

**Burgess and Commissioners of  
Middletown, Maryland**



**Middletown**

**Town Personnel Policy  
Employee Handbook**

# **Town Personnel Policy**

## **Employee Handbook**

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## **I. Introduction**

The Town of Middletown (Town) is committed to fair, clearly stated and supportive relationships between the organization and its staff. The personnel policies of the Town have been established in order to provide a guide to the personnel practices of the Town and to ensure consistency of personnel decisions. It is the intention of the Town to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff at the Town. It is not a part of any contract between the Town and its employees. It is only a set of informal guidelines for personnel practices. Notwithstanding the provisions of the personnel policies, all employees are "*at will employees*" which means that they may be terminated at any time with or without cause without subjecting the Town to a claim for breach of an employment contract.

## **II. Equal Opportunity**

The policy and intent of the Town is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, status with regard to public assistance, disability, sex, or age.

The Town intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. The Town seeks to do business with organizations that encourage equal employment opportunity.

## **III. Full – Time Employees**

Full – Time employees are defined as those employees working 40 hours / week. Full – Time employees are eligible for benefits from the Town including health insurance, life insurance, and enrollment in the Town retirement program through the Maryland State Retirement and Pension System.

## **IV. Part – Time Employees**

Part – Time employees are defined as those employees working less than the regular 40 hour / week on a regular basis. Part – Time employees are eligible for benefits from the Town only after 25 years of continuous full- time employment with the Town. Part – Time employees are eligible for retirement benefits if they work more than 500 hours in a year. No other benefits are provided for Part – Time employees.

## **V. Seasonal Employees**

Seasonal employees are defined as those employees working 40 hours / week, but no more than 500 hours in a year and no more than three (3) consecutive months in a row. No benefits are provided for Seasonal employees.

## **VI. Work Schedule**

### Administrative Staff

Full-time employees are paid based on a 40 hour work week including ½ hour for lunch per work day. Regular work hours are established as 8:00AM – 4:00PM, Monday – Friday. Employees other than receptionists may vary their work hours with approval from their supervisor. Certain positions are considered Fair Labor Standards Act (FLSA) exempt. Those positions are listed as: Town Administrator, Director of Public Works, Finance Officer, Town Planner, and CIP Project Manager.

Some administrative staff is required to attend evening meetings held by the Town Board and/or Commission(s) and/or Committee(s). Compensation for these additional hours of work is covered in the Compensation Section of this policy.

### Public Works Staff

Full-time employees are paid based on a 40 hour work week including ½ hour for lunch per work day. Regular work hours are established as 7:00AM – 3:00PM, Monday – Friday. In the event of extreme heat during the summer, the Director of Public Works and/or the Town Administrator may authorize a change in starting time to avoid heat related health issues. Maintenance staff and the Water & Sewer Department are required to work weekends and holidays in order to maintain the treatment facilities of the Town. Compensation for these additional hours of work is covered in the Compensation Section of this policy.

### Alternative Work Schedule

Town employees may be considered for alternative work scheduling on a case-by-case basis by their direct supervisor. Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. If successful, the work arrangement will be reviewed annually thereafter. The arrangement may be canceled for any reason by supervisor. Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. When a paid holiday falls on an employee's regularly scheduled workday, the employee will be paid eight hours of holiday pay. If the regularly scheduled workday is greater than eight hours, the employee will be required to use either vacation or compensatory time earned to make up for the time in excess of the eight hours that the employee was scheduled to work.

### **Emergency Closings**

In cases of severe weather or other unusual work conditions, i.e. no heat or air conditioning or no running water, the Burgess may grant administrative leave and/or issue an early dismissal to employees at the workplace. This includes both full-time and part-time employees.

### **Emergency Work**

In response to emergency situations such as: waterline breaks, sewer clogs, snowstorm events, etc., some employees, as identified by the Town Administrator, Director of Public Works and/or the Assistant Director of Public Works, will be required to work to resolve the emergency. Compensation for these additional hours of work is covered in the Compensation Section of this policy.

## **VII. Compensation**

There are four (4) FLSA exempt staff positions in the Town. They are the Town Administrator, the Director of Public Works, the Finance Officer, and the CIP Project Manager. All other non-exempt positions in the Town are hourly.

### **Overtime and Compensatory Time**

Overtime will be paid at a rate of 1.5 times the employee's normal hourly rate. Overtime will be paid for all hours worked in excess of 40 hours worked per week with prior approval of their supervisor. Vacation, sick, holiday, jury duty, voting, administrative leave or bereavement leave are not hours physically worked and cannot be used to determine hours worked in excess of 40 hours per week. In addition, any hours worked outside the normal work week will be paid at an overtime rate. Weekend work will be paid at overtime rates if in excess of the 40 hours. (Overtime pay does not apply to FLSA exempt staff positions.)

Compensatory time off is time off with pay in lieu of overtime pay for irregular or occasional overtime work. Non-Exempt employees must be compensated for every hour worked. Non-exempt employees may elect to receive paid compensatory time off in lieu of monetary payment for overtime, with the prior approval of their supervisor. Every hour physically worked over 40 hours, in a work week, must be compensated at 1.5 multiplied by the totals hours over 40 hours worked. The maximum accumulation of compensation time is 120 hours.

### **Pay Period**

Wages are disbursed bi-weekly on Friday's. The pay period is from Thursday – Wednesday. Employees are only offered the option of direct deposit. There are 26 pays per year. If a pay day falls on a holiday, paychecks will be made available the day before. If there are extenuating circumstances, pay might be made available early with the approval of the Town Administrator and the Burgess & Commissioners.

### **Time Sheets**

Employees are responsible for computing and maintaining a bi-weekly time sheet. Time sheets are to be submitted to the office no later than Thursday morning by 9:00am before the bi-weekly payroll. Time sheets must be signed by the employee. Any reimbursement, such as mileage, safety clothing, or other Town-related expenses must be included with the time sheet and include a copy of an invoice.

### **Cell Phones**

Town employees required to utilize their personal cellular phones for after hour emergencies, or due to their employee position, will be reimbursed by rates determined by the Burgess and Commissioners. Special circumstances which differ from this policy will be determined on a case-by-case basis. The reimbursement amounts will be reviewed annually for any rate adjustment.

### **On-Call Policy**

The following sections are required to participate in the rotational on-call program:

- Water & Sewer
- Streets & Utilities

The Director of Public Works and the Assistant Director of Public Works will not be scheduled in the rotation but will assist during after-hours emergencies if they deem it necessary.

After normal work hours and on weekends, the Town of Middletown shall maintain a weekly rotating on-call program to respond to after-hour emergencies. Staffing for the weekly rotating on-call program will consist of two (2) employees; one (1) from Water & Sewer and one (1) from Street & Utilities. They will respond to any after-hour emergencies for one week. The on-call rotation week begins Monday at 7AM and continues until 6:59 AM the following Monday.

All after-hour emergencies are received through a contracted answering service. The answering service will then call the appropriate on-call employee, depending on the nature of the emergency. The Director of Public Works and the Assistant Director of Public Works will be notified of each after hour emergency via text. Water and sewer emergency calls will go to the Water and Sewer employee and other emergencies will go to the Streets and Utilities employee as determined by the answering service staffing. After receiving the emergency notification, on-call employees will address and rectify the emergency. Additional section staff can be contacted to help mitigate the emergency if necessary.

### **On-Call Response and Employee Behavior**

On-call Employees must be at the emergency location within 90 minutes of receiving the initial phone call. The on-call employee must be prepared to drive town equipment, operate equipment, and perform public relations as needed for each emergency. On-call employees must abstain from alcohol and drug use while on call. Failure to respond and comply with these stipulations can result in disciplinary action.

### **On-Call Scheduling**

The weekly on-call schedule is determined at the beginning of the year. This allows on-call employees to schedule leave and other appointments as needed without conflict. Every effort will be made to ensure the same employee is not on-call the same holiday on consecutive years.

On-call employees can exchange scheduled dates with other employees within their section as long as the Director of Public Works, the Assistant Director of Public Works and the answering service are notified of such changes in advance.

### **Compensation for On-Call Employees**

On-Call employees will be permitted to drive a Town vehicle to their residence to use for after-hours emergency call response. If the Employee chooses not to drive the Town vehicle, they will be compensated at the rate of the current Federal Mileage rate x the round-trip distance (in miles) from their residence to the Town garage and back). Employees will be compensated for their time on-call at a rate determined by the Burgess and Commissioners. In the event that an employee may be called in, they will be compensated at their over-time rate. The on-call compensation rate will be reviewed yearly by the Burgess and Commissioners during budget preparations. (On-Call Program Policy Approved by the Burgess & Commissioners August 25, 2014).

## **Merit Increases & Annual Performance Evaluation**

To promote a high-performance workplace culture and provide excellent customer service to the residents of the Town, employees may be eligible for an annual merit increase in pay on the anniversary of their hiring date. Depending on current economic conditions and the Town's approved fiscal year budget, merit increases will be paid on a sliding scale, with high performers receiving a higher percent merit increase and average performers receiving a lower percent increase. Merit increases are tied to an employee's annual performance appraisal rating and a pay increase is not guaranteed. A schedule of percentage increases is provided to employees immediately following the approval of a new budget and effective the new fiscal year.

Annual merit increases are awarded using the following metric:

- Employees who meet or exceed performance standards will receive merit increases proportionate to their appraisal rating.
- Employees demonstrating inconsistent and occasionally sub-par work performance will receive a base merit increase and a performance improvement plan.
- Employees whose performance is unsatisfactory and routinely sub-par will not receive a merit increase. They will be immediately placed on a ninety (90) day probationary period and assigned a performance improvement plan. After ninety days, failure to comply with the improvement plan and adjust work performance to par with Town standards will result in further disciplinary action, up to and including termination.

A standard evaluation form will be used for all performance evaluations. Employees have the right to appeal the results of their annual evaluations to the Burgess & Commissioners. The decision of the Burgess & Commissioners shall be final. Annual merit increases in pay are awarded following a performance evaluation with each employee's immediate Supervisor and/or the Town Administrator, on/near the anniversary of their hire, and according to the performance appraisal rating scale.

## **Internal Promotion**

### **Internal Applicants**

The Town promotes the development and advancement of our employees, and it is the general policy that all vacancies will be announced and open to current employees, either prior to or concurrently with external hiring efforts. Job announcements open only to current employees (internal job postings) are circulated via e-mail and agencywide memorandum. If an employee is interested in applying for an internal job vacancy, they should submit an employment application to the Town Administrator, before the job posting closing date.

### **Non-Competitive Promotion Via Certification/License:**

For Town employees working in the Public Works or Utilities Departments, some promotions and pay increases are awarded with the issue of professional certifications / licenses from the Maryland Department of the Environment (MDE):

#### Public Works

To allow for the safe and responsible operation, maintenance, and repair of the Town's Drinking Water Distribution System and Sanitary Sewer Collections System, successful licensure of the following MDE Licenses will result in a corresponding promotion and pay increase, from the date of official notification from MDE:



- MDE Drinking Water Distribution System License → Promotion to Municipal Service Worker I and a pay increase of \$0.75 per hour for passing the exam and \$0.75 per hour after 1 year.
- MDE Wastewater Collections System License → Promotion to Municipal Service Worker II and a pay increase of \$0.75 per hour for passing the exam and \$0.75 per hour after 1 year.

### Utilities

To allow for the safe and responsible operation, maintenance, and repair of the Town’s Drinking Water Treatment System and the Sanitary Sewer Treatment System, successful licensure of the following MDE Licenses will result in a corresponding promotion and pay increase, from the date of official notification from MDE:

- MDE Class 3 Water Operator License → Promotion to Utilities Operator I and a pay increase of \$0.85 per hour for passing the exam and \$0.85 per hour after 2 years.
- MDE Class 5A Wastewater Operator License → Promotion to Utilities Operator II and a pay increase of \$1.20 per hour for passing the exam and \$1.20 per hour after 3 years.

