



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR BETH DELBUONO**

## **NEWINGTON TOWN COUNCIL SPECIAL MEETING AGENDA**

**Town Council Chamber, Room 103 – Town Hall  
200 Garfield Street**

**Monday, November 14, 2022, 5:30 P.M.**

**This meeting will be presented as a Zoom Webinar/Hybrid Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>**

**\*\*\*This meeting is called by the Mayor, pursuant to Section 8 of the Newington Town Council, Rules of Procedure, revised February 22, 2022.\*\*\***

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1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom Application or Phone)  
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
4. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
5. OLD BUSINESS
  - A. Appointment of Acting Town Manager
  - B. Job Description – Assistant Fire Marshal (A-7)
  - C. Amendment to Classification and Pay Plan – Salary Table
6. NEW BUSINESS
  - A. Job Description(s) – Town Planner (A-11) & Groundskeeper Foreperson (LT-19)
7. PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom Application or Phone)  
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
8. REMARKS BY COUNCILORS
9. ADJOURNMENT



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: November 10, 2022  
Re: Appointment of Acting Town Manager

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With the Town Council acceptance of the Town Manager's resignation during the October 25<sup>th</sup> meeting, the Town Council must now consider the appointment of an Acting Town Manager, under the Newington Town Charter, Article V, Section C-504, Subsection A. That appointment is generally made for a period of 90-days, during which time the Town Manager Search Subcommittee would work with a consultant, chosen by the Town Council, to conduct the recruitment process for a permanent Town Manager.

A Resolution has been included, outlining the Charter authorization, for your action this evening.

**Attachments:**

- Resolution – Appointment of Acting Town Manager

AGENDA ITEM: 5.A

DATE: 11/14/2022

RESOLUTION NO. 2022-

RESOLVED,

Pursuant to the Newington Town Charter, Article V, the Manager, Section, C-504, Subsection A, the Newington Town Council hereby appoints \_\_\_\_\_ to serve as Acting Town Manager, for a period not to exceed 90 days from appointment, and authorizes the Town Council Leadership to execute any necessary documents.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: November 10, 2022  
Re: Job Description – Assistant Fire Marshal (A-7)

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The Draft Job description for the Assistant Fire Marshal (A-7), was revised and approved by the Board of Fire Commissioners on November 10, 2022. This is a new position within the Classification and Pay Plan. This position is proposed within the same classification as the Assistant Building Official.

I am requesting that the Town Council approve the updated job description, as presented.

A Resolution has been included to approve the job description, as presented.

**Attachments:**

- Resolution Job Description – Assistant Fire Marshal (A-7)

AGENDA ITEM: 5.B

DATE: 11/14/2022

RESOLUTION NO. 2022-

RESOLVED:

The Newington Town Council hereby approves the amendment to the "Classification and Pay Plan" by approving a job description for the Assistant Fire Marshal (A-7) position, as recommended by Keith Chapman, Town Manager, in his capacity as Personnel Director.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

## TOWN OF NEWINGTON

**TITLE:** Assistant Fire Marshal                      **GRADE:** A-7  
**DEPARTMENT:** Fire Marshal's Office                      **COUNCIL ADOPTED:** November 14, 2022

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### **POSITION DESCRIPTION:**

Under the general supervision of the Fire Marshal, this position is responsible for performing skilled technical work in the areas of fire investigation, fire prevention, code enforcement and safety. The Assistant Fire Marshal will also perform supervisory duties which include the assignment of inspections, budgeting, project management, and any other duties as assigned by the Fire Marshal.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists in planning departmental programs and development of policy recommendations to meet fire protection and fire safety objectives.
- Issues permits and enforces regulations as provided by the state, local, and federal regulations, code or ordinances.
- Inspect buildings and facilities to assure conformance of building structures with fire code, responds to complaints regarding fire code violations and fire hazards.
- Assist with inspecting of blasting areas and issues permits.
- Examine building plans and specifications for conformance with fire codes.
- Checks materials and substances used in building construction and decoration for flammability.
- Performs fire investigations to determine the origin and cause of a fire.
- Participates in meeting seminars and training sessions.
- Maintains effective records in accordance with Town's records retention program and applicable law.
- Performs research and prepares reports on a regular basis and as requested for a variety of management and administrative purposes.
- Assists in preparation of annual budget requests and administration of the approved departmental budget in accordance with Town fiscal policies.
- Performs a variety of administrative functions including recordkeeping, responding to requests for information and preparing grant information.
- Helps prepare performance management reports, budgets, and analysis of programs for planning purposes.
- Helps prepare operational, capital and grant budget requests that reflect approved plan objectives and priorities.
- Meets and/or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town

