all Town assets are maintained in a reliable, safe, efficient, and economically sound manner in accordance with approved maintenance specifications.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director who approves expenditures and replacement of equipment. Work is reviewed by conferences, by observation of effectiveness of work performed, by inspection of equipment, and by adequacy of completed reports.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs routine and specialized maintenance of all equipment and tools in the most cost effective and safe manner. Records associated costs of maintenance. Schedules sequences for maintenance.
2. Performs repair work, including mechanical, electrical, and hydraulic system repairs, and welding and fabrications.
3. Performs preventative maintenance and State inspections on vehicles.
4. Orders parts and stock as needed; confers with salespeople about product lines.
5. Confers with Public Works Director about budgeting and vehicle and equipment repair and replacement costs.
6. Operates equipment and trucks as needed; performs snow removal as needed.
7. Responds to emergency calls after normal working hours as needed.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of the standard shop practices, use, methods, materials, care, and maintenance of all tools and equipment used in the heavy equipment mechanics profession; thorough knowledge of the repair of light and heavy duty gasoline and diesel equipment. Knowledge of the hazards and safety precautions common to the maintenance and repair of machinery and equipment; knowledge of State laws and regulations pertaining to motor vehicle operations and the spillage law. Skill in the use of all tools, methods, and materials used for maintenance and construction work. Ability to diagnose mechanical defects and determine parts and adjustments necessary to repair the equipment; ability to operate a grader, dump truck, backhoe, loader, bulldozer, snow removal equipment, and sander; ability to operate light and heavy duty equipment; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to read and interpret work orders and plans; ability to detect errors in equipment operations and maintenance; ability to understand and follow detailed oral and written instructions, technical manuals, and schematics; ability to establish and maintain effective working relationships with supervisors and the public.

MINIMUM QUALIFICATIONS REQUIRED

High school or technical school diploma or equivalent with training in automotive mechanics; progressively responsible experience in mechanical maintenance work; five years experience; possession of a valid CDL-B or the ability to acquire same within three months of employment; ability to pass a pre-employment physical; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

MEREDITH, NH
2001

MAINTENANCE II
PUBLIC WORKS DEPARTMENT

JOB SUMMARY

Performs semi-skilled and skilled work in the operation of heavy duty trucks and equipment and in the performance of related duties. Work involves responsibility for the safe and efficient operation of trucks and equipment used in the construction and maintenance of streets, culverts, and other public works projects. Also performs manual labor tasks incidental to the operation of assigned equipment, such as the loading and unloading of materials and the performance of unskilled work on construction and maintenance projects.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director or his designee who assigns work, reviews work in progress and/or at completion, and provides instructions as necessary. Duties are performed according to established and specified procedures without direct supervision. Work is reviewed for conformance with instructions and the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Operates one or more of the following pieces of equipment: heavy duty truck, loader, backhoe, front-end loader, roller, street sweeper, snow plow and wing, or a similar piece of equipment.
2. Services vehicles with gas, oil, and water, and performs minor maintenance work; notifies Public Works Director of need for major repairs; maintains record of maintenance performed on vehicles.
3. Operates dump, flat bed, and trucks and trailers in picking up and delivering materials, debris, and supplies; operates trucks on road maintenance and street construction work hauling cold patch, gravel, sand, and rocks.
4. Operates on an emergency and seasonal basis, trucks and equipment for winter snow removal, including plowing and hauling snow and spreading salt and sand.

5. When not engaged in equipment operation, performs various semi-skilled and unskilled tasks essential to public works such as limbing trees, laying asphalt, laying pipe, erecting snow fence, building retaining walls, cleaning culverts and catch basins, building catch basins, repairing fences, planting trees, mowing roadside, sweeping sidewalks, painting lines on roads, making and erecting road signs, patching roads, and maintaining and reconstructing roads in the spring, summer, and fall.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the functions, operating methods, and care required in the use of heavy duty trucks and equipment in public works projects; knowledge of the maintenance requirements of heavy duty equipment; knowledge of the work hazards, safety practices, and traffic laws relating to maintenance and construction equipment. Skill in the operation and care of heavy duty trucks and other related maintenance and construction equipment. Ability to use simple hand tools and power tools; ability to perform simple and routine manual labor; ability to perform prolonged heavy physical labor under adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine job for prolonged periods; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with supervisors, employees, and the public.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent; three years experience in a related field; possession of a valid CDL-B; possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gases, etc, smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to excessive noise from heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides,

pesticides, fuels, solvents, etc. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