### **Competitive Promotion**

When an employee is promoted to a higher position with increased compensation, an appropriate salary within the new position’s pay range will be determined based on the employee’s skill, knowledge, experience, and performance. With the approval of the Personnel Committee, the employee may be considered for a pay increase of up to 10% above the current rate of pay or will be placed at the starting salary of the new position. All promotions and salary increases must be reviewed and approved by the Burgess & Commissioners.

### **Degree & Certification Recognition Bonus**

The Town encourages the continuing education and training of our employees and may award recognition bonuses to staff who earn a qualifying degree, certification, or license. Qualifying degrees, certifications, and licenses must be related to the employee’s job duties, will add value to the Town’s workforce and increase resources, and will provide a clear benefit to the Town’s residents and businesses.

Recertifications, license renewals, continuing education units/credits, and training/certifications that support basic job requirements are ineligible for recognition bonuses. Recognition bonuses may not be awarded retroactively and may require an employee retention agreement.

The minimum recognition bonus that can be earned is \$500 and a maximum of \$1,500. To determine if a degree, certification, or license qualifies for a recognition bonus, and to determine the bonus amount, employees must submit a “Recognition Bonus Eligibility Request” form, endorsed by the employee’s immediate supervisor, to the Town Administrator, for review and authorization by the Personnel Committee. Employees must submit an eligibility request, and receive an authorization, before beginning a degree or training program, to be eligible for a bonus.

Authorized recognition bonuses will be promptly awarded to the employee, after completion and presentation of formal degree, certification, or license.

## **VIII. Telecommuting**

Employees may be able to telecommute if it would benefit both the employee and the employer. Telecommuting is the practice of working at home or at a place closer to home instead of physically traveling to a central workplace. If an employee thinks that telecommuting would improve their ability to get their job done, an initial written request should be submitted to the Town Administrator. Once it has been determined by the Town Administrator that an employee is able to telecommute when necessary or as needed, that employee can send an e-mail request or request by phone instead of needing a written request.

The initial request should explain how telecommuting would be beneficial for the employee and the Town. The request should explain how the employee would be accountable and responsible, what equipment is necessary, and how communication barriers would be overcome.

In deciding if telecommuting will be permitted, the Town Administrator will look at factors such as position and job duties, performance history, related work skills, and the impact on the organization. In addition, compensation, benefits, work status, work responsibilities, and the amount of time expected to work each day or each pay period will stay the same as before starting telecommuting (unless changes are agreed upon in writing).

If telecommuting is to be done on a regular basis as opposed to an as needed basis, the employee and the Town Administrator must agree upon the schedule and document it in writing. An employee cannot change his/her schedule until the Town Administrator approves the change.

Telecommuting is an alternative method for meeting the business needs of the Town of Middletown. It is not a universal employee benefit. The Town has the right to refuse to make telecommuting available to an employee. The Town also may terminate an existing telecommuting arrangement at any time.

## **IX. Dress Code**

All Public Works Staff are required to wear Town uniforms. Public Works staff has two options for uniforms to be worn during the workday:

### **Option 1:**

Town of Middletown provides the uniforms and include laundry and mending services. Included will be summer and winter uniforms. T-shirts will be offered to employees, but laundry service for t-shirts will be the responsibility of the employee. The Town will pay \$120.00 toward the purchase of one (1) new pair of boots and \$50.00 toward the purchase of one (1) set of coveralls each year. The Town will also provide rain gear at no cost to the employees.

### **Option 2:**

The staff member may purchase their own work “uniform” with the following guidelines: Pants may be blue jeans, khaki or flex pants in cargo or multi pocketed style. Any pants will be a shade of tan or brown, green, navy blue or black. Pants will be in good condition without holes larger than ½” in diameter or rips larger than 1” long. Shirts may be of the dry wicking style, poly blend or cotton. Tee shirt, button shirt or polo style are acceptable. The shirt must have the “Town of Middletown” and the Town seal screen printed or embroidered on the left chest. Colors may be safety yellow, white, black, tan, green or blue. The staff member is responsible for purchasing, laundering, mending or any other service the uniform requires during the year.

Under option 2, the staff member will be reimbursed not to exceed a maximum amount of \$700.00 per year upon providing valid receipts of purchase. In addition, the Town will pay \$120.00 toward the purchase of one (1) new pair of boots and \$50.00 toward the purchase of one (1) set of coveralls each year. Employees hired during the fiscal year who chose option 2 will receive a prorated clothing allowance. The Town will also provide rain gear at no cost to the employees.

Changing uniform options must be done before the end of May to become effective for the next fiscal year. These changes must be coordinated with the Town Office Manager.

All Administrative Staff are expected to wear appropriate business attire unless specific duties for that day require other clothing.

## **X. Drug Testing**

All town employees are subject to random drug/alcohol testing, as well as testing for reasonable suspicion and in accidents involving a town vehicle. The testing will take place at a designated certified drug testing facility paid for by the Town. Any drug/alcohol testing infractions will result in disciplinary action. (See section XV. Disciplinary Action.)

## **XI. Probationary Period**

A new employee serves a probationary period of 180 days during which performance, progress, and attitude are closely observed. An employee may be terminated at any time during the probationary period. At the end of this probationary period, a formal appraisal is completed, and the employee can be removed from probationary status.

## **XII. Resignation**

An employee choosing to resign employment with the Town is asked to give at least two (2) weeks notice prior to the intended date of departure. All Town property, such as keys, uniforms, cellular phones, etc. must be turned in to the Town prior to receiving the last pay. Any items that are not turned in will have the cost of the replacement deducted from the last pay.

At the time of the effective date of the resignation, the employee shall be able to use any accrued annual leave and/or accrued comp time or the employee shall be paid for all unused accrued annual leave and accrued comp time. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee's final paycheck at the rate of salary paid at the time of resignation. No employee shall be compensated for any unused sick leave at the time of resignation.

## **XIII. Leave**

Administrative leave is defined as hours paid by the employer for leave that is not deducted from an employee's vacation or sick time.

### **Holidays**

The Town observes the following 11 holiday (s):

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day

8. Thanksgiving Day
9. Day After Thanksgiving
10. Christmas Eve
11. Christmas Day

If the holiday falls on a Saturday, the preceding Friday is the observed holiday; if it falls on a Sunday, the following Monday is the observed holiday. Holiday time is classified as administrative leave.

Eligible employees also receive (1) floating holiday for their birthday. This floating holiday can be used at any time during the calendar year in which it falls. It will not be carried over to next year.

Regular non-exempt employees who, with supervisory approval, work during a holiday, delayed opening, or an early/emergency release or closing will earn overtime or compensatory leave at the rate of time and one-half. This is in addition to holiday or administrative leave granted to the employee for the closing of the employee's office for such an event. An employee shall not work on these occasions unless he or she has supervisory approval to do so.

Employees working an alternative work schedule, if the holiday falls on a nonwork day the following rules apply:

For a Monday through Thursday work schedule with Friday, Saturday, and Sunday as nonwork days, if the holiday falls on Friday or Saturday the employee will be compensated with 8 hours of compensatory time. If the holiday falls on Sunday, the following Monday will be the observed holiday.

For a Tuesday through Friday work schedule with Saturday, Sunday, and Monday as nonwork days, if the holiday falls on Saturday, the preceding Friday will be the observed holiday. If the holiday falls on Sunday or Monday, the employee will be compensated with 8 hours of compensatory time.

## **Annual**

Annual leave is accrued in accordance with the following time in service and based on **80** hours of straight-time pay and is accounted for on a calendar year:

<u>Years of Service</u>	<u>Hours Accrued Bi-Weekly</u>
0 through completion of Year 3	3.08
4 through completion of Year 14	4.62
15 and Up	6.16

For full-time employees, hours accrued per calendar year translate to 2 weeks for 3 years of service or less; 3 weeks for more than 3 years but less than 15 years of service; 4 weeks for 15 years of service or more. Although accrual of annual leave begins when an employee enters on duty, annual leave may be used only after the employee is no longer on probationary status.

Part-time employees and intermittent and/or temporary employees do not earn annual leave.

Employees may carry over 80 hours of annual leave at the end of each year, i.e. December 31<sup>st</sup>. Employees are allowed to cash out an additional 40 hours beyond the 80 hours that is allowed for carry over each year. Example: If on December 31<sup>st</sup> the employee has 130 hours of annual leave accumulated, 80 hours would carry over to the next year, 40 hours would be paid out to the employee, and 10 hours would be lost.

Employees are required to notify their direct supervisor of request for use of annual leave.

## **Family and Medical Leave Act (FMLA)**

In addition to other types of leave mentioned in this chapter, eligible regular employees may qualify for FMLA leave.

### Basic Leave Entitlement

Upon proper request to the Town Administrator, eligible regular employees may qualify for a total of twelve (12) work weeks of leave (paid or unpaid) during any 12 month period (measured backward from the first date the leave begins) for one or more of the following conditions:

- Birth of a child;
- Placement of a child with the employee for adoption or foster care;
- Care for spouse, child, parent or parent-in-law who has a serious health condition; or
- A serious health condition of the employee whether work-related or not.

### Military Leave Entitlement

Upon proper request to the Town Administrator, eligible employees with a spouse, child(ren), or parent on active military duty, or called to active duty status in the National Guard or Reserves in support of a contingency operation may qualify for up to twelve weeks during any 12 month period (measured backward from the first date the leave begins) to address certain qualifying exigencies which may include:

- Attending certain military events
- Arranging for alternative childcare;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions;
- Attending post-deployment reintegration briefings

There is also a military caregiver leave that permits eligible employees to take up to 26 weeks of leave in a 12-month period (measured forward only) to care for a covered service member who has a serious disabling injury or illness incurred in the line of duty during active duty status.

1. All eligible accrued leave (e.g. annual, sick, holiday and/or compensatory) must be used before unpaid leave can be used. Both paid and unpaid leave will count toward the maximum total of 12 work weeks of FMLA leave within a 12 month period.
2. The Town will continue the employee's health care coverage at the regular employee's rate as long as all employee contributions are paid during the unpaid leave periods. However, if the employee does not return to work, the employee will be responsible for the Town's portion of the premiums for the unpaid leave period. Arrangements must be made with the Town Administrator.
3. During the unpaid FMLA leave periods, sick leave and annual leave will not be accrued.
4. While the employee is using FMLA leave, the employee's position will be protected, and the employee will return to the position at the same grade and rate of pay at which he/she left.
5. Whenever the need for FMLA leave is foreseeable, the employee is asked to provide 30 days advance written notice before the leave is to begin.

Whenever the leave request is for a serious health condition, the Town will require that a request for leave be supported with certification from the health care provider of the employee, spouse, child, parent or parent-in-law. The Certification of Physician or Practitioner form must be used.

If the validity of the certification is in doubt, the Town may request that the employee obtain a second opinion, at the Town's expense, from a health care provider designated by the Town. If there is a conflict of opinion between

the two health care providers, the Town may request the employee to obtain, at the Town's expense, an opinion from a third provider jointly approved by the Town and the employee.

Whenever the leave request is for military family leave, the Town will require that the request be supported by an appropriate certification, as outlined below:

1. Leave for a qualifying exigency will require a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency including contact information if the leave involves meeting with a third party;
2. Leave to care for a covered service member with a serious injury or illness will require certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

FMLA leave shall end:

- When the employee, spouse, son, daughter, parent or parent-in-law is no longer affected by the serious health condition;
- If the employee fails to provide documentation to continue the leave when requested;
- When the employee has exhausted the maximum period of time eligible for FMLA leave. If additional time is needed, the employee may request leave of absence in accordance with the Leave Without Pay section of the Employee Handbook. An absence beyond the maximum time under FMLA leave is not protected by that law.
- If the employee accepts other employment.

## **Sick**

Full-time employees accrue sick leave at a rate of 1.845 hours for every 40 hours worked in a straight time pay status, per pay period. Sick leave accrual is unlimited and accumulates throughout total employment with the Town. Sick leave taken in excess of three (3) consecutive workdays must be attested to by a medical certificate from a physician.