### **ADDITIONAL JOB FUNCTIONS**

- Responds to emergencies and supports command staff in absence of the Fire Marshal.
- This position may require the incumbent to be on call after normal business hours as directed by the Fire Marshal.
- May work with automated program and maintenance management systems, and use databases and reports to provide key management information.
- Other duties include customer service duties such as taking phone calls, responding to walk-in visitors, program registrations and generally any duties that contribute to a smoothly functioning office.
- Performs related tasks as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of community fire protection needs and requirements; Incident Command System (ICS); town and state fire building codes and laws; fire safety, prevention and protection practices.
- Ability to read, interpret and enforce fire codes and regulations, prepare and present fire safety prevention and fire safety education programs.
- Ability to foster relationships and deal effectively with officials, business owners, outside agencies, employees, and the general public.

- Commitment to excellence in customer service.
- Ability to use computer applications and software, including electronic spreadsheets, for budgeting, planning and forecasting.
- Knowledge of municipal budgeting practices and procedures.
- Strong analytical skills including the ability to analyze and interpret financial data.
- Ability to access and process information contained in file records and computer databases.
- Experience working with performance measures.
- Experience conducting operation analysis of budgets and operational plans.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Exposure to computer terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls.
- Physical ability to carry and lift documents, office equipment weighing up to 20 pounds and occasionally lift or move up to 50 pounds.
- Sufficient mobility to move about the work place and walk on uneven surfaces
- Hearing sufficient to conduct conversations, occasionally over the noise from groups of people, in person, and using the telephone.
- Vision sufficient to detect and distinguish between different colors, read fine print and see visual display terminals.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions, background noises, heavy traffic flow and heavy work volume expectations.
- Occasionally work in high precarious places, and is regularly exposed to cold, hot , wet or humid conditions, fumes or airborne particles and toxic chemicals.
- May be exposed to risk of electrical shock.

**REQUIRED MINIMUM QUALIFICATIONS**

- High school degree plus three years of experience as Fire Marshal, Deputy Fire Marshal or Fire Inspector or experience in a closely related field; or, an equivalent combination of education and experience.

**LICENSE OR CERTIFICATE:**

Requires current certification as a Fire Marshal, Deputy Fire Marshal or Fire Inspector in accordance with Connecticut Statutes; maintenance of the aforementioned certification; certification in ICS 100, 200, 700, and 800. Must have a valid driver’s license.

**Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.**

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Keith Chapman, Town Manager  
Date: November 10, 2022  
Re: Amendment to Classification and Pay Plan – Salary Table

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During the October 25, 2022 Regular Meeting, the Town Council was presented an updated list for the Administrative Group Pay Ranges in effect as of July 1, 2022.

In accordance with Chapter §902 of the Newington Charter, all amendments to the Classification and Pay Plan, upon the recommendation of the Town Manager, must be approved by Resolution of the Town Council.

A Resolution to approved the updated Administrative Group Pay Ranges has been included for Council consideration.