MEREDITH, NH
2001

MAINTENANCE III
PUBLIC WORKS DEPARTMENT

JOB SUMMARY

Performs skilled work in the operation of all heavy duty trucks and equipment and in the performance of allied duties involving the construction, repair, cleaning, and maintenance of Town roads, drainage systems, parks, and other facilities. Performs semi-skilled work on construction and maintenance projects and may undertake manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director or his designee who assigns work, reviews work in progress and/or at completion, and provides instructions as necessary. Duties are performed according to established and specified procedures without direct supervision. Work is reviewed for conformance with instructions and the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

May direct crew activities on assigned projects.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Operates one or more of the following pieces of equipment: backhoe, grader, York rake, front-end loader, roller, bucket truck, street sweeper, snowplow and wing, or a similar piece of equipment. Services equipment and makes minor field repairs and adjustments; reports need for repairs to supervisor.
2. Performs various semi-skilled tasks essential to public works and utilities operations such as mowing, sweeping, raking, digging, clearing culverts, etc. when not engaged in equipment operation. Lays asphalt and patch and lines streets. Operates jack hammer.
3. Operates dump, flat bed, and trucks and trailers in picking up and delivering materials, debris, and supplies; services vehicles with gas, oil, and water, and performs minor maintenance work; notifies supervisor of any repair needs, operates trucks on road maintenance and street construction work hauling cold patch, gravel, sand, and rocks.

4. Designs, constructs, and finishes road barricades and sign easels; designs, constructs, and installs office shelving, cabinets, furniture, and room dividers; repairs, modifies, and installs doors and windows.
5. Operates on an emergency and seasonal basis, trucks and equipment for winter snow removal, including plowing and hauling snow and spreading salt and sand. Performs other seasonal clean-up operations such as operating tractors, limbing trees, laying pipe, building and cleaning culverts and catch basins, erecting snow fences, building retaining walls, repairing fences; planting trees, mowing roadside, sweeping sidewalks, painting roads, making and erecting road signs, patching roads, and maintaining and reconstructing roads in the spring, summer, and fall. Installs and removes docks and ramps; repairs docks.
6. May perform bodywork and equipment painting for Department.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the functions, operating methods, and care required in the use of heavy duty equipment in public works projects; knowledge of the maintenance requirements of heavy duty equipment; knowledge of the work hazards, safety practices; and traffic laws relating to maintenance and construction equipment. Skill in the operation and care of heavy maintenance and construction equipment. Ability to drive heavy duty trucks and equipment; ability to use simple hand tools and power tools; ability to perform simple and routine manual labor; ability to perform prolonged heavy physical labor under adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine job for prolonged periods; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with supervisors, employees, and the public.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent; four years winter maintenance and backhoe experience; possession of a valid CDL-B; possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gases, etc, smelling is required. Required to use hands to

finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to excessive noise from heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, solvents, etc. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

MEREDITH, NH
2001

MAINTENANCE IV
PUBLIC WORKS DEPARTMENT

JOB SUMMARY

Performs expert work in the operation of road graders, as well as skilled work in the operation of all heavy duty trucks and equipment. Performs related duties involving the construction, repair, cleaning, and maintenance of Town roads, drainage systems, parks, and other facilities. Performs semi-skilled work on construction and maintenance projects and may undertake manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director or his designee who assigns work, reviews work in progress and/or at completion, and provides instructions as necessary. Duties are performed according to established and specified procedures without direct supervision. Work is reviewed for conformance with instructions and the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

May direct crew activities on assigned projects.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Operates one or more of the following pieces of equipment: grader, truck, backhoe, York rake, front-end loader, roller, bucket truck, street sweeper, snowplow and wing, or a similar piece of equipment. Services equipment and makes minor field repairs and adjustments; reports need for repairs to supervisor.
2. Performs various semi-skilled tasks essential to public works and utilities operations such as mowing, sweeping, raking, digging, clearing culverts, etc. when not engaged in equipment operation. Lays asphalt and patch and lines streets. May operate jack hammer.
3. Operates dump, flat bed, and trucks and trailers in picking up and delivering materials, debris, and supplies; services vehicles with gas, oil, and water, and performs minor maintenance work; notifies supervisor of any repair needs, operates trucks on road maintenance and street construction work hauling cold patch, gravel, sand, and rocks.