In accordance with the Maryland Healthy Working Families Act (MHWFA)(February 11, 2018), those part-time employees who qualify under MHWFA, will accrue sick leave at a rate of 1.384 hours for every 30 hours worked.

The Town's Sick Leave policy runs concurrently with FMLA. Sick Leave is not paid at separation of employment.

## **Personal Leave**

Four personal leave days will be given to all full-time employees at the beginning of each calendar year. This leave can be used for any purpose. If this leave is not used within the calendar year within which it was given, it cannot be carried over to the next calendar year and will not be paid out at the end of the calendar year.

## **Bereavement**

Funeral leave, not to exceed three (3) paid days, may be granted in the event of a death of an immediate family member - parent, spouse, child, brother, sister, grandparent, and grandchild. If additional time is needed, an employee may request annual leave. With respect to other relatives - uncle, aunt, nephew, niece, and cousin - an excused absence with pay is granted not to exceed one (1) day. In other cases, an employee may request annual leave.

## **Military**

Employees absent on their annual two-week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- The employee may take their vacation and retain their military pay.
- The employee may surrender their military pay to the ORGANIZATION, receive their regular salary and take their vacation at a later date.
- The employee may take unpaid leave and retain their military pay.

An employee called up to active duty is allowed an unpaid leave of absence to meet her/his military responsibilities.

Upon honorable discharge from active duty, the employee will be allowed ninety days to apply for reinstatement to her/his former job. The employee will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and seniority had s/he not been on active military duty. Employee benefits will not accumulate during the leave. The employee will be given a Consolidated Omnibus Budget Reconciliation Act notice for election to continue insurances during the leave.

## **Jury Duty**

Court leave is granted with pay when an employee has been summonsed for jury duty or as a witness on behalf of the Town.

## **Leave without Pay**

Leave without pay must be approved by the employee's direct supervisor. The request should include starting date, estimated duration, and purpose.

## **Annual, Personal, & Compensatory Time Leave Donation**

The Town recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available annual, sick, or personal leave. To address this need, employees may donate accrued annual and personal leave hours, as well as accrued compensatory time, from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets one of the following criteria:

- **Medical Emergency:** Defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.
- **Major Disaster:** An employee is adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.
- **Bereavement:** Defined as the death or funeral of an employee's immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of

income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

The donation of annual leave is on an hourly basis, without regard to the dollar value of the donated or used leave. Employees cannot borrow against future annual, personal, or compensatory time leave to donate. Employees who are currently on an approved leave of absence cannot donate leave to coworkers.

Requests for donations of annual leave must be approved by the employee's immediate supervisor and the Town Administrator. If the recipient employee has available annual, sick, bereavement, compensatory time, or personal leave in his or her balance, this time will be used prior to any donated leave. Donated leave may only be used for time off related to the approved request.

## **XIV. Benefits**

The Town is committed to providing a flexible and cost-effective medical care, disability income, life insurance and retirement program for all its full-time employees. The Town reserves the right, in its discretion, however, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, the Town may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

### **Health Insurance**

The Town provides all full-time employees with major medical, disability, and partial dental and vision coverage. For individual full-time employees on the plan, the Town pays up to 100% of the insurance premium for Health, Dental, and Vision coverage. The Town pays up to 50% of the dependent insurance premium for employees with dependents on the plan for Health, Dental, and Vision coverage. The Town will provide coverage for part-time employees with 25 years of service up to age 65. Benefits are effective the first of the month following 30 days of employment.

### **Life Insurance**

The Town provides full-time employees with a \$50,000 life insurance policy. The Town pays 100% of the insurance premium for all employees.

### **Workers Compensation**

The Town provides Workers Compensation through the State of Maryland, Injured Workers Fund. Coverage limits are \$100,000 for bodily injury by accident; \$100,000 bodily injury by disease.

### **Long & Short-Term Disability**

The Town provides Long-Term Disability Coverage and Short-Term disability coverage for its employees. The Town pays 100% of the insurance premium for both coverages for all employees.

### **Retirement**

Any employee who works more than 500 regular hours during a fiscal year is enrolled in the Maryland State Retirement and Pension System. All premiums are paid by the Town. An employee is eligible for full retirement benefits according to the following table, from the Maryland State Retirement and Pension System:



<u>Age</u>	<u>Years of Service</u>
<b>55</b>	<b>30</b>
62	5
63	4
64	3
65 or Older	2

No benefits are payable with less than two years of service. Employees become vested with the **system after ten (10) years of service**. Benefits in the event of death are also payable under the Maryland State Retirement and Pension System to the employee's designated beneficiary. The employee's designated beneficiary may receive a lump-sum payment equal to the employee's annual salary if death occurs before retirement OR opt for monthly payments of benefits provided the employee was age 55 or older and had 15 years' service or employee was age 62 or older.

Any remaining sick leave balance is reported to the Maryland State Retirement System at the time of retirement.

## **XV. Disciplinary Action**

### **Terminations**

Discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly, and the decision to discharge is not made lightly. Advance notice may or may not be given depending on the circumstance surrounding the termination.

All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation and to solicit information on what the employee understands of the company and the company benefits. The interview will also cover what compensation the employee has coming and when termination of benefits will occur. Employees are expected to turn in all property assigned to them at the time of termination.

### **Progressive Discipline**

We believe it is important that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Progressive discipline means that we will take these steps in the following order:

1. The first offense will call for a verbal warning.
2. The next offense will be followed by a written warning.
3. Another offense will lead to a suspension; and,
4. Repeated offenses will lead to termination of employment.

If more than 24 months have passed since the last disciplinary action, the process will start over. Listed below are some of the reasons which may be causes for disciplinary action, but disciplinary action is not limited to the offenses listed below.

- A. Failure to perform assigned duties properly.
- B. Insubordination (disobedience or refusal to perform assignments/duties).
- C. Chronic or habitual absenteeism or lateness.
- D. Being absent without leave.
- E. Inefficiency.
- F. Violation of Town Ordinances, administrative regulations or department rules, policies, or procedures.
- G. Conviction of violation of law bearing on job performance.
- H. Inability to perform assigned duties properly.
- I. Refusal to be examined by a Town appointed medical professional when so directed.
- J. Conduct which is unbecoming of a Town employee.
- K. Violation of a posted safety, fire prevention, health, or security rule.
- L. Abuse of sick leave.
- M. Unsatisfactory performance evaluation.

**The following offenses may result in immediate termination of employment:**

- A. Unauthorized use of, removal of, theft, or intentional damage to the property of the Town or another employee, independent contractor, or customer.
- B. Giving false statements to any Town official or employee, or the public.
- C. Use, sale, or possession of illegal drugs on the job, on Town property, or in Town vehicles.
- D. Use, sale, or possession of alcohol on the job, on Town property, or in Town vehicles unless at a Town function authorized by the Burgess and Commissioners.
- E. Accepting an inducement to perform or fail to perform.
- F. Falsification of Town records (e.g. hours worked).
- G. A false statement in an employee's application for employment.
- H. Under the influence of an illegal drug, a controlled dangerous substance, or alcohol while on the job.
- I. Dishonesty or theft.
- J. Endangering the safety of or causing injury to other personnel or the public.
- K. Weapons or firearms.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Town of Middletown.

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance. Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected wrongful use of or taking of agency property, conviction of a felony, and violation of any policies or practices of the Town.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Burgess, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

## **XVI. Employee Appeals**

Town employees have the ability to appeal the following items to the Burgess and Commissioners for their consideration:

- Termination

The decision of the Burgess and Commissioners shall be final.

## **XVII. Social Media**

### **Employee Conduct**

Every effort will be made to keep interactions on social media factual and accurate and strive for transparency and openness in any interaction. When possible, links to credible sources of information will be provided.

Any communication that is later found in error will be publicly corrected.

Comments posted by Town of Middletown employees on their personal social media sites regarding Town of Middletown matters must specify the following statement “the postings on this site are my own and do not reflect or represent the opinions of the Town of Middletown for which I work”.

## **XVIII. Ethics**

### **Code of Ethics for Public Officials and Employees**

It is the policy of the Town that no official or employee shall have any interest, financial or otherwise, direct, or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest. Outside employment must be disclosed and submitted to the Town for determination if a conflict exists.

To implement this policy and strengthen the faith and confidence of the people of the Town in their government, there is enacted a code of ethics setting forth standards of conduct required of town officials and employees in the performance of their official duties. It is the intent of the Town that this code shall serve not only as a guide for the official conduct of public servants in this Town, but also as a basis for discipline of those who violate its provisions.

It is the policy of the Town that public officials and employees are agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officials and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this code and the advisory opinions rendered by the State Commission on Ethics with respect hereto regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.

### **Anti-Harassment Policy**

We expect all employees to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age or disability is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome,

unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment.

Neither submission to nor rejection of such conduct will be used as a basis for employment decisions. We are committed to maintaining a safe and healthy work environment and taking all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade, or isolate a co-worker because of a known or suspected disability or disease, or because of a co-worker's association with a person with a disability or disease. Any employee who believes that he or she has been subject of harassment shall immediately report the conduct to Town Administrator. If the employee believes that he or she has been the subject of harassment by the Town Administrator, then it shall be reported to the Burgess.

All complaints will be promptly investigated and all matters will be handled expeditiously, confidentially, and in a professional manner so as to protect the offended individual and other individuals providing relevant information. Upon completion of a thorough investigation by the Town Administrator (or Burgess if need be), prompt and appropriate action will be taken. There will be no retaliation against anyone for stepping forward with a concern regarding any type of harassment. All employees are to cooperate with any investigation into a harassment complaint. False accusations of harassment cause harm to innocent people and such conduct will not be tolerated.

All steps necessary to prevent any form of harassment from occurring will be taken. All supervisors and managers are informed of this policy and have been instructed as to what constitutes proper and improper behavior. The Town is prepared to promptly take steps necessary to enforce this policy. Violations of this harassment policy will result in disciplinary action, up to and including discharge.

## **APPENDICES**

Appendix A – Employee Pay Ranges

Appendix B – Employee Job Descriptions

Appendix C – Employee Forms

## **APPENDIX A**

### **Pay Ranges**

**JOB DESCRIPTIONS & PAY RANGES**

Job descriptions are used to determine employee selection, job requirements, performance evaluations, organizational structure, and the relative levels of compensation in relation to each other. Each employee shall have a job description, which shall define that employee’s functions, tasks, and responsibilities. An employee may request a review and change of his or her job description from the Town Administrator. The Burgess & Commissioners shall approve all job descriptions.

A complete listing of all job descriptions developed by the Town are listed in Appendix A of this manual. Employees requiring a Maryland certification/license shall comply with all Maryland standards and requirements for maintaining the license/certification.