**Attachment:**

- Classification & Pay Plan, Salary Table Update



**TOWN OF NEWINGTON  
ADMINISTRATIVE GROUP PAY RANGES  
EFFECTIVE July 1, 2022**

**Note: based on 2.5 % increase for 2022-2023**

<u>GRADE</u>	<u>POSITION</u>	Min	Max
A-1	Administrative Aide I Elderly Worker Youth Worker	\$ 36,341.00	\$ 69,463.44
A-2	Social Worker I	\$ 41,013.67	\$ 74,817.39
A-3	Assistant Town Clerk Central Supply Supervisor Educational Material Supervisor Highway Parts Coordinator	\$ 44,282.55	\$ 81,437.42
A-4	Admin. Coordinator, Sr. & Dis. Center Administrative Secretary Assistant Revenue Collector Civilian Evidence & Property Officer Digital Content Specialist Program Coord., Sr. & Dis. Center School Nurse Youth Worker II Recreation Program Specialist (effective 2018)	\$ 47,585.13	\$ 86,719.03
A-5	Administrative Aide II Admin. Asst. to the Chief Computer/Application Specialist Exec. Asst. to the Supt. (Board of Education) Geographic Information Systems (GIS) Tech. Occupational Therapist (Board of Education) Physical Therapist (Board of Education) Student Application (Board of Education) Animal Control Officer (Shared Services)	\$ 51,238.85	\$ 96,876.43
A-6	Accounts Administrator Asst. Athletic Director (Bd. of Education) Asst. to the Town Manager for Admin. Information Systems Specialist (Board of Ed.) Insurance and Benefits Admin. Network Administrator/Project Leader Network/Application Specialist Public Works Administrative Coordinator Recreation Supervisor Social Worker II Youth Services Counselor	\$ 55,176.73	\$ 104,307.52
A-7	Assistant Building Inspector Assistant Town Planner/ZEO Assistant Highway Superintendent Clerk of the Works Clinical Casework Coordinator/Clin. Soc. Worker Deputy Assessor Financial Casework Coordinator Public Works Coordinator Operations/Project Manager Assistant Fire Marshal	\$ 59,429.69	\$ 108,316.74

<u>GRADE</u>	<u>POSITION</u>		
A-8	Assistant Library Director Assistant Superintendent of Parks & Rec. Board Certified Behavior Analyst Deputy Director of Finance Revenue Collector Supervisor of Parks, Grounds & Cemeteries Transportation Supervisor	\$ 64,070.26	\$ 116,674.04
A-9	Building Maintenance & Custodial Supervisor Building Official Custodial/Maintenance Supervisor (Board of Ed.) Director of Senior and Disabled Center Director of Facilities Management Fire Marshal Town Clerk/Records Administrator Director of Administrative Services	\$ 68,884.41	\$ 130,268.78
A-10	Director of Cafeterias Director of Human Services Library Director Superintendent of Highways Town Assessor	\$ 74,294.25	\$ 135,270.79
A-11	Supt. Of Parks and Recreation Town Planner Deputy Chief of Police	\$ 80,023.91	\$ 145,654.10
A-12	Assistant Town Manager Chief Information Officer Town Engineer	\$ 86,140.00	\$ 157,049.23
A-13	Chief of Police Director of Finance	\$ 92,781.61	\$ 169,097.11

AGENDA ITEM: 5.C

DATE: 11/14/2022

RESOLUTION NO. 2022-

**RESOLVED:**

That the Newington Town Council hereby authorizes Keith Chapman, Town Manager to update and modify the Administrative Group Pay Ranges within the Town Classification and Pay Plan, dated July 1, 2022, and adopted as of November 14, 2022, a copy of which is attached to this Resolution.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_ )



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

To: Newington Town Council  
From: Keith Chapman, Town Manager  
Date: November 10, 2022  
Re: Job Description Updates– Town Planner (A-11) and Groundskeeper Foreperson (LT-19)

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The Draft Job description for the Town Planner (A-11) is an update to a previous description that is part of the Administrative Classification & Pay Plan. The Draft Job description, as presented, is updated to describe the role's current responsibilities and requirements.

The Draft Job description for the Groundskeeper Foreperson position is an update to a previous description that is part of the AFSCME 2930 Union Classification & Pay Plan. The Draft Job Description, as presented, has been approved by the AFSCME 2930 Bargaining Group as of October 21, 2022.

I am requesting that the council consider approving both of the updated description as presented.