4. May design, construct, and finish road barricades and sign easels; may design, construct, and install office shelving, cabinets, furniture, and room dividers; may repair, modify, and install doors and windows.
5. Operates on an emergency and seasonal basis, trucks and equipment for winter snow removal, including plowing and hauling snow and spreading salt and sand. Performs other seasonal clean-up operations such as operating tractors, limbing trees, laying pipe, building and cleaning culverts and catch basins, erecting snow fences, building retaining walls, repairing fences; planting trees, mowing roadside, sweeping sidewalks, painting roads, making and erecting road signs, patching roads, and maintaining and reconstructing roads in the spring, summer, and fall. Installs and removes docks and ramps; repairs docks.
6. May perform bodywork and equipment painting for Department.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the functions, operating methods, and care required in the use of heavy duty equipment in public works projects; knowledge of the maintenance requirements of heavy duty equipment; knowledge of the work hazards, safety practices, and traffic laws relating to maintenance and construction equipment. Skill in the operation and care of heavy maintenance and construction equipment. Ability to drive heavy duty trucks and equipment; ability to use simple hand tools and power tools; ability to perform simple and routine manual labor; ability to perform prolonged heavy physical labor under adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine job for prolonged periods; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with supervisors, employees, and the public.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent; six years road grader and other heavy duty equipment experience; possession of a valid CDL-B; possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gases, etc, smelling is required. Required to use hands to

finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to excessive noise from heavy-duty equipment and disagreeable factors such as dust, dirt, herbicides, pesticides, fuels, solvents, etc. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

**ADMINISTRATIVE ASSISTANT
TO PUBLIC WORKS DIRECTOR**

Public Works Department

JOB SUMMARY:

Serves as Administrative Assistant to the Public Works Director, performing a full range of complex bookkeeping, secretarial, accounting and administrative duties. Also provides administrative office support to the Public Works Supervisors (Assistant PW Director, PW Operations Manager and Solid Waste Coordinator) and Cemetery Sexton as needed. Serves as backup to the Public Works Office Clerk for reception, answering phones and dispatching on radio.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director who outlines general policies, assigns duties and evaluates work for conformance. Performs regular duties on own initiative, exercising a high degree of judgment and tact. Consults Public Works Director when technical or sensitive issues arise, a policy does not exist or a procedure has not been previously established.

SUPERVISION EXERCISED:

Supervises, assigns duties to and evaluates the Public Works Office Clerk.

EXAMPLES OF ESSENTIAL DUTIES

1. Supervises, assigns duties to and evaluates work of Public Works Office Clerk.
2. Serves as backup to Office Clerk for reception duties, answering phones and radio dispatch.
3. Composes and types a variety of correspondence, either on own initiative or from draft, for reports, memos, letters, permits, and other paperwork. Designs, revises and composes Public Works office forms as needed. Assists Public Works Director with FEMA reporting, DES permitting, and other forms and paperwork as required.
4. Processes payroll, tracks overtime and sick/vacation leave for Department employees.
5. Maintains a calendar of events, meetings, deadlines, and vacations for Department employees.
6. Prepares purchase orders for Public Works Director's signature and approval, tracks purchase order balances, obtains price quotes, matches packing slips and purchase orders to invoices, assigns account numbers and approves invoices. Consults with and receives approval from Public Works Director on any major or questionable invoices or purchases. Tracks accounting lines balances for each of the four divisions and alerts PW Director of any discrepancies.
7. Purchasing Agent for department for materials, small equipment, tools, clothing and supplies.
8. Responsible for GASBOY Fuel Accounting computer. Programs in changes as needed for town vehicles and departments for vehicles codes, pin numbers and fuel selections. Prepares monthly fuel report for all town departments from memory data in computer.
9. Oversees Public Works files maintained by Public Works Office Clerk. References files when necessary.
10. Maintains vehicle maintenance records with assistance from PW clerk. Bills out vehicle maintenance and corresponding invoices to other town departments for work performed by public works mechanics. Maintains updated list of will town department vehicles and equipment for insurance, registration, inventory and mechanics record purposes.
11. Receives and distributes all Public Works Department mail.
12. Renews registration of Public Works Inspection Station, Solid Waste Facility permits, and vehicle registrations.
13. Renews certifications and licenses for Solid Waste Operator employees through DES and registers them for annual training classes necessary for license renewals.
14. Process incident reports, insurance forms and daily activity reports for department.
15. Notary Public for department and town as needed.
16. Serves as office manager for public works office, assuring proper maintenance of office machines, computers, printers, copiers and fax machines. Orders supplies for same machines-ink, toners, drums, paper, etc. Maintains inventory and adequate stock of office supplies. Orders office supplies as needed.
17. Obtains price quotes and purchase orders for and orders uniform items such as tee shirts, sweatshirts, rain gear, and safety gear for department employees.
18. Performs other duties or work as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of modern secretarial practices and procedures; thorough knowledge of modern office equipment, including personal computers and standard office computer programs and software; thorough knowledge of business English, spelling, arithmetic, and vocabulary. Considerable knowledge of the operations, policies and procedures particular to a public works department. Knowledge of bookkeeping and accounting; ability to type accurately; to maintain accurate records and files; to work independently while handling a large volume of work on a wide range of topics; ability to communicate effectively both orally and in writing; ability to deal with the public on a variety of sensitive issues, courteously and tactfully; ability to establish and maintain effective working relationships with town officials, other departments, employees and the general public.