**Town Hall Administration**

<b>Position</b>	<b>Hourly</b>	<b>Annual</b>
Receptionist	\$15.65 - \$29.07	\$32,560 - \$60,468
Office Manager	\$23.59 - \$43.81	\$49,070 - \$91,131
Town Planner	\$31.09 - \$57.73	\$64,659 - \$120,080
Zoning Administrator	\$23.12 - \$42.94	Not Applicable
Main Street Program Manager	\$27.90 - \$51.81	\$58,031 - \$107,771
Financial Officer	\$31.93 - \$59.31	\$66,424 - \$123,359
Assistant Director of Public Works & Utilities	\$35.32 - \$65.60	\$73,474 - \$136,451
Director of Public Works & Utilities	\$53.39 - \$99.16	\$111,054 - \$206,243
Town Administrator	\$47.97 - \$89.10	\$99,788 - \$185,320

**Department of Public Works**

<b>Position</b>	<b>Hourly</b>	<b>Annual</b>
Public Works Apprentice	\$15.00 - \$25.12	\$31,200 - \$52,256
Municipal Service Worker I & II	\$17.13 - \$31.82	\$35,639 - \$66,187
Public Works Foreman	\$19.08 - \$35.44	\$39,688 - \$73,706
Public Works Superintendent	\$26.92 - \$49.99	\$55,991 - \$103,984
CIP Project Manager	\$32.11 - \$59.63	\$66,783 - \$124,026

**Department of Utilities**

<b>Position</b>	<b>Hourly</b>	<b>Annual</b>
Utilities Operator Trainee	\$15.00 - \$24.60	\$31,200 - \$51,170
Utilities Operator I & II	\$21.18 - \$39.33	\$44,048 - \$81,803
Utilities Superintendent	\$25.06 - \$46.54	\$52,127 - \$96,807

**U.S. Bureau of Labor Statistics – May 2023 National Occupational Employment & Wage Estimates (Washington-Arlington-Alexandria, DC-VA-MD-WV)** (Alexandria city, VA; Arlington County, VA; Calvert County, MD; Charles County, MD; Clarke County, VA; Culpeper County, VA; District of Columbia; Fairfax County, VA; Fairfax city, VA; Falls Church city, VA; Fauquier County, VA; Frederick County, MD; Fredericksburg city, VA; Jefferson County, WV; Loudoun County, VA; Manassas Park city, VA; Manassas city, VA; Montgomery County, MD; Prince George's County, MD; Prince William County, VA; Rappahannock County, VA; Spotsylvania County, VA; Stafford County, VA; Warren County, VA)

**U.S. Bureau of Labor Statistics – May 2023 National Occupational Employment & Wage Estimates (Hagerstown-Martinsburg, MD-WV)** (Berkeley County, WV; Washington County, MD)

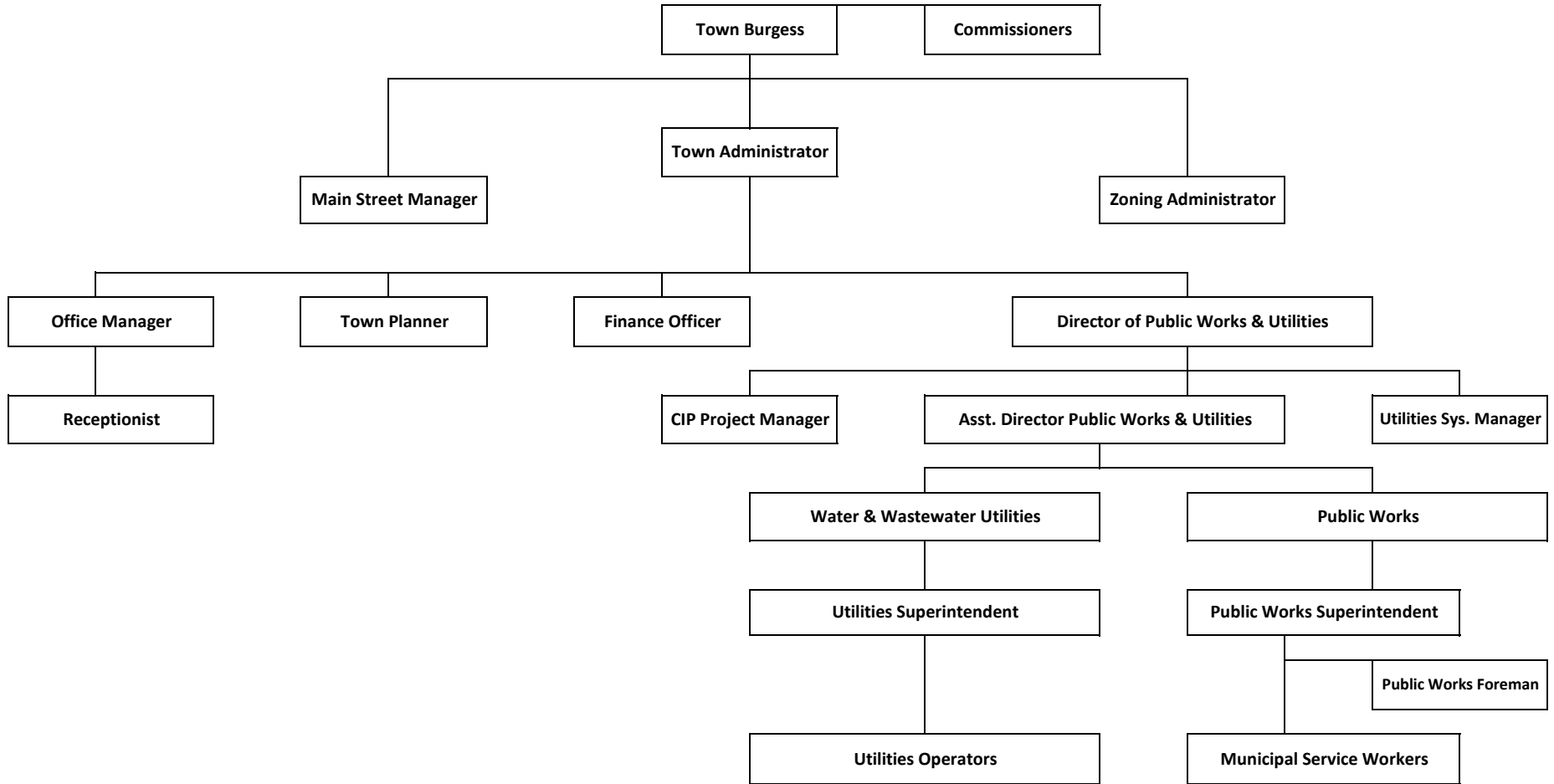
**Appendix B**  
**Job Descriptions**

- 1. Assistant Director of Public Works & Utilities**
- 2. Capital Improvement Program Manager**
- 3. Director of Public Works & Utilities**
- 4. Financial Officer**
- 5. Main Street Program Manager**
- 6. Municipal Service Worker I**
- 7. Municipal Service Worker II**
- 8. Office Manager**
- 9. Public Works Apprentice**
- 10. Public Works Foreman**
- 11. Receptionist**
- 12. Superintendent of Public Works**
- 13. Superintendent of Utilities**
- 14. Town Administrator**
- 15. Town Planner**
- 16. Utilities Operator I**
- 17. Utilities Operator II**
- 18. Utilities Operator Trainee**
- 19. Utilities Systems Manager**
- 20. Zoning Administrator**



# TOWN OF MIDDLETOWN ORGANIZATIONAL CHART

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The Town Of Middletown is governed by an elected town board comprised of the Burgess and five Commissioners.

## **ASSISTANT DIRECTOR OF PUBLIC WORKS & UTILITIES**

**Department:** Town Hall Administration

**Position Status:** Non-Exempt

### **Job Description:**

The Assistant Director of Public Works is a full-time position, reporting directly to the Director of Public Works & Utilities, that supervises and organizes field operations for the Public Works and Utilities Departments. This position provides direct oversight to field staff, facilitates projects and assignments, manages equipment and resource usage, and provides reporting and feedback to Administrative Staff and Town Officials.

This position supervises and facilitates all construction projects completed by the Public Works Department, including the Capital Improvements Program (CIP) projects, utility line repair and/or replacement, utility treatment facility repair and/or replacement, street repairs and overlays, curbs, sidewalks, drainage, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Responsible for managing the Public Works Department Staff and the operation, maintenance and repair of Town-owned buildings, vehicles, properties, parks, and infrastructure; including streets and the water and wastewater distribution and collections systems.
- Full management responsibility for all Public Works Department services and activities, including street maintenance and construction, building maintenance, recommend and administer policies and procedures.
- Supervision of construction projects, inspecting work for accuracy and effectiveness, assisting staff, contractors, engineers, etc.
- Plan, organize, coordinate, and direct maintenance and construction projects, i.e., water wells, storage tanks, pump houses, storm drain systems, distribution and collection lines and lift stations.
- Assist with design, construction, inspection, and maintenance activities for a variety of projects.
- Respond to Town emergencies and breakdowns (leaks, equipment failure, sewer backups, etc.).
- Coordinates and implements required protocol to address emergency weather related conditions (snow, heavy rains, etc.), in conjunction with the Director of Public Works & Utilities.

### **Knowledge, Skills, & Abilities:**

- Construction techniques involving streets and roads, drainage systems, flood control, drinking water distribution systems, and sanitary sewer systems.
- Principles and procedures of facility operations and maintenance.
- Knowledge of occupational hazards involved in the Public Works and Utilities Departments, and the appropriate safety precautions, standards, and state and federal workplace regulations.
- Excellent management and team building skills, as well as strong oral, written, and organizational skills and computer data management skills.
- Ability to plan and schedule work items, delegate tasks, and complete them in a timely manner.
- Computer proficiency and ability to use Microsoft Suite and other municipal services software programs.
- Ability to develop and maintain effective working relationships with co-workers and the public.

- Knowledge of operating and repair characteristics of a wide variety of Public Works and Utilities vehicles, equipment, and heavy equipment, as well as a thorough knowledge of the methods, tools, materials, and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.
- Ability to operate a skid steer, excavator, tractor backhoe, dump truck, and other related heavy equipment.

**Education & Experience:**

High school graduate or equivalent. Minimum 5 years of experience in municipal operations and maintenance. Experience with employee and project management is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

**Professional Licenses:**

- Maryland Class B Commercial Driver's License.
- MDE Drinking Water Distribution System License.
- MDE Wastewater Collections System License.

**Pay Range:** \$38.39 - \$71.29 per hour.

## **CAPITAL IMPROVEMENT PROGRAM MANAGER**

**Department:** Public Works

**Position Status:** Exempt

### **Job Description:**

This Capital Improvement Program Manager (CIP Manager) reports directly to the Director of Public Works and oversees the planning, design, and construction of public capital projects. This position also completes subdivision as-built and field subdivision development inspections.

The CIP Manager will review and inspect all public construction projects in the Town, including the Capital Improvements Program (CIP) projects, water and sewer line repair and/or replacement, street repairs and overlays, curbs, sidewalks, drainage, and public facilities mitigation projects required for residential or commercial development.

This position requires lifting, climbing, confined space entry, both field and office work, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Plan and coordinate projects with consultants and contractors and supervise all phases of construction and buildout.
- Facilitate planning, design, permitting and construction work with public, state, and federal agencies regarding public works projects.
- Assist in preparation of proposed annual budget, CIP budget, and equipment replacement.
- Coordinate usage of vendors and contractors used for capital projects or ongoing maintenance.
- Review development plans, particularly water and sewer lines, streets, curbs, sidewalks, and adequate public facilities proposals.
- Inspection of sitework construction of all new private developments, in accordance with the Town Design Manual.
- Maintain and update records for Letter of Credit and performance bonds and construction status for all subdivision work.
- Review and make recommendations for any changes in the Town's Design Manual.
- Perform other related duties as assigned by the Director of Public Works & Utilities or Town Administrator.

### **Knowledge, Skills & Abilities:**

- Ability to work independently to plan, design, organize, and administer large-scale public works programs and projects, including specialized building construction.
- Ability to effectively prepare and present clear and concise reports / presentations for varied audiences.
- Ability to maintain effective working relationships with government officials, co-workers, media representatives, and the public.
- Ability to direct the efforts of construction activities, as well as large operational facilities.
- Detailed knowledge of mathematics, electrical controls, motors, plumbing, and maintenance.
- Understanding of water/sewer distribution/collection and laboratory services.
- Ability to analyze, evaluate, and monitor water and wastewater processes.
- Expert skills in computer software (spreadsheets, data bases, word processing, cad, GIS, etc.) for increasing engineering, administrative, and operational efficiency.

- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

**Education & Experience:**

Licensed Professional Engineer in the State of Maryland, with five or more years of municipal experience. Experience in drinking water and sanitary sewer evaluation studies, capacity management, and operations planning / implementation:

- Experience in the review and assessment of sewer pipeline videos and manhole inspections for structural, and infiltration & inflow defects.
- Experience in the design, review, and construction of pressurized potable water systems.
- Experience in potable water and sanitary sewer treatment and permit processes is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$33.64 - \$62.48 per hour.