### Attachments:

- Current Job Description –Town Planner (A-11)
- Draft Job Description- Town Planner (A-11)
- Current Job Description- Groundskeeper Foreperson (LT-19)
- Draft Job Description- Groundskeeper Foreperson (LT-19)

Title: TOWN PLANNER

Position Summary:

Responsible for providing professional planning and administrative services in directing the Town's planning activities. Position is by appointment of Town Council.

Description of Duties:

Coordinates the activities of the Town Plan and Zoning Commission and the Zoning Board of Appeals, of various consultants, and of independent developers. Prepares agendas and legal notices. Provides information, advice and recommendations for the development of Town policies and actions on land use and growth. Coordinates Town planning activities with various federal and state agencies, other towns, community groups, and other departments of the Town. Gathers and analyzes information about population, land use, economic and environmental conditions, physical features and other information about the Town. Administers the zoning and subdivision ordinances; reviews proposed zoning changes and subdivision plans; prepares recommendations; provides technical assistance to the Town Plan and Zoning Commission, Zoning Board of Appeals, Conservation Commission, the Town Manager, and the Town Council. Designs land use and landscape plans. Prepares annual planning budget and administers the approved budget in accordance with Town fiscal policies.

Supervised By:

Works under the general direction of the Town Manager and is subject to review by the Town Manager, the Town Council and the various boards and commissions served.

Qualifications Profile:

Considerable knowledge of the principles, practices and techniques of community planning. Considerable knowledge of the principles, practices and techniques of planning administration. Considerable knowledge of planning law, zoning administration, subdivision regulation, and planning graphics and mapping. Some skill in landscape and site planning. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with Town officials, governmental agencies, and the general public. A Master's degree from a recognized college or university in planning or a related field plus five years of experience in city planning; OR, a Bachelor's degree in planning or a related field plus seven years of experience in city planning; OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Membership in AICP preferred.

License or Certificate:

Must have a valid Connecticut driver's license.

Note: The above tasks and responsibilities are illustrative. The description does not include every task or responsibility.

## TOWN OF NEWINGTON

**TITLE:** Town Planner

**GRADE:** A-11

**DEPARTMENT:** Planning Department

**COUNCIL DRAFT:** November 14, 2022

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### **POSITION DESCRIPTION**

Responsible for providing professional planning and administrative services in directing the Town's planning activities. The position reports to the Town Manager and provides general direction to the Assistant Town Planner/Zoning Enforcement Officer and clerical staff.

### **ESSENTIAL JOB FUNCTIONS**

- Plans and coordinates the activities of Town agencies and departments in the areas of planning and development, including comprehensive planning, zoning, economic development, environmental planning, municipal improvement and housing.
- Coordinates the activities of the Town Plan and Zoning Commission and the Zoning Board of Appeals, of various consultants, and of independent developers.
- Prepares agendas and legal notices.
- Provides information, advice and recommendations for the development of Town policies and actions on land use and growth.
- Carries out special projects assigned by Town Manager; prepares grant applications and administers grants.
- Reviews and evaluates State and Federal planning-related upcoming legislation for its potential impact to the Town. Ensures the Town's Land Use agencies and Town Manager are informed about new trends, events or emerging issues of significance.
- Coordinates Town planning activities with various federal and state agencies, other towns, community groups, and other departments of the Town.
- Gathers and analyzes information about population, land use, economic and environmental conditions, physical features and other information about the Town.
- Administers the zoning and subdivision ordinances; reviews proposed zoning changes and subdivision plans; prepares recommendations; provides technical assistance to the Town Plan and Zoning Commission, Zoning Board of Appeals, Conservation Commission, the Town Manager, and the Town Council.
- Makes recommendations for and drafts amendments to zoning regulations for policy review and action.
- Prepares annual planning budget and administers the approved budget in accordance with Town fiscal policies.
- Provides direction for staff, and directs personnel -related activities including staffing, work activities, performance management and employee selection.
- Encourages the development of staff through formal and informal training, coaching, mentorship, and positive leadership modeling; implements, supports and monitors related programs. Establishes and ensures high, professional standards of performance levels by staff, including internal/external customer service and respectful, responsive, efficient and defective performance levels by staff throughout the department.
- Ensures a respectful and safe work environment for all by fostering a culture of mutual respect, accountability for ethical behavior and positive leadership, and alignment of policies, procedures and training with such values.