MINIMUM QUALIFICATIONS REQUIRED:

1. High School Diploma or GED equivalent, plus specialized training and/or education in secretarial and office functions, plus at least three years experience in secretarial work; possession of a valid NH driver's license, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions, hearing is required; and for performing the job effectively and correctly, eye sight is required. Must be able to sit for extended periods of time, stand and walk frequently, use hands and fingers to write, type, handle and feel objects or controls, reach with hands and arms, bend, stoop, and lift 25 pounds or less.

PUBLIC WORKS OFFICE CLERK

JOB SUMMARY

Performs skilled and semi-skilled clerical and receptionist support functions for the Public Works Department office and serves as an assistant to the Public Works Administrative Assistant.

SUPERVISION RECEIVED

Performs routine procedures and operations under the general supervision of the Public Works Administrative Assistant (who provides instructions and guidelines). Work is reviewed for conformance with instructions. Supervisor consulted if errors or problems occur.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties assigned under this position.)

1. Receptionist: Receives and screens visitors to the Public Works Office; answers inquiries from employees, town officials and the public or refers them to proper individual in the department.
2. Telephone Operator: Takes and Screens incoming telephone calls; answers questions or inquiries; forwards calls to appropriate department individual, takes messages.
3. PW Files: Files documents, sets up and maintains files as directed.
4. Processes and maintains calendar and file for Permit Requests for BG Facility Permits and Hesky Park Sign
5. Processes, types and tracks Driveway permits
6. Files cemetery burial record cards and keeps burial cards and burial record books up to date. Answers calls from public inquiring about location of graves, cemetery rules and regulations.
7. Receives information from funeral homes and notifies PW Operations Manager and Cemetery Sexton when burials are to be performed and graves need to be dug.
8. Performs other clerical work such as typing, sending faxes, making photocopies, doing mailings, as directed by Public Works Administrative Assistant.
9. Processes and uses computer to maintain a Service Request Log for all work orders, track them and file them.
10. Radio dispatching for Public Works crews as needed.
11. Runs errands as directed by Administrative Assistant as needed.
12. Assists Public Works Administrative Assistant as requested and as needed
13. Performs other related duties and tasks, including special projects, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

General knowledge of modern office practices, equipment and procedures including general knowledge of business English, spelling, arithmetic, and vocabulary; general knowledge of computers including use of word processing and spreadsheet software programs. Ability to perform detailed work involving written or numerical data entry; ability to be organized and handle multiple projects simultaneously; ability to attend to detail; ability to understand and follow written and oral instructions quickly and accurately; ability to speak and write clearly and effectively; ability to maintain effective working relationships with Town officials, department heads, supervisors and other employees; ability to interact positively with the general public. Must be able to operate an automobile or pickup truck to run errands or pick up mail or supplies if necessary. A good knowledge of the geography of the town especially road locations and layout is extremely helpful.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent; some college level business coursework preferred; two years office experience; OR any equivalent combination of education and experience which demonstrates possession of the required skills, knowledge and abilities. Customer service experience in dealing with the public. Valid NH Driver's license required.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.)