## **DIRECTOR OF PUBLIC WORKS & UTILITIES**

**Department:** Town Hall Administration

**Position Status:** Exempt

### **Job Description:**

This Director of Public Works is a full-time position, reporting directly to the Town Administrator, that directs and supervises all functions performed by the Town's Public Works and Utilities Departments. This position provides general oversight, coordinates projects and assignments, manages equipment and resource usage, and provides professional consultation to Administrative Staff and Town Officials.

This position reviews and inspects all construction projects in the Town, including the Capital Improvements Program (CIP) projects, utility line repair and/or replacement, utility treatment facility repair and/or replacement, street repairs and overlays, curbs, sidewalks, drainage, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Plan, coordinate, and supervise public works and utilities staff and operations.
- Coordinate with public, state, and federal agencies, regarding public works and utilities projects.
- Prepare, review, and monitor operating reports and documents needed for efficient and regulated operations.
- Assist in preparation of proposed annual budget, capital improvement planning, and equipment replacement.
- Coordinate usage of outside vendors and contractors used for capital projects or ongoing maintenance.
- Review development plans, particularly water and sewer lines, streets, curbs, sidewalks, and other adequate facilities improvements.
- Submit monthly reporting to the Town Board, outlining project updates and activities of the department.
- Perform other tasks as assigned by the Town Administrator.

### **Knowledge, Skills, & Abilities:**

- Expert knowledge of civil, mechanical, and electrical engineering.
- Ability to work independently to plan, design, organize, and administer large-scale public works programs and projects, including specialized building construction.
- Ability to effectively prepare and present clear and concise reports / presentations for varied audiences.
- Ability to maintain effective working relationships with government officials, co-workers, media representatives, and the public.
- Excellent managerial skills and ability to direct construction activities, as well as large operational facilities, with both employees and contractors.
- Detailed knowledge of mathematics, electrical controls, motors, plumbing, and maintenance.
- Understanding of utilities distribution/collection, laboratory services, and state utility permitting.
- Ability to analyze, evaluate, and monitor water and wastewater processes.
- Expert skills in computer software (spreadsheets, data bases, word processing, cad, GIS, etc.) for increasing engineering, administrative, and operational efficiency.
- Physical requirements include the ability to lift 50-75 pounds, to work in all plant areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

**Education & Experience:**

Licensed Professional Engineer in the State of Maryland, with 5 or more years of municipal experience. Certified with the MDE Board of Waterworks and Waste Systems Operators for Water Distribution/Treatment and Wastewater Collections/Treatment, preferred. Experience in drinking water and sanitary sewer evaluation studies, capacity management, and operations planning / implementation:

- Experience in the review and assessment of sewer pipeline videos and manhole inspections for structural and infiltration & inflow defects.
- Experience in the design, review, and construction of pressurized potable water systems.
- Experience in potable water and sanitary sewer treatment and permit processes is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- Maryland Class B Commercial Driver's License.
- MDE Class 5A Wastewater Operator License.
- MDE Class 3 Water Operator License.

**Pay Range:** \$56.32 - \$104.60 per hour.

## FINANCIAL OFFICER

**Department:** Town Hall Administration

**Position Status:** Exempt

### **Job Description:**

The Financial Officer is a full-time position, appointed by the Burgess, with approval from the Commissioners, that performs a variety of fiscal duties essential to the operation of the Town. Day-to-day, the Financial Officer reports directly to the Town Administrator and the Town Board. The Finance Officer serves at the pleasure of the Burgess & Commissioners.

The position requires a firm understanding of GAAP and performs the functions of treasurer, comptroller, financial manager, grant/loan administrator, monitor of town insurance programs and pension plans, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Manage all funds, monies, expenditures, and revenues for the Town, and disperse them promptly on order of the Town Administrator and Town Board.
- Ensure that all taxable property in the Town is assessed and collects all taxes, special assessments, license fees, liens, and other revenues of the Towns.
- Process and reconcile all receivables, financial statements and ledgers on a monthly basis for all funds.
- As necessary, conduct internal financial audits and oversight.
- Prepare monthly bank account reconciliations for the Finance Officer's Report.
- Assist Town Administrator and Town Board in preparing and monitoring investments and reports.
- Monitor fiscal year revenues and expenditures to track budget performance against expectations.
- Assist the Town Administrator in preparing the annual budget.
- Monitor and provide advice on the use and investment of the Town's funds. Investigate state and federal assistance and grant programs.
- In coordination with the Town Administrator, oversee the Town's liability, property and health insurance programs and the employee pension plan.
- Facilitate year-end financial audits and assist auditors as needed.
- Process year-end 1099s for contractors and other year-end governmental reports as required.
- Submit and present monthly reports to the Town Board, outlining bank balances, cash flow, and budget-to-actual, and other pertinent financial data.
- Perform other related duties as assigned by the Town Administrator.

### **Knowledge, Skills & Abilities:**

- Computer proficiency and the ability to use Microsoft Suite is essential, especially knowledge of contemporary general accounting systems and municipal services software programs.
- Knowledge of accounting or bookkeeping required to handle the Town's financial records.
- Ability to prepare, maintain, and present accurate and timely financial records.
- Maintains employee, official, and constituent confidentiality.
- Ability to work independently and interpret / enforce financial policies and procedures.



- Ability to establish and maintain effective working relationships.

**Education & Experience:**

Firm understanding of GAAP. Minimum of bachelor's degree in business administration, public administration, accounting, finance, or a related field. Minimum of 5 years of experience in bookkeeping/accounting. Experience with governmental fund accounting, including knowledge of state, county, or municipal operations, grant acquisition, and cash management and investment, is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$38.36 - \$71.24 per hour.

## MAIN STREET PROGRAM MANAGER

**Department:** Town Hall Administration

**Position Status:** Non-Exempt

### **Job Description:**

The Main Street Program Manager is a full-time professional, administrative, and managerial position that administers the 501c3 organization, "Main Street Middletown, MD Inc." This position reports directly to the Burgess and the Main Street Middletown, MD Inc. Volunteer Board of Trustees. The Town desires the Main Street Middletown, MD Inc. organization to implement the Maryland Department of Housing and Community Development's Main Street Maryland Program and to maintain accreditation with the National Main Street Program.

This position serves as Main Street Middletown, MD Inc. Organization's Executive Director, and provides leadership while supporting the Main Street Board of Trustees, by providing technical input into the formation, development, and implementation of Board-directed activities in each of the State Program's "4-Point Approach." In addition, the Main Street Program Manager is responsible for the day-to-day operations, coordination, management of the Main Street Welcome Center, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

Implementing the Main Street 4-Point Approach (Organization, Promotions, Design, Economic Development, and the Maryland "5th Point" – Clean, Green, and Healthy)

- Organizational Management includes:
  1. Attend Main Street Board meetings, facilitate and attend Committee Meetings.
  2. Attend Burgess and Commissioner's Workshops and Meetings, as needed.
  3. Attend required Maryland Main Street and National Main Street meetings/educational sessions to maintain accreditation.
  4. Budgeting & bookkeeping.
  5. Grant writing, grant implementation, grant reporting, and grant management.
  6. Volunteer Recruitment, volunteer training, and volunteer retention/appreciation.
  7. Non-profit tax filing and reporting.
  8. With direction from the Board of Trustees, facilitate fundraising promotions, programs, and reporting.
- Promotions:
  1. Create social media and public relations campaigns, including newsletters, press releases, and advertisements.
  2. Manage and update the organization's website content.
  3. Create and implement an Annual Marketing Plan, utilizing the Tourism Co-Op Fund and other grant / volunteer resources.
  4. Organize and plan annual community events, to promote tourism and commerce.
- Economic Development:
  1. Organize business retention and attraction strategies with the Board of Trustees: business mixers, business appreciation events, business training/educational sessions, lower cost advertising opportunities, ribbon cuttings ceremonies, celebrate anniversaries, etc.
  2. Maintain good working relationships with the Main Street businesses.

3. Coordinate private and public organizations on plans for economic revitalization and/or growth.
- Design:
    1. Promote the goals of the National Trust for Historic Preservation, by advocating and protecting historic buildings and community culture, within the Main Street district.
    2. Increase visitor appeal and experience, by implementing adequate signage, parking, lighting, and downtown aesthetics.

**Knowledge, Skills & Abilities:**

- Exceptional communication and organizational skills.
- Considerable knowledge of historic structures.
- Considerable knowledge of grant programs and available grant opportunities.
- Ability to provide programmatic financial management and budget preparations.
- Computer proficiency and the ability to use Microsoft Suite is essential, especially knowledge of graphic / digital design software and various advertising / social media platforms.

**Education & Experience:**

Bachelor's degree in business administration, marketing, history, historic preservation, graphic design, hospitality, or other related fields. Minimum 5 years' experience in the economic development field and/or experience working with municipal governments.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$31.46 - \$58.42 per hour.

## MUNICIPAL SERVICE WORKER I

**Department:** Public Works

**Position Status:** Non-Exempt

### **Job Description:**

The Municipal Service Worker I is a full-time position, under the direct supervision of the Public Works Superintendent and Foreman. This position performs a variety of duties related to the maintenance and repair of Town-owned buildings, equipment, public parks, and infrastructure using variety of machines, tools, and equipment.

This skilled position performs a wide variety of physical tasks including the use of hand tools and operating equipment, general custodial work, facility maintenance and repair, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Primary duties and responsibilities involve the routine maintenance and repair of town owned buildings, grounds and parks, and infrastructure, including streets and the water and sewer distribution and collections systems.
- Receive project assignments and completion schedules; takes assigned equipment, materials and manpower to the appropriate site and completes the project as directed by the Public Works Superintendent or Foreman.
- Operate specialized heavy equipment such as single & tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, snowplow.
- Operate trucks, snowplows, and salt spreaders in hauling, plowing, and cleaning streets.
- Perform cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches holes, transports road materials, maintains roadways.
- Participate in worksite safety procedures; sets up barricades, safety signs and signal equipment; may perform flagging assignments to assure work zone safety.
- Perform installation or repair of water and wastewater service connections, water lines and meters, wastewater collection lines, repairs or replaces fire hydrants and plugged water meters; repairs water and wastewater mains.
- Operate a variety of hand tools and power equipment; cleans and organizes tools, equipment, and supplies to assure proper working order and efficiency.
- Assist with Maintenance and cleaning of sewer collections system main lines.
- Mow grass and trims weeds at Town facilities and parks.
- Maintain and repair municipal buildings' plumbing and electrical systems, including replacing worn or defective parts.
- Respond to Town emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Required availability for snow removal, special events, or other on-call emergency (on-call rotation schedule).
- Other duties as assigned by the Public Works Superintendent or Public Works Foreman.

### **Knowledge, Skills, & Abilities:**

- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.

- Knowledge of the methods, tools, materials, and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools, and materials used in structure maintenance and repair.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

**Education & Experience:**

High school graduate or equivalent. Minimum 3 years of experience in municipal operations and maintenance, or related field.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- 1) Maryland Class B Commercial Driver's License.
- 2) MDE Drinking Water Distribution System License.
- 3) MDE Wastewater Collections System License, within one year of promotion or hire.

**Pay Range:** \$17.96 - \$33.35 per hour.

## MUNICIPAL SERVICE WORKER II

**Department:** Public Works

**Position Status:** Non-Exempt

### **Job Description:**

The Municipal Service Worker II is a full-time position, under the direct supervision of the Public Works Superintendent and Foreman. This position performs a variety of duties related to the maintenance and repair of Town-owned buildings, equipment, public parks, and infrastructure using a variety of machines, tools, and equipment.

