COLLECTIVE BARGAINING

AGREEMENT

BETWEEN THE TOWN OF COVENTRY AND

LOCAL 34884 COUNCIL 94, A. F. S. C. M. E.

July 1, 2009 – June 30, 2012

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ARTICLE I RECOGNITION

1.1 THE TOWN OF COVENTRY recognizes the Union as the exclusive collective bargaining representative for those employees in the defined bargaining unit for the purpose of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment.

1.2 THE BARGAINING UNIT shall consist of all employees of the Department of Public Works, the Department of Parks and Recreation, the Town Hall and Police Department as defined in the Rhode Island State Labor Relations Board Case #EE2041 and #EE-2049 (as amended), but excluding Executives, Guards, Professional Employees, Supervisors, and federally funded employees, for the purpose of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment.

ARTICLE II UNION SECURITY

2.1 Each employee who, on the effective date of this Agreement, is a member of the Union, and each employee who becomes a member after that date, shall, maintain his/her membership in the Union. New employees must make application for membership upon completion of six (6) months from date of hire or pay the Agency Fee.

AGENCY SHOP

2.2 All employees who are not Union members and who do not make application for membership shall, as a condition of employment, pay the Union each month, a lawful service charge as a contribution toward the administration of this Agreement, beginning with the 61st day after date of hire.

Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union.

2.2a. The Union agrees to submit to the Town a written authorization card duly signed by each individual employee authorizing membership deduction. This authorization card shall be in accordance with the union contract the requirements of applicable law.

2.3 The Employer will not aid, promote, or finance any other labor group or organization which purports to engage in collective bargaining or make any Agreement with any such group or organization, or with any individuals so long as the Union is the bargaining representative.

The Employer will not interfere with or discriminate in respect to any term or condition of employment against any employee covered by this Agreement because of membership

in, or legitimate activity on behalf of the Union, nor will the employee encourage membership in another Union.

2.4 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, or political affiliation. The Union shall share equally with the employer the responsibility for applying this provision of the Agreement.

ARTICLE III DUES CHECKOFF

3.1 The employer agrees to the union check off system whereby union dues or agency fees will be withheld from the employees pay in accordance with the applicable General Laws of Rhode Island. Such withholdings are to be transmitted by check at intervals of no greater length than thirty-one (31) days, made to the order of the Rhode Island Public Employees Council 94, 1179 Charles Street, North Providence, Rhode Island 02904.

UNION INDEMNIFICATION

3.2 The Union agrees to indemnify the Town of any and all costs and damages that the Town may incur as a result of the application of Subsection 3.1 above.

ARTICLE IV MANAGEMENT RIGHTS

The Town of Coventry retains the right to:

- The Town shall have the unquestioned right to discharge any new employee during said employee's probationary period of six (6) months.
- Carry out its statutory mandate and assign goals utilizing personnel, methods and means, in the most appropriate and efficient manner possible.
- Manage its employees, to hire, fire, layoff, recall, discharge, promote, transfer, assign or retain employees, and in that regard, establish reasonable work rules not contrary to this Agreement.
- The Town shall have the exclusive right to direct and manage the workforce, including-the size and composition of such workforce.
- Install and require the punching of a time clock.
- Set up safety rules and enforce penalties for their violation.

- Require employees to obey orders deemed by such employee to be in violation of the agreement. They may thereafter resort to the grievance provisions of the Agreement.

- The Town may introduce new jobs, and the rates to be paid with respect to them shall be a negotiable item.

- Purchase machinery and equipment, rearrange methods and procedures even though employees may thereby be displaced.

- To make stenographic transcript of sessions at which the next contract or a reopener may be negotiated.

- To establish contracts or subcontracts for Town operations when it is determined to be in the best interest of the Town. This section is subject to Article 31.1 elsewhere in this Agreement.

4.2 The listing of specific rights in this Agreement is not intended to be, nor shall be, restrictive of, or a waiver of, any of the rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the Town in the past.

4.3 The provisions of this Management Rights Article shall at all times be subject to the terms of this Agreement.

ARTICLE V HOURS OF WORK

5.1 Eight (8) consecutive hours, 7:00 a.m. to 3:30 p.m. Monday thru Friday, shall constitute a normal workday for employees with the **Building Maintenance, Roads & Bridges, and Vehicular Maintenance Divisions of the Department of Public Works** and for employees of the **Department of Parks and Recreation**.

Sanitation Division hour to begin at 7:00.a.m. to 3:00 p.m. provided delegated routes have been completed, which would include a (1/2) one-half hour paid lunch break. Summer hours to begin and end (1) one hour earlier. This change in policy will not affect any sanitation worker on bulk rotation.

5.2 The normal workday for **Town Hall** employees shall be 8:30 A.M. to 4:30 P.M.Monday thru Friday.

The normal workday for the Town Hall Switchboard/Clerks shall be 8:30 A.M. to 12:30 P.M. and 12:30 P.M. to 4:30 P.M. Monday thru Friday.

The normal workday for the Town Hall Custodian shall be 2:30 P.M. to 10:30 P.M. Monday thru Friday. The normal workday for the part-time Town Hall Custodian shall be 3:00 P.M. to 7:00 P.M. Monday thru Friday.