For communication with others, talking is required; for receiving information and instructions from others hearing is required; for performing the general job functions effectively and correctly eyesight is required: specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands and fingers to finger, handle and feel objects or controls, reach with hands and arms, bend and lift/move 25 pounds or less.

MEREDITH, NH
Revised 2007

CHIEF MECHANIC
Public Works

JOB SUMMARY:

This employee performs skilled and specialized mechanical work in the maintenance and repair of all Town automotive and public works equipment as well as highly responsible administrative and supervisory work of a technical nature involving scheduling, control and expediting of automotive and other public works equipment service, maintenance and purchasing. The head mechanic is responsible for the maintenance and control of the Public Works Highway garage including the tools, parts and inventory. He/she keeps detailed and complete computer records for maintenance and inventory of complete town vehicle fleet.

SUPERVISION RECEIVED:

This position works under the general supervision of the Public Works Director, who provides general policy and guidelines. Work is performed independently, requiring considerable judgment and resourcefulness in the planning and scheduling of work and in purchasing and ordering parts and equipment.

SUPERVISION EXERCISED:

Exercises general supervision over the mechanics, assigning and scheduling their work; provides any necessary training or instruction; schedules equipment maintenance; reviews the work performed by mechanics and does mechanics annual performance evaluations.

EXAMPLES OF ESSENTIAL DUTIES:

(The listed examples are illustrative only and may not include all duties for this position.)

1. Plans, performs and supervises the maintenance and repair of automotive equipment such as various trucks, tractors, front end loaders, graders, backhoes, fire trucks, police cruisers, trash trailers and other heavy equipment and small equipment such as lawnmowers and chainsaws. Tracks parts, repairs, inventory and scheduled maintenance of all equipment via computer program.
2. Welds and modifies equipment and fabricates parts as necessary or as directed.
3. Sets up trucks with lights and radio equipment and police cruisers and fire trucks with lights, sirens and radio equipment.
4. Trains and instructs personnel in equipment maintenance practices and procedures; establishes operating policies and procedures for vehicles and equipment.

Examples of Essential Duties, continued:

5. Obtains quotes, orders, records and stocks all necessary repair parts, accessories and equipment; performs work necessary for the proper recording of parts, inventory and work order records, etc. and tracks on computer. Reviews work orders for correct parts, prices and vehicle information; submits quotes, purchase order requests, invoices and work orders to public works office in a timely manner for billing and payment.
6. Assists in budget preparation for the department by recommending to the Public Works Director the necessary replacement of/or major repairs for vehicles, major equipment and machinery.
7. Performs major repairs by disassembling and replacing worn or broken parts, assembling, repairing, adjusting or replacing gasoline and diesel engines, clutches, transmissions, drive trains, rear and front ends, suspension systems, electrical and ignition systems, brakes, hydraulic and pneumatic equipment, cooling systems, exhaust and pollution control devices and accessory power equipment and maintenance and repair of solid waste trash trailers. Safe use of a variety of hand and power tools is required.
8. Performs minor and major tune-ups of electrical and fuel systems, using test equipment such as volt meters, etc. Installs lights, light brackets, mirrors, and other accessories; installs, repairs and replaces snow plowing and sanding equipment.
9. Performs emergency maintenance and repairs on vehicles on site on the road, as necessary, under varying inclement weather conditions and sometimes hazardous road conditions.
10. Must be capable of operating all equipment and vehicles as necessary to ensure they are properly functioning.
11. Performs other related duties or task as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Head mechanic must have a thorough knowledge of safe standard shop practices, methods, tools and machines of the various skilled mechanical trades, along with a thorough knowledge of design, operation and repair of automotive and specialized highway equipment, gasoline and diesel engines, light and heavy duty equipment, hydraulic and accessory power equipment, electrical and mechanical operations and hydraulic systems, snow plowing and sanding equipment and warehousing and stock control procedures. Must be knowledgeable of all of traffic laws.