This skilled position performs a wide variety of physical tasks including the use of hand tools and operating equipment, general custodial work, facility maintenance and repair, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Primary duties and responsibilities involve the routine maintenance and repair of town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution and collections systems.
- Receive project assignments and completion schedules; takes assigned equipment, materials and manpower to the appropriate site and completes the project as directed by the Public Works Superintendent or Foreman.
- Operate specialized heavy equipment such as single & tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, snowplow.
- Operate trucks, snowplows, and salt spreaders in hauling, plowing, and cleaning streets; performs cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches chuck holes, transports road materials, maintains roadways.
- Participate in work site safety procedures; sets up barricades, safety signs and signal equipment; may perform flagging assignments to assure work zone safety.
- Operate backhoe and trenching equipment; performs installation or repair of water and wastewater service connections, water lines and meters, wastewater collection lines, repairs or replaces fire hydrants and plugged water meters; repairs water and wastewater mains.
- Operate a variety of hand tools and power equipment; cleans and organizes tools, equipment, and supplies to assure proper working order and efficiency.
- Maintain and cleans sewer collection system main lines; inspects manholes and sewer lines; opens clogged sewer lines using various pipe cleaning equipment.
- Mow grass and trims weeds at Town facilities and parks.
- Maintain and repair municipal buildings' plumbing and electrical systems, including replacing worn or defective parts.
- Respond to Town emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Required availability for snow removal, special events, or other on-call emergency (on-call rotation schedule).
- Other duties as assigned by the Public Works Superintendent or Public Works Foreman.

**Knowledge, Skills, & Abilities:**

- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Knowledge of the methods, tools, materials, and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools, and materials used in structure maintenance and repair.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.
- Ability to operate a skid steer, excavator, tractor backhoe, and dump truck.

**Education & Experience:**

High school graduate or equivalent. Minimum 3 years of experience in municipal operations and maintenance, or related field.

**Special Requirements:**

Valid State Driver's License

Professional Licenses:

- Maryland Class B Commercial Driver's License.
- MDE Drinking Water Distribution System License.
- MDE Wastewater Collections System License.

**Pay Range:** \$17.96 - \$33.35

## OFFICE MANAGER

**Department:** Town Hall Administration

**Position Status:** Non-Exempt

### **Job Description:**

The Office Manager is a full-time position, providing administrative and clerical support to all Town Departments. The position reports directly to the Town Administrator and supervises the Town Receptionist. The Office Manager maintains the utility service accounts and facilitates the quarterly metering and billing processes.

Responsible for ensuring that the office operates smoothly and efficiently, facilitates interdepartmental processes, manages the Town's records system, ensures that clerical functions are properly assigned and monitored, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Assist Town Administrator with human resources functions, to develop/maintain personnel policies as necessary.
- Provide clerical support to Administrative Staff, Town Board, and various Advisory Commissions as needed.
- Attend meetings of the Burgess & Commissioners, recording and presenting the monthly meeting minutes.
- Manage the utility metering and billing processes: metering, billing, mailing, collection, and penalties/disconnects.
- Assist Finance Officer with the payroll process, receivables, payables, financial record keeping, and year-end audit support.
- Coordinate with IT services for maintenance of equipment and software.
- Maintain and monitor Town website, social media accounts, and mass communications.
- Point of contact and facilitator for all Town-sponsored annual events. Assist Advisory Commissions and community organizations in coordinating events and obtaining permits and agreements.
- Coordinate and facilitate Town Elections.
- Facilitate new employee orientation packets and processes.
- Coordinate travel arrangements for elected officials and staff as needed.
- Coordinate multiple calendars/schedules relating to meeting room usage, banners, personnel leave usage, billing items, and building access at the municipal center.
- Perform other related duties as assigned by the Town Administrator.

### **Knowledge, Skills, & Abilities:**

- Ability to utilize effective communication and analytical skills.
- Must be proficient in Microsoft Word, Excel, Adobe, and other municipal services software.
- Ability to prepare and maintain accurate public and private records.
- Must use discretion and good judgment in working with sensitive information and confidential employee matters.
- Ability to work independently and interpret/enforce Town policies, procedures, and programs.
- Strong math, record-keeping, and clerical skills.



**Education & Experience:**

High school graduate or equivalent. Associate's Degree in finance or related field preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$25.01 - \$46.46 per hour.

## **PUBLIC WORKS APPRENTICE**

**Department:** Public Works

**Position Status:** Non-Exempt

### **Job Description:**

The Public Works Apprentice is a full-time or part-time position, under the direct supervision of the Public Works Superintendent and Foreman. The position performs a variety of entry level skilled duties related to the maintenance and repair of the Town's facilities, parks, and equipment.

This entry-level position performs a wide variety of physical tasks including the use of hand tools and operating equipment, general custodial work, facility maintenance and repair, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Primary duties and responsibilities involve assisting Public Works Staff with the routine maintenance and repair of town owned buildings, grounds and parks, and infrastructure, including streets and the water and sewer distribution and collections systems.
- Assist with cleaning, plowing, and salting streets.
- Assist with cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches holes, transports road materials, maintains roadways.
- Assist with work site safety procedures; sets up barricades, safety signs and signal equipment; may perform flagging assignments to assure work zone safety.
- Assist with installation or repair of water and wastewater service connections, water lines and meters, wastewater collection lines, repairs, or replaces fire hydrants and plugged water meters.
- Operate a variety of hand tools and power equipment; cleans and organizes tools, equipment, and supplies to assure proper working order and efficiency.
- Assist with Maintenance and cleaning of sewer collections system main lines.
- Mow grass and trims weeds at Town facilities, grounds, and parks.
- Respond to Town emergencies, breakdowns, sanitary sewer backups, and water leaks to assist responding Public Works Staff.
- Required availability for snow removal, special events, or other on-call emergency (on-call rotation schedule).
- Other duties as assigned by the Public Works Superintendent of Public Works Foreman.

### **Knowledge, Skills, & Abilities:**

- Basic knowledge of Public Works vehicles, equipment, and heavy equipment.
- Basic knowledge of the methods, tools, materials, and equipment employed in the repair of light and heavy vehicles and equipment.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

### **Education & Experience:**

High school graduate or equivalent.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- Maryland Class B Commercial Driver's License, within one year of hire.
- MDE Drinking Water Distribution System License, within one year of hire.
- MDE Wastewater Collections System License, within two years of hire.

**Pay Range:** \$15.00 - \$26.90 per hour.

## **PUBLIC WORKS FOREMAN**

**Department:** Public Works

**Position Status:** Non-Exempt

### **Job Description:**

The Public Works Shop Foreman is a full-time position, reporting directly to the Superintendent of Public Works. This position performs a variety of skilled duties related to crew supervision and organization, construction, installation, and repairs.

The Public Works Foreman maintains the fleet, keeps records, schedules outside maintenance on a daily or as needed basis, provides direction and oversight to public works employees, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Act as a lead worker performing a variety of master level skilled duties related to the construction, installation, maintenance and repair of the Town's infrastructure including streets, water distribution, and wastewater collections systems.
- Operate specialized heavy equipment such as single and tandem axle dump trucks, front-end loaders, backhoe, bucket trucks, snowplow.
- Perform installation or repair of water service connections, waterlines and meters, repairs or replaces water and sewer mains.
- Perform routine and regular maintenance on the Town's vehicles and equipment, to assure proper care and employee safety.
- Respond to Town emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Required availability for snow removal, special events, or other on-call emergency response (on-call rotation schedule).
- Assist Public Works Superintendent in daily operations and organization of department employees.
- Supervise and perform deicing and snow removal from all Town streets and parking areas.
- Other duties as assigned by the Superintendent of Public Works.

### **Knowledge, Skills, & Abilities:**

- Knowledge of occupational hazards involved in the Public Works Department and appropriate safety precautions, standards, and regulations.
- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Thorough knowledge of the methods, tools, materials, and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.
- Ability to work effectively with other employees and the public.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.
- Ability to operate a skid steer, excavator, tractor backhoe, and dump truck.

### **Education & Experience:**

High school graduate or equivalent. Minimum 3 years of experience in municipal operations and maintenance. Experience with employee and project management is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- 1) Maryland Class B Commercial Driver's License.
- 2) MDE Drinking Water Distribution System License.
- 3) MDE Wastewater Collections System License.

**Pay Range:** \$19.45 - \$36.13 per hour.

## **TOWN RECEPTIONIST**

**Department:** Town Hall Administration

**Position Status:** Non-Exempt

### **Job Description:**

The Town Receptionist is a full-time position and reports directly to the Town Administrator and Office Manager. This position requires someone with excellent customer service, computer, analytical, oral, and writing skills, and the ability to work in a fast-paced public environment.

Provides customer service to citizens' inquiries about the Town, operates the mainline telephone and directs calls and visitors to appropriate departments. Provides clerical support for the Administrative Staff, and other departments as necessary, and includes but is not limited to the following job duties;

### **Duties & Responsibilities:**

- Maintain the records and filing systems for all correspondence and matters related to the Town.
- Receive tax and utility payments, balances cash drawer daily, and writes receipts for various departments.
- Collect review fees and administrative fees for development plans and hearings.
- Assist with utility billing, mailing of utility bills, recording billing disputes, and generating utility billing reports.
- Assist Finance Officer with tax billing and revenue receipts and other tasks as assigned.
- Record meeting minutes for the Town Board of Appeals, Planning Commission, and other committees as assigned.
- Compose correspondence, memos, etc. and distribute as assigned.
- Prepare outgoing mail and copy documents.
- Receive, process, and invoice for zoning certificates and utility marking services.
- Monitor and maintain administrative office supplies and equipment inventory.
- Maintain yearly meeting and event calendars.
- Provide notary services to residents and staff.
- Perform other related duties as assigned by the Town Administrator and Office Manager.

### **Knowledge, Skills, & Abilities:**

- Ability to deal tactfully and courteously with the public and communicate effectively with customers and the public, both in person and by telephone, and the ability to maintain confidentiality.
- Must be proficient in Microsoft Word, Excel, Adobe, and ability to learn other municipal services software.
- Ability to prepare and maintain accurate records and process incoming public and private correspondence.
- Ability to use independent judgment in enforcing policies and procedures.
- Ability to use discretion and judgment in carrying out administrative details and work independently.
- Ability to establish and maintain effective working relationships and utilize teamwork.
- Strong math, record-keeping, and clerical skills.

**Education & Experience:**

- High school graduate or equivalent.
- Experience with record keeping, utility and tax billing, and bookkeeping preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

Must be a Maryland Notary Public or earn a notary public license within one year of employment with the Town.

**Pay Range:** \$16.34 - \$30.34 per hour.

## **SUPERINTENDENT OF PUBLIC WORKS**

**Department:** Public Works

**Position Status:** Non-Exempt

### **Job Description:**

The Superintendent of Public Works is a full-time position, that reports directly to the Assistant Director of Public Works & Utilities, and supervises, plans, organizes, and coordinates the workflow and operational priorities of the Town's Public Works Department.

This position is responsible for the supervision and implementation of all department operations and maintenance functions, including supervision of staff and resources, ordering equipment and materials, reporting the daily workflow of the department, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Organization, supervision, and training of the Public Works Staff.
- Respond to Town emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Supervise and oversee all storm drain, water and sanitary sewer utility repairs, and staff-installed replacements.
- Develop schedules for maintenance of streets, facilities, parks, and utility systems.
- Regularly assess and monitor the Town's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Maintain inventories of shop, field, and utility materials/tools related to the Department.
- Maintain Town equipment assets with preventive maintenance, scheduled maintenance, and repairs as needed.
- Supervise and perform deicing and snow removal from all Town streets and parking areas.
- Monitor work progress and employee performance.
- Prepare and manage operations budget for the Public Works Department
- Make recommendations to the Assistant Director for the purchase and replacement of tools and equipment.
- Prepare annual proposal for Street Repairs and Overlays.
- Coordinate and implements required protocol to address emergency weather related conditions; snow, heavy rains, etc. in conjunction with the Town Administrator.
- Develop budget needs of the Department for submission to the Assistant Director of Public Works & Utilities.
- Required availability for snow removal, special events, or other on-call emergency response (on-call rotation schedule).
- Other duties as assigned by the Assistant Director of Public Works & Utilities.