### **ADDITIONAL JOB FUNCTIONS**

- Performs other related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the principles, practices and techniques of public policy and community planning.
- Considerable knowledge of the principles, practices and techniques of planning administration.
- Considerable knowledge of planning law, zoning administration, subdivision regulation, and planning graphics and mapping.
- Some skill in landscape and site planning.
- Ability to communicate effectively, orally and in writing. Ability to communicate by diverse modes of communication (i.e. in person v. virtual).
- Ability to establish and maintain effective working relationships with Town officials, governmental agencies, and the general public.

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

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

- Ability to sit/ stand/ remain continuously for prolonged periods of time.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to see objects closely as in reading a map.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple tasks/ assignments given to self and others over long periods of time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town buildings and sites.
- Ability to work in variable weather conditions including heat, cold rain or snow for long periods of time.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to carry reports and office equipment weighing up to 25 pounds.
- Ability to get into and out of automobile.
- Ability to physically inspect construction activities.
- Ability to walk distances on terrain under construction or undeveloped.
- Ability to work independently with minimum supervision.
- Ability to attend and participate in numerous, extended night meetings during the year.

**REQUIRED MINIMUM QUALIFICATIONS**

- A Master's degree from a recognized college or university in planning or a related field plus five years of experience in city planning; OR, a Bachelor's degree in planning or a related field plus seven years of experience in city planning; OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

**LICENSE OR CERTIFICATE:**

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Membership in AICP preferred.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

TOWN OF NEWINGTON

GRADE LT-19  
LABOR & TRADES

TITLE: GROUNDSKEEPER FOREPERSON

**POSITION SUMMARY:**

Performs supervisory and skilled tasks of a highly responsible nature in working with and supervising a crew or crews performing Parks and Grounds tasks. May work independently on certain groundskeeping tasks. In conjunction with supervisor plans short and long term work objectives.

**SUPERVISION:**

Received: Under general supervision of Parks and Grounds supervisor.

Given: General and specific supervision to Parks and Grounds personnel and seasonal help.

**ESSENTIAL FUNCTIONS:**

Operates necessary groundskeeping equipment including but not limited to trucks, plows, tractors, backhoes, riding and walk behind mowers. Supervises and works with employees in a variety of groundskeeper tasks including but not limited to herbicide spraying, sodding, topdressing, athletic field preparation, playground equipment installation and repair and snow removal. Plans for and assigns short and long range work assignments.

**OTHER WORK PERFORMED:**

Answers public inquires and gives information to the public relative to installation, construction, maintenance, and repair work and answering and investigating complaints; trains employees in work methods, safety and the proper operation of equipment.

**REQUIRED KNOWLEDGE AND ABILITIES:**

Sound knowledge of a comprehensive parks and grounds operation including but not limited to turf maintenance, herbicide application, athletic field preparation, pruning and beautification through planning and emplacement of flowers, shrubs, and landscape materials. Ability to work with and supervise subordinates; ability to establish and maintain effective working relations with employees, officials and the public.

**QUALIFICATIONS:**

Five years of progressively responsible experience in the daily operation of a comprehensive parks and grounds department or an equivalent combination of training and experience.

**LICENSES OR CERTIFICATES:**

Must have a valid State of Connecticut driver's license. Custom Grounds Supervisor's license preferred.



**TOWN OF NEWINGTON**

**TITLE:** Groundskeeper Foreperson

**GRADE:** LT-19

**DEPARTMENT:** Parks and Recreation

**COUNCIL DRAFT:** November 14, 2022

**AFSCME APPROVED:** October 21, 2022

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**POSITION DESCRIPTION**

Under the general supervision of the Parks and Recreation Superintendent and the Parks, Grounds, and Cemeteries Supervisor, serves as a supervisor for crews engaged in the construction, installation, repair and maintenance of Town parks and cemeteries, recreational areas/facilities, and public grounds. May work independently on certain groundskeeping tasks. In conjunction with supervisor, plans short-term and long-term work objectives.