Knowledge, skills and abilities required, continued:

Considerable knowledge required of the principles and practices of operating and servicing heavy duty equipment and trucks, use of repair manuals, regulations and safety procedures relating to equipment operations; Must be skilled in the use of mechanics tools, materials and equipment; have skill in metal fabrication. ability to plan, assign, schedule and supervise the work of skilled and semi-skilled workers and to advise them on technical and mechanical difficulties; able to follow detailed oral and written instructions, technical manuals and schematics; ability to diagnose mechanical defects and determine parts and adjustments necessary for repair; ability to complete reports and maintenance records as required and the ability to plan and work within department budgetary constraints.

MINIMUM QUALIFICATIONS:

Graduation with a diploma from a high school or technical school with training in automotive mechanics or other mechanical training, (Associates Degree in Automotive Mechanics preferred), plus at least eight years of progressively responsible experience in mechanical maintenance work, two years of which have been in a supervisory capacity or in a lead worker capacity, the ability to prepare and maintain a variety of records, with computer knowledge and knowledge of fleet maintenance programs OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must possess a valid CDL-B license

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS FOR POSITION:

(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. Reasonable accommodations may be made to enable an individual with certain disabilities to perform the essential functions of the position.)

For communicating with others talking is required; for receiving and taking instructions from others hearing is required; for doing the job effectively and correctly sight is required; for detecting noxious fumes and leaks smelling is required. This employee is required to use hands to finger, handle, lift and feel objects or controls; required to reach with arms and hands. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials up to 75 pounds. Work is performed in an auto shop/garage and frequently out of doors in varying inclement weather conditions in dirty and often greasy and slippery places; performs emergency vehicles and equipment repairs on site and under sometimes hazardous road conditions. Frequently, work is performed in a cramped position and employee may be exposed to fuels; fluids, fuel exhaust, solvents and paints in addition to noise from operating motors and engines. Work requires standing and considerable walking with the possibility of cuts from sharp edges tools and parts and possible burns from hot surfaces of engine exhaust pipes and systems.

MEREDITH, NH
2001

BUILDINGS AND GROUNDS LABORER

JOB SUMMARY

Performs routine year-round maintenance and repair of Town recreation areas, buildings, and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Buildings & Grounds Foreman who provides instructions and guidelines. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Removes trash from Town docks, parks, ball fields, and other Town receptacles; picks up trash along Town roads, sidewalks, and parking lots.
2. Cleans and stocks public lavatories; washes Town vehicles.
3. Beautifies Town grounds by mowing lawns, cutting and trimming shrubs, weed-wacking, and watering flowers. Rakes leaves, plants new trees, and removes dead trees and branches.
4. In warmer months, installs picnic tables and trash containers on Town properties. Maintains Town ball fields, parks, and other Town properties, including lawn mowing, fertilizing, and general field maintenance.
5. Keeps walkways clear of snow and ice during colder months; salts and/or sands walkways as needed; shovels snow from Town buildings' roofs; plows snow from Town parking lots; floods public skating rinks; erects holiday lights.
6. Sweeps sand and dirt from sidewalks.
7. Performs routine maintenance to Town buildings as instructed, including painting. Cleans, services, and makes minor repairs and adjustments to heating and ventilating systems; makes minor plumbing and electrical repairs; replaces light bulbs; etc.

revised 10-30-01

8. Assists Highway Department with road projects as needed; assists in small construction projects.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of methods, materials, and equipment used in parks, grounds, and landscape maintenance; knowledge of turf care and athletic field maintenance; knowledge of general building maintenance. Skill in the maintenance of buildings and parks. Ability to operate lawn mowers, trimmers, weed-whackers, snow blowers, chain saws, hand tools, and various power equipment; ability to operate Town vehicles; ability to perform minor carpentry, electrical, masonry, plumbing, and heating repairs; ability to recognize need for repairs; ability to follow oral and written instruction; physical ability to perform the essential functions of the position; ability to establish and maintain effective working relationships with department heads, Town employees, and the general public.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent; some construction and building and grounds maintenance experience; possession of a valid driver's license; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort necessary in performing duties requiring walking, standing, bending, and lifting. May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (frequently up to 50 pounds and occasionally 75-100 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to disagreeable factors such as dust, dirt, and chemical fertilizers. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight, poisonous plants, and insects and bees.

revised 10-30-01



MEREDITH, NH
2009

WATER AND SEWER CREW CHIEF

JOB SUMMARY

Participates with the Superintendent in planning work assignments, supervision of the performance of employees and the training of employees. Makes recommendations to the Superintendent to ensure the desired level of operations, maintenance and service is consistent with the Town of Meredith requirements. Assumes supervisory duties of the Superintendent when he is absent. Responds to and resolves complaints.