### **Knowledge, Skills, & Abilities:**

- Construction techniques involving streets and roads, drainage systems, flood control, drinking water distribution systems, and sanitary sewer systems.
- Principles and procedures of facility maintenance.
- Knowledge of occupational hazards involved in the Public Works Department and appropriate safety precautions, standards, and state and federal workplace regulations.



- Excellent management and team building skills, as well as strong oral, written, and organizational skills and computer data management skills.
- Ability to plan and schedule work items, delegate tasks, and complete them in a timely manner.
- Computer proficiency and ability to use Microsoft Suite and other municipal services software programs.
- Ability to develop and maintain effective working relationships with co-workers and the public.
- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment, as well as a thorough knowledge of the methods, tools, materials, and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.
- Ability to operate a skid steer, excavator, tractor backhoe, and dump truck.

**Education & Experience:**

High school graduate or equivalent. Minimum 5 years of experience in municipal operations and maintenance, or related field. Experience with employee and project management is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- 1) Maryland Class B Commercial Driver's License.
- 2) MDE Drinking Water Distribution System License.
- 3) MDE Wastewater Collections System License.

**Pay Range:** \$28.60 - \$53.12 per hour.

## **SUPERINTENDENT OF UTILITIES**

**Department:** Water & Wastewater

**Position Status:** Non-Exempt

### **Job Description:**

The Superintendent of Utilities is a full-time position, reporting directly to the Director and Assistant Director of Public Works & Utilities. This position plans, organizes, directs, and coordinates the daily operation and maintenance of the Town's Water and Wastewater facilities.

This position is responsible for the supervision and implementation of all department operations and maintenance functions, including supervision of staff and resources, ordering equipment and materials, reporting the daily workflow of the department, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Serves as the technical and administrative supervisor of the Water and Wastewater Treatment Systems, exercising full supervisory responsibility over work operations.
- Oversees the operation and maintenance of the wastewater system, including collection, treatment, permitting, and disposal.
- Oversees the operation and maintenance of the water system, including storage, transmission, treatment, sourcing, permitting, and distribution.
- Plans and monitors daily water and wastewater operations to ensure compliance with all regulatory requirements and standards.
- Applies and ensures compliance with modern safety practices and OSHA regulations.
- Develops, conducts, and coordinates necessary training of department personnel to obtain and maintain required operator certifications.
- Performs and coordinates daily checks on functioning of pumps, controls, motors and related equipment in all water and wastewater facilities.
- Identify maintenance needs and assist in performing corrective/preventative maintenance as necessary to avoid service interruptions.
- Performs and coordinates routine testing of samples from water and sewer treatment, distribution, transmission, and collection systems.
- Assists in preparation and administration of the annual water and sewer budgets.
- Makes recommendations to the Director and Assistant Director for the purchase and replacement of tools, equipment, and facility upgrades.
- Plans, organizes, assigns, and schedules a utilities operations and maintenance program.
- Coordinates with Public Works Superintendent to plan and schedule utility infrastructure repair, maintenance, and upgrade projects.
- Perform other related duties as assigned by the Director and Assistant Director of Public Works & Utilities.

### **Knowledge, Skills, & Abilities:**

- Comprehensive knowledge of the principles and practices of the design, operation and maintenance of water and wastewater utility systems.
- Thorough knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of water and wastewater pumping, storage, and treatment facilities.

- Knowledge of the operation, maintenance, and repair of the machinery and equipment, including electrical and electronic controls used in treating water and wastewater.
- Knowledge of laboratory analysis and tests required for Water and Wastewater Systems.
- Ability to effectively supervise the work of treatment plant operators and to train new operators.
- Ability to keep records and to prepare clear, concise reports of water and wastewater operations.
- Computer proficiency and ability to use Microsoft Suite and other municipal services software programs.
- Ability to establish and maintain effective working relationships with public and private officials, employees and the public.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.
- Excellent management and team building skills, as well as strong oral, written, and organizational skills and computer data management skills.

**Education & Experience:**

High school graduate or equivalent. Minimum 5 years of experience in municipal utilities operations and maintenance, or related field. Experience with employee and project management is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- 1) MDE Class 5A Wastewater Operator License.
- 2) MDE Class 3 Water Operator License.

**Pay Range:** \$26.33 - \$48.89 per hour.

## **TOWN ADMINISTRATOR**

**Department:** Town Hall Administration

**Position Status:** Exempt

### **Job Description:**

This position is a full-time professional, administrative, and supervisory position appointed by the Burgess, with the approval of the Commissioners. This position reports directly to the Burgess. The Town Administrator serves at the pleasure of the Burgess & Commissioners.

The Town Administrator is responsible for providing visionary leadership, while supporting the Town Board by providing technical input into the formulation, development, and implementation of Board-directed policies, programs, and projects. The Town Administrator is responsible for day-to-day operations, coordination, management of all Town departments, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Lead and engage the Town's employees.
- Prepare a comprehensive annual budget and capital improvement plan.
- Plan for short-term and long-term financing, for capital projects.
- Ensure fiscal responsibility and modern accounting and financial reporting practices.
- Serve as the Chief Procurement Officer.
- Prepare and present to the Town Board a comprehensive annual report, including a financial statement, accomplishments, challenges, and future projects.
- Make applications and administer federal, state, and private grant funds.
- Oversee and manage property and assets.
- Prepare Town Board and Utilities Commission monthly meeting agenda and documents.
- Attend regular meetings of the Town Board and Advisory Commissions.
- Act as the liaison with county, state and federal government officials and agencies, local civic and business entities, and interested members of the public.
- Maintain a visible presence in the community.
- Recruit and recommend candidates for hire.
- Provide oversight of personnel functions, compensation plans, and employee benefits.
- Oversee development and execution of special projects.
- Develop, promote, and encourage sustainable and fiscally responsible practices within the government and community.
- Monitor and regularly review insurance policies for employees, liability, and property.
- Engage in strategic planning methods to guide Town decision-making to meet stated goals.
- Facilitate the flow and understanding of ideas and information between and among elected officials, employees, volunteers, and citizens.
- Provide professional administration, management, and supervision of municipal employees.
- Assure compliance with relevant federal, state, and local laws / regulations.
- Develop long-range plans, with guidance from the Town Board, and assist in the achievement of common goals and objectives.
- Perform other duties as assigned by the Burgess.

**Knowledge, Skills, & Abilities:**

- Must demonstrate initiative and have a firm understanding of municipal finance, procurement, and personnel best practices.
- Possesses strong organizational, communication, and community leadership skills.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and interpret / enforce financial, planning, development, utilities, and intergovernmental policies and procedures.
- Computer proficiency with Microsoft Suite, general accounting systems software, and municipal services software.
- Discretion and good judgment in working with sensitive information and confidential employee matters.
- In-depth knowledge of utility systems, treatment, permitting, and metering/billing.

**Education & Experience:**

Must possess a Bachelor's Degree (Master's Degree is preferred) in Public-Administration, Business Administration or relevant field. Minimum 5 years previous experience in Municipal Government and Finance is preferred; experience as a municipal manager is preferred. Experience with senior management and the planning, organizing, implementing, and supervising of service delivery programs, operations, grants, budgets, and human resources is essential.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$51.08 - \$94.86 per hour.

## TOWN PLANNER

**Department:** Town Hall

Administration **Position Status:** Exempt

### **Job Description:**

This position is a full-time professional, administrative, and supervisory position involving management and administration for the Planning and Zoning Department. The position reports directly to the Town Administrator.

This position will work directly with the Town's elected and appointed officials and receive direction from the Planning Commission and Town Administrator. The Town Planner will review and provide comments for development plans, town planning and zoning codes, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Provide professional review and recommendations of annexation petitions, public works agreements, subdivision site plans.
- Planning, coordinating, and evaluating the land use planning of the Town and overseeing the implementation and enforcement of the Subdivision, Zoning, Comprehensive Plan and other applicable regulations of the Town.
- Perform highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws and land use practices.
- Facilitate development and zoning plan review processes and fees. Process and review of development applications, including minor, major, and commercial development, from application to recordation for compliance with all applicable regulations.
- Review and recommend necessary changes to town zoning ordinances and subdivision regulations.
- Regularly review, recommend, and prepare updates to the town land-use plans and comprehensive plan.
- Prepare the agenda for the Town Planning Commission meetings.
- Act as correspondent and facilitator for developers, contractors, and development.
- Route all planning related documents and plans to the appropriate county and state agencies.
- Provide Forest Resource Conservation review and enforcement.
- Act as liaison to the county and state planning and zoning departments and public bodies.
- Facilitate, in a collaborative manner, all long range-planning, including the development, updating and implementation of the Town's Comprehensive Plan
- Submit monthly reporting to the Planning Commission and Town Board, outlining project updates and activities of the department.
- Coordinate the work of consultants in the study of major planning projects.
- Assist other Town Departments and Advisory Commissions in the planning and administration of municipal projects.
- Prepare grant applications for municipal projects and initiatives.
- Assist the public with processes, procedures, and interpreting the regulations.
- Perform other duties as assigned by Town Administrator.

**Knowledge, Skills & Abilities:**

- Thorough knowledge of the laws and the principles and practices of municipal land use and planning and zoning, the regulation of the subdivision of land, and related State laws and regulations.
- Ability to interpret architectural, engineering, and landscape drawings.
- Ability to communicate in oral and written form, in a professional manner, with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town Commission and Board Members.
- Must be proficient in Microsoft Word, Excel, Adobe, and other municipal services software.

**Education & Experience:**

A minimum of three years' experience in Municipal land use, planning and zoning, land use law and policy or other related experience of which at least one year was in Municipal Planning. A Bachelor's Degree in Planning, Environmental Planning, Public Administration or a related field. Experience with the use of Geographic Information System (GIS) software is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$33.10 - \$61.46 per hour.

## UTILITIES OPERATOR I

**Department:** Water & Wastewater

**Position Status:** Non-Exempt

### **Job Description:**

Utilities Operator I is a full-time position, reporting directly to the Superintendent of Utilities. This is a skilled technical position that is responsible for the operation and maintenance of the water and wastewater treatment plants, process equipment related to the treatment, including distribution, transmission, and collection.

### **Duties & Responsibilities:**

- Perform operations related to Water and Wastewater treatment, process equipment, and SCADA systems.
- Operate various industry equipment, including pumps, blowers, engines, valves, gates, etc.
- Accurately read and maintain log of operations including process gauge and meter readings.
- Observe variations in operating conditions and interpret meter and gauge readings, and test results.
- Monitor and control chemical treatment and treatment levels.
- Conduct routine laboratory testing.
- Assist in the maintenance of equipment, buildings, and grounds.
- Responds to utility systems emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Required availability for snow removal, special events, or other on-call emergency response (on-call rotation schedule).
- Other duties as assigned by Superintendent of Utilities.

### **Knowledge, Skills, & Abilities:**

- Knowledge of the principles and practices of the design, operation and maintenance of water and wastewater utility systems.
- Knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of water and wastewater pumping, storage, and treatment facilities.
- Knowledge of the operation, maintenance, and repair of the machinery and equipment, including electrical and electronic controls used in treating water and wastewater.
- Knowledge of laboratory analysis and tests required for water and wastewater systems.
- Ability to keep records and to prepare clear, concise reports of water and wastewater operations.
- Computer proficiency and ability to use Microsoft Suite and other municipal services software programs.
- Ability to establish and maintain effective working relationships with employees and the public.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

### **Education & Experience:**

High school graduate or equivalent. Minimum 1 year of experience in municipal utilities operations and maintenance, or related field.



**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- MDE Class 3 Water Operator License.
- MDE Class 5A Wastewater Operator License required within 2 years of hire or promotion.

**Pay Range:** \$20.80 - \$38.62 per hour.

## UTILITIES OPERATOR II

**Department:** Water & Wastewater

**Position Status:** Non-Exempt

### **Job Description:**

Utilities Operator II is a full-time position, reporting directly to the Superintendent of Utilities. This is a skilled technical position that is responsible for the operation and maintenance of the water and wastewater treatment plants, process equipment related to the treatment, including distribution, transmission, and collection.