**ESSENTIAL JOB FUNCTIONS**

- Schedules, assigns, evaluates, and supervises work crews. Assists in professional development planning.
- Fills out forms and reports on completed work assignments (including material usage) and completes employee time records. Assists in estimating operations costs and timetables.
- Writes reports pertaining to complaint investigations.
- Trains and counsels employees. Administers union contract language and informs Superintendent of employees' job performance.
- Assists the department the following duties: compliance with work rules, operating policies, equalization of overtime, performance standards and other controls necessary to achieve objectives and assures safe work practices.
- Assists the Parks and Cemetery Supervisor for day-to-day cemetery operations such as grave sales, locating, digging, deed filing, record keeping, computer data input, and all applicable paperwork/computer work.
- Coordinates activities on a short-term and long-term basis to assure necessary personnel, materials and equipment for projects and objectives.
- May respond to emergencies and call-ins as required; coordinates and monitors work of staff in assigned areas to affect repairs and ensure the safety of the community.
- Follows standard safety procedures and regulations; monitors crew compliance.
- Meets and/or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Ability to follow and promote the mission statement of the department.

**ADDITIONAL JOB FUNCTIONS**

- Performs other related tasks and duties as required or directed.
- May assist in employee selection.
- Ability to do all work in lower classifications.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Commitment to excellence in customer service.
- Thorough knowledge of the tools, equipment, materials, methods, policies and practices used in the general maintenance, installation, repair and improvement of park system and government grounds.
- Thorough knowledge of pool mechanical systems, tree work, ball field maintenance, turf grass management, synthetic turf maintenance, playground equipment, snow removal, leaf collection, irrigation, and cemetery operations.
- Thorough knowledge of comprehensive Parks and Grounds operations including, but not limited to, turf maintenance, herbicide application, athletic field preparation, pruning and beautification through planning and the placement of flowers, shrubs, and landscape materials.
- Thorough knowledge of work zone safety, competent person requirements, and occupational hazards.
- Considerable knowledge of the principles and practices of employee supervision; including work planning and assignments.
- Performs training and review on safety issues ensuring staff are following safe working practices and standard operating procedures.
- Basic knowledge of computer applications related to project inventory control and the sending and receiving of electronic mail including Microsoft Office, RecTrac, and MainTrac.

- Knowledge of Parks and Recreation principles and best practices as applied to work unit reporting and routine procedures with an emphasis on leadership.
- Ability to communicate orally and answer public inquiries regarding Parks and Recreation projects.
- Ability to administer policies, procedures, and routinely make sound decisions; writing ability.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to meet and deal tactfully and effectively and maintain harmonious relationships with other employees, department officials and the public.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Sufficient stamina and strength to be exposed to the discomforts of working out of doors year-round (including but not limited to heat, cold, rain or snow).
- Ability to work with concrete and chemicals such as salt or other deicers, herbicides, and pesticides.
- Ability to get into and out of and/or on and off all Parks and Recreation equipment and vehicles.
- Ability to work in confined or close quarters including pipes, tunnels, pools, and other structures for extended periods of time.
- Ability to withstand dust, pollen, and minor insect annoyances.
- Ability to be available for call-ins and overtime for winter storm operations.
- Ability to push/pull/lift objects generally weighing fifty (50) pounds or more.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to be mobile, sit, stand, and walk for extended periods of time.
- Ability to perform gross and fine motor skills.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with some interruption.
- Ability to read and understand warning decals, labels, and navigate through maps.
- Ability to attend to task/function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas, generally several at a time, and understand and relate to theories behind related concepts.
- Ability to remember multiple tasks/assignments given to self and others over extended periods of time.

**REQUIRED MINIMUM QUALIFICATIONS**

- High school diploma; and
- Four (4) or more years of experience of progressively responsible supervisory experience in the maintenance of parks, public grounds, and cemeteries.

**LICENSE OR CERTIFICATE:** A valid class “B” Connecticut Commercial Driver’s License and State of Connecticut Pesticide Supervisory License required.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date