SUPERVISION RECEIVED

Works under the general supervision of the Water & Sewer Superintendent.

SUPERVISION EXERCISED

Administers and exercises management over all water & sewer operators. Outlines work assignments, prioritizes and assigns tasks to crew members in a way that ensures efficient and effective utilization of manpower and equipment.

EXAMPLES OF ESSENTIAL DUTIES

Except as specifically noted, the following functions are considered essential to this position.

1. Supervises and participates in all water/sewer maintenance activities – Includes all maintenance of the water treatment, water distribution, meter reading, and wastewater collection systems
2. Provides technical support to the Superintendent and crew members.
3. Researches agreements for services to be provided by outside consultants and contractors as they pertain to the general operations of the water/sewer department. Tracks invoices, generate purchases orders, and prepares invoices for payment.

4. Interaction with personnel and recommends to the Superintendent improvements for a safer, more environmentally sound, and more cost-effective systems of operations.
5. Assists in the preparation, of the annual budget for the Water & Sewer Department
6. Assists in the development of strategies in the operations of the Water & Sewer Department and recommends alternatives to ensure compliance with NH DES permits and environmental laws and regulations.
7. Assists in the planning of future water & sewer infrastructure requirements in accordance with the CIP.
8. Informs the Superintendent of significant operational and/or maintenance problems and recommends corrective action when necessary.
9. Has basic knowledge of personnel, accounting, purchasing practices.
10. Reviews and updates standard operating procedures to ensure goals of the facility are being met and are in compliance with all regulatory agencies. Remains current on Federal and State regulations as they relate to water & sewer operations in order to effectively interact with regulatory agencies
11. Oversees, troubleshoots and perform maintenance on the Supervisory Control and Data Acquisition (SCADA) system, water treatment plant, water distribution, wastewater pumping stations and collection systems,
12. Assist in the review of plans and specifications for proposed future developments, expansions and upgrades of water & sewer infrastructure for conformance with the Town's objectives and standard practices.
13. Reviews summaries and reports and makes mid-management-level decisions to solve problems or to achieve work objectives, and articulates and expresses those solutions and goals.
14. Requires being on a rotating on-call schedule in order to meet emergency situations as they may arise, and overtime may be required without notice.
15. Duties require attending evening meetings as necessary
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Licensure/Certification Requirements: Valid NH Driver's License; NH Grade, NH Grade II Water Treatment and Grade I Distribution Certification; or ability to obtain all within one-year of employment.

Other Training, Skills and Experience Requirements: Knowledge of supervisory principles and practices. Knowledge of chemistry and bacteriology of treatment and distribution of a public water supply and the treatment and disposal of wastewater and by-products. Knowledge of the principles and practices of the operation and administration of both water and wastewater treatment facilities. Minimum of four years experience in the operation, and maintenance of water/wastewater departments with at least two years of supervisory experience, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

The physical demands and work environment characteristics here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee in the course of inspecting, installing or repairing water and sewer facilities or projects, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate weight.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; outside weather conditions.

MEREDITH, NH
2001

WATER AND SEWER OPERATOR

JOB SUMMARY

Performs skilled and semi-skilled work involving the operation and maintenance of a water and wastewater treatment plant. Work involves the operation of equipment and performance of tasks incidental to the operation of equipment and completion of assigned tasks.

SUPERVISION RECEIVED

Works under the general supervision of the Water and Sewer Superintendent and Water and Sewer Foremen. Work is carried out according to routine operating procedures. Work is reviewed for conformance with instructions and for the safety and care exercised in the operation of equipment.

SUPERVISION EXERCISED

May direct crew activities on assigned projects. Functions as Acting Foreman in the absence of the Foreman.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Operates and maintains water treatment facility and distribution system as well as sewer pumping stations and collection system. Performs various semi-skilled tasks essential to the operations and maintenance of the water and sewer utilities, equipment, and vehicles.
2. Uses computer to start up plant and draft monthly State reports.
3. Installs, maintains, repairs, rebuilds, and cleans sewer mains. Maintains, cleans, and repairs pumps.
4. Monitors, tests, and replenishes chemicals used in Treatment Plant.
5. Maintains and monitors water storage tank. Maintains and monitors Town's dams.
6. Repairs fire hydrants as necessary; flushes hydrants twice a year; checks hydrants for flow and rate of gallons per minute; removes snow from around hydrants.