### **Duties & Responsibilities:**

- Perform operations related to water and wastewater treatment, process equipment, and SCADA systems.
- Operate various industry equipment, including pumps, blowers, engines, valves, gates, etc.
- Accurately read and maintain log of operations including process gauge and meter readings.
- Observe variations in operating conditions and interpret meter and gauge readings, and test results.
- Monitor and control chemical treatment and treatment levels.
- Conduct routine laboratory testing.
- Assist in the maintenance of equipment, buildings, and grounds.
- Responds to utility systems and infrastructure emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Required availability for snow removal, special events, or other on-call emergency response (on-call rotation schedule).
- Other duties as assigned by Superintendent of Utilities.

### **Knowledge, Skills, & Abilities:**

- Excellent knowledge of the principles and practices of the design, operation and maintenance of water and wastewater utility systems.
- Knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of water and wastewater pumping, storage, and treatment facilities.
- Knowledge of the operation, maintenance, and repair of the machinery and equipment, including electrical and electronic controls used in treating water and wastewater.
- Knowledge of laboratory analysis and tests required for water and wastewater systems.
- Ability to keep records and to prepare clear, concise reports of water and wastewater operations.
- Computer proficiency and ability to use Microsoft Suite and other municipal services software programs.
- Ability to establish and maintain effective working relationships with employees and the public.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

### **Education & Experience:**

High school graduate or equivalent. Minimum 3 years of experience in municipal utilities operations and maintenance, or related field.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- MDE Class 5A Wastewater Operator License.
- MDE Class 3 Water Operator License.

**Pay Range:** \$20.80 - \$38.62 per hour.

## UTILITIES OPERATOR TRAINEE

**Department:** Water & Wastewater

**Position Status:** Non-Exempt

### **Job Description:**

Utilities Operator Trainee is a full-time position, reporting directly to the Superintendent of Utilities. This is a skilled technical position that provides support to the Utilities Operators, in the operation and maintenance of the water and wastewater treatment plants, process equipment related to the treatment, including distribution, transmission, and collection.

### **Duties & Responsibilities:**

- Provide operational support for water and wastewater treatment, process equipment, and SCADA systems.
- Operate various industry equipment, including pumps, blowers, engines, valves, gates, etc.
- Accurately read and maintain log of operations, including process gauge and meter readings.
- Reports variations in operating conditions, meter and gauge readings, and test results.
- Assist with monitoring and control of chemical treatment and treatment levels.
- Assist with routine laboratory testing.
- Assist in the maintenance of equipment, buildings, and grounds.
- Responds to utility systems and infrastructure emergencies, breakdowns, sanitary sewer backups, and water leaks.
- Required availability for snow removal, special events, or other on-call emergency response (on-call rotation schedule).
- Other duties as assigned by Superintendent of Utilities.

### **Knowledge, Skills, & Abilities:**

- Working knowledge of the principles and practices of the design, operation and maintenance of water and wastewater utility systems.
- Basic knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of water and wastewater pumping, storage, and treatment facilities.
- Working knowledge of the operation, maintenance, and repair of the machinery and equipment, including electrical and electronic controls used in treating water and wastewater.
- Ability to keep records and to prepare clear, concise reports of water and wastewater operations.
- Computer proficiency and ability to use Microsoft Suite and other municipal services software programs.
- Ability to establish and maintain effective working relationships with employees and the public.
- Physical requirements include the ability to lift 50-75 pounds, to work in all utility areas including manholes which may be open areas or confined space and may be accessed by ladders, narrow stairwells, catwalks, or scaffolds, and work outdoors.

### **Education & Experience:**

High school graduate or equivalent. Experience in municipal utilities operations and maintenance, or related field, is preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

Professional Licenses:

- MDE Class 3 Water Operator License required within 2 years of hire.
- MDE Class 5A Wastewater Operator License required within 3 years of hire.

**Pay Range:** \$15.00 - \$23.44 per hour.

## UTILITY SYSTEMS MANAGER

**Department:** Public Works

**Position Status:** Non-Exempt

### **Job Description:**

The Utility Systems Manager is a part-time position, reporting directly to the Director of Public Works & Utilities. This position facilitates work in and around the Town's distribution and collection systems, records quarterly customer usage, and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Locates and marks town utilities, daily, through the Miss Utility ticket system.
- Performs quarterly meter reading, re-reads, final readings, and mid-cycle reads as needed.
- Locate curb stops and perform shutoffs during disconnection periods.
- Miscellaneous clerical, deliveries, customer service may be requested by the Office Manager or Town Administrator.
- Consultation on inflow and infiltration, with periodic sewer cleaning and sounding.
- Facilitate the distribution of public notices.
- Complete special projects, as assigned by the Town Administrator.
- Assist with year-end audit of metering and billing systems.

### **Knowledge, Skills, & Abilities:**

- Thorough field and technical knowledge of the Town's drinking water distribution system, the wastewater collection system, and the utility service addresses/locations.
- Ability to communicate in oral and written form in a professional manner with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.
- Organizing and executing multi-function, cross-organizational tasks.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town Commission and Board Members.
- Basic computer skills, including the use of standard office software, word processing and spreadsheets programs, other municipal services software programs, and the Miss Utility ticket portal.

### **Education and Experience:**

High school graduate or equivalent. Experience in municipal distribution, collection, metering, and billing processes. State distribution and collection systems certifications are preferred.

### **Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$16.47 - \$30.58 per hour.

## **ZONING ADMINISTRATOR**

**Department:** Town Hall Administration

**Position Status:** Non-Exempt

### **Job Description:**

This position is part-time administrative position, reporting directly to the Town Burgess. The Zoning Administrator administers the Town's Municipal Code and Zoning Ordinances (administration and enforcement), and includes but is not limited to the following job duties.

### **Duties & Responsibilities:**

- Oversee the implementation and enforcement of the Zoning Code, Comprehensive Plan, and other applicable regulations of the Town.
- Perform highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws and land use practices.
- Accept, review, and authorize zoning permit applications. Determine compliance with the provisions of the Zoning Ordinance and completeness of the application.
- Issue the appropriate land-use permit when all provisions of the ordinance are in compliance and maintain a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with ordinance standards and assist with appropriate alternative / administrative remedies necessary to attain compliance.
- Perform inspection duties to ensure land use changes comply with the Zoning Ordinance. The use of check lists and instruction lists is required.
- Identify, inventory, and monitor nonconforming uses.
- Attend and prepare agendas and maintain minutes for Board of Appeals meetings, as needed, and prepare interpretations of the zoning regulations for the members. Evening meetings are expected.
- Respond to requests, and answer questions, from the general public regarding zoning.
- Provide a monthly report to the Burgess and Commissioners, to be presented at monthly workshop meetings.
- Prepare code and policy revisions to zoning, subdivision, and other land use regulations for consideration by the various Advisory Commissions and the Town Board.
- Investigate alleged violations of the Town Code and advises landowners/applicants of necessary corrective measures. Keep an inventory of said violations, including dated photographs and/or other evidence.
- Coordinate the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
- Complete special projects as assigned by the Burgess.

### **Knowledge, Skills, & Abilities:**

- Thorough knowledge of the laws, principles, and practices of municipal land use and planning and zoning, the regulation of the subdivision of land, and related State laws and regulations.
- Ability to interpret architectural, engineering and landscape drawings.

- Ability to communicate in oral and written form in a professional manner with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.
- Organizing and executing multi-function, cross-organizational tasks.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town Commission and Board Members.
- Must be proficient in Microsoft Suite, Adobe, and other municipal services software.

**Education & Experience:**

High school graduate or equivalent. Minimum of 2 years of experience in Zoning Code Enforcement, Building Code Enforcement, or related experience. A Bachelor's Degree in Planning, Public Administration, or related field preferred.

**Required Certifications or Licenses:**

Valid State Driver's License

**Pay Range:** \$25.23 – \$46.85 per hour.



**Appendix C**  
**Employee Forms**



**Employee Training Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed degree, certification, or license: Please attach relevant program or training materials.

How does this Degree, Certification, or Training benefit the Town's workforce, resources, residents, and businesses?

Completion Date: \_\_\_\_\_

Training Costs to the Town: \_\_\_\_\_

Paid While Training: \_\_\_\_\_ Yes \_\_\_\_\_ No

Supervisor Signature & Title: \_\_\_\_\_

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Personnel Committee Use Only

Approved: \_\_\_\_\_ Eligible for Recognition Bonus: \_\_\_\_\_ Yes \_\_\_\_\_ No

Denied: \_\_\_\_\_ Eligible Amount: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

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John D. Miller  
*Burgess*

*Commissioners*  
Richard L. Dietrick  
Jennifer J. Falcinelli  
Christopher I. Goodman  
Jean B. LaPadula  
Christopher I. Goodman

*Middletown*  
Founded in 1767



## Town Employee Training & Certification Agreement

### One Year Agreement

**Agreement between the Town of Middletown, Maryland, hereinafter called “Town” and \_\_\_\_\_, employed as the \_\_\_\_\_ for the Town of Middletown, Maryland, hereinafter called “\_\_\_\_\_.”**

The Town hereby acknowledges the above-named individual as a \_\_\_\_\_ for the Town, and the \_\_\_\_\_ hereby accepts the terms and conditions hereinafter set forth;

1. The Town agrees to enroll the above-named \_\_\_\_\_ in such continuing education, academic courses, professional trainings, and certification exams to enable the \_\_\_\_\_ to earn required industry certifications and properly perform his/her duties, without expense to the \_\_\_\_\_, and agrees to furnish the \_\_\_\_\_ with all necessary materials and equipment required for the performance of his/her duties.
2. In recognition of the \_\_\_\_\_’s advancement in his/her profession, the Town may elect to award the \_\_\_\_\_ a lump-sum bonus payment or an increase to hourly pay.
3. In consideration of the benefits and payments provided by the Town, the \_\_\_\_\_ agrees to remain in the employ of the Town for a period of at least one (1) year from the date of this agreement, and in the event of failure to do so, he/she agrees to reimburse to the Town all costs and expenses incurred for his/her continuing education, certifications, and bonus payments. This reimbursement shall be prorated at 1/12<sup>th</sup> for every month of service the \_\_\_\_\_ provides to the Town, from the date of this agreement.
4. The \_\_\_\_\_’s obligation under Paragraph 3 shall be null and void if the \_\_\_\_\_ is removed from his/her position for cause in accordance with the Town’s Personnel Policies.
5. Upon default of Paragraph 3 of the contract, Pursuant to the Annotated Code of Maryland, Labor and Employment, §3-503, the \_\_\_\_\_ expressly authorizes the Town to withhold all, or part, of the \_\_\_\_\_’s accrued personal leave, and/or any unpaid wages necessary to cover the costs and expenses incurred by the Town, including expenses related to the aforementioned continuing education or professional trainings, and

bonus payments awarded subsequently, for the performance of his/her professional duties;  
and

The \_\_\_\_\_ has the right to appeal the terms stipulated within this Agreement to the  
Burgess & Commissioners of Middletown, whose decision shall be final.

**IN WITNESS WHEREOF, the parties have executed this Agreement on this**

\_\_\_\_\_.

**TOWN EMPLOYEE**

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**WITNESS & ATTEST, AS TO SIGNATURE**

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**Annette Alberghini, Office Manager**

**TOWN ADMINISTRATION**

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**Paul Mantello, Town Administrator**

**BURGESS & COMMISSIONERS OF MIDDLETOWN**

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**John Miller, Burgess**

Employee Acknowledgment of Town Personnel Policy / Employee Handbook

I acknowledge that I have read and understood and received a copy of the policies outlined in this copy of the Town of Middletown Personnel Policy. I understand that these policies provide only a general reference and are not a full statement of the Town's procedure nor are they a contract.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_