7. Installs Zebra Muscle traps.
8. Mows grass around tank, Water Treatment Plant, and substations.
9. Operates heavy equipment in water/sewer construction projects. Performs emergency repairs.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of basic math and basic chemistry; knowledge of basic mechanics, plumbing, and electronics; knowledge of the maintenance requirements of heavy equipment; knowledge of the work hazards, safety practices, and traffic laws relating to equipment operation. Skill in the operation of heavy equipment. Ability to use word processing, spreadsheet, and database computer software programs; ability to perform strenuous physical effort under adverse conditions; ability to perform minor maintenance work on mechanical and electrical equipment; ability to perform routine laboratory tests and analysis; ability to understand, follow, and give oral and written instructions; ability to establish and maintain effective working relationships with Town officials and employees, outside contractors, salespeople, and the general public.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from high school with training in water and wastewater treatment operations; possession of a valid CDL-B; possession of or ability to obtain New Hampshire Water Distribution and Treatment certifications; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting odors of noxious fumes and gases, smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort required in walking, climbing, lifting and carrying heavy equipment and materials (often over 50 pounds), and working in awkward and strenuous positions for extended hours and under extreme weather conditions; exposure to mud, water, dust, hazardous chemicals, fuels, lubricants, solvents, and noise; work may involve disagreeable sewage environment conditions when required to perform cleanup, repairs, and installation of equipment. Subject to injury from equipment used.

MEREDITH, NH
2005

WATER AND SEWER OFFICE CLERK

JOB SUMMARY

Performs skilled and semi-skilled work involving the operation and maintenance of a water and wastewater treatment plant. Work involves the operation of equipment and performance of tasks incidental to the operation of equipment and completion of assigned tasks.

SUPERVISION RECEIVED

Works under the general supervision of the Water and Sewer Superintendent and Water and Sewer Foremen. Work is carried out according to routine operating procedures. Work is reviewed for conformance with instructions.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Operates and maintains water treatment facility and distribution system as well as sewer pumping stations and collection system. Performs various semi-skilled tasks essential to the operations and maintenance of the water and sewer utilities, equipment, and vehicles.
2. Uses computer to start up plant and draft monthly State reports.
3. Installs, maintains, repairs, rebuilds, and cleans sewer mains. Maintains, cleans, and repairs pumps.
4. Monitors, tests, and replenishes chemicals used in Treatment Plant.
5. Maintains and monitors water storage tank. Maintains and monitors Town's dams.
6. Repairs fire hydrants as necessary; flushes hydrants twice a year; checks hydrants for flow and rate of gallons per minute; removes snow from around hydrants.
7. Installs Zebra Muscle traps.
8. Mows grass around tank, Water Treatment Plant, and substations.
9. Operates heavy equipment in water/sewer construction projects. Performs emergency repairs.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to use word processing, spreadsheet, and database computer software programs; ability to perform strenuous physical effort under adverse conditions; ability to perform minor maintenance work on mechanical and electrical equipment; ability to perform routine laboratory tests and analysis; ability to understand, follow, and give oral and written instructions; ability to establish and maintain effective working relationships with Town officials and employees, outside contractors, salespeople, and the general public.

MINIMUM QUALIFICATIONS REQUIRED

Considerable knowledge of office practices and procedures. Knowledge of bookkeeping principles and methods and the ability to apply and adapt established methods to varied accounting procedures; knowledge of State and Federal laws, rules, and regulations that apply to municipal finances; knowledge of computerized accounting systems and related software. Ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately; ability to be organized and handle multiple projects simultaneously; ability to attend to detail; ability to understand and follow oral and written instructions quickly and accurately; ability to speak and write clearly and effectively; ability to maintain effective working relationships with department heads and other employees. Ability to interact positively with the general public.

High school diploma or equivalent; some college-level business coursework preferred; two years office experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting odors of noxious fumes and gases, smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort required in walking, climbing, lifting and carrying heavy equipment and materials (often over 50 pounds), and working in awkward and strenuous positions for extended hours and under extreme weather conditions; exposure to mud, water, dust, hazardous chemicals, fuels, lubricants, solvents, and noise.