5.3 a. The normal workday for Police Dispatchers shall be:

A/3rd Shift Midnight to 8:00A.M.
B/1st Shift 8:00 A.M. to 4:00 P.M.
C/2nd Shift 4:00 P.M. to Midnight.

The Division Commander, Sergeant(s) or available officers may perform Dispatcher duties as is present practice when necessary or practical while the Dispatcher is on shift under present contract schedule which includes Articles 5.3 and 6.4.

The workweek for Police Dispatchers shall be (5) five days (37.5) thirty seven and one half hours. In the event of a vacancy in the Dispatch Division and the bidding system is being utilized for personnel shift change, a new day off schedule that has been mutually agreed upon by Management, Local 3484 and all personnel may be implemented.

b. The normal workday for **Police Department clerks** shall be 8:00A.M. to 4:00 P.M. Monday thru Friday.

The normal workday for **Animal Control** Division shall be:

Animal Control Officer	Mon - Fri 8:00 A.M. - 4:00 P.M.
Asst. Animal Control Officer	Tues-Sat 9:00 A.M. - 5:00 P.M.
Asst. Animal Control Officer	Sun - Thurs 7:00 A.M. - 3:00 P.M.

The normal workday for the **Custodian/Maintenance** employee at the **Police Department** shall be 7:00 A.M. to 4:00 P.M. Monday thru Friday which includes a daily one hour (1) unpaid lunch break. The normal workday for the part-time Custodian/Maintenance employee at the Police Department shall be 7:00 A.M. to 11:00 A.M. Thursday thru Monday.

5.4 The Town retains the right to establish or change shifts; providing both the Union and the Town agree.

5.5 Rest period shall be granted all employees for ten (10) minutes during each one-half of the workday at the work or job site. All employees, except Town Hall, and Police Department employees, shall have thirty (30) minutes, without pay, as a lunch break at the work or job site, except during the months of December, January, February and March, when Public Works and Parks and. Recreation employees will be allowed to return to the Public Works or Recreational Center before the thirty (30) minute lunch break begins. Town Hall and Police Department employees' shall receive a one (1) hour lunch break; however, Animal Control employees shall have a thirty (30) minute, on call,

paid lunch break, and Police Department dispatcher employees shall have a one (1) hour lunch break which includes thirty (30) minutes on-call with pay. In all the situations enumerated above, the employee must take a lunch period and may not work through the lunch or break time in order to complete their work day prior to its scheduled/normal time of completion, unless mutually agreed by employee and immediate supervisor.

5.6 In the event of an emergency pertaining to the Public Works Department duties, as determined by the Town Manager or the next available non-bargaining unit management employee of the department, all employees are subject to assignment to additional duties which they are capable of performing. Employees shall be given first choice to work in their proper classification according to seniority as appropriate. As used in this section, the term "EMERGENCY" means a condition caused by natural forces including storms, flooding, temperature effects, etc., in which the Town has full authority under Section 4.1(d) to direct its response to said condition.

5.7 In any twenty-four (24) hour period, an employee who has worked sixteen (16) hours or more shall be entitled to eight (8) hours rest at the discretion of the employee before re-assignment to his/her duties. The Town reserves the right to reset the regular workday hours in the event the emergency circumstances exist, as it applies exclusively to Section 5.6.

This provision is not intended to circumvent Article VI.

5.8 Employees who, for any reason, work beyond their regular quitting time in the next shift shall be granted the regular rest periods that occur during the shift.

ARTICLE VI OVERTIME

6.1 Time and one-half shall be paid in each or any of the following instances and each instance shall not be dependent upon any other instance:

All time worked in excess of seven (7), seven and one-half (7 1/2), or eight (8) hours in any one day.

All time worked in excess of thirty-five (35), thirty-seven and one half (37 1/2), or forty (40) hours in any one (1) week.

All time worked on the sixth (6th) consecutive day of the employee's workweek. Any time that is the sixth day, but not the consecutive 6th day, the overtime rate will be paid, but limited to (3) three annual applications unless mutually agreed upon.

All time worked on Saturday unless such day is the employee's regularly scheduled work day.

6.2 Double time shall be paid in each or any of the following instances and each instance shall not be dependent upon any other instance:

- All time worked on the seventh (7th) consecutive day of the employee's workweek. Any time that is the seventh day, but not the consecutive 7th day, the overtime rate will be paid, but limited to three (3) annual applications unless mutually agreed upon.

- All time worked on Sunday, unless such day is the employee's regularly scheduled work day.

- Double time shall be paid for all hours worked on a paid holiday in addition to the employee's regular day's pay excluding the police dispatching unit.

- When a holiday occurs during the employee's work week, employees of the dispatching unit shall receive an additional day's pay whether they work said holiday or not.

6.3 The Town will make every reasonable effort to offer the opportunity to work overtime equally among all employees in their respective classification. The Town agrees to make available to the Union, a record of such overtime work.

6.4 All overtime will be offered first to Local 3484 personnel normally assigned to said classification, after which overtime will be offered to Local 3484 personnel qualified to perform said duties from within the division, after which Local 3484 members qualified from within the department. As determined by the Department Head, then said duties from within the bargaining unit will then be offered the overtime before Town non-Local 3484 bargaining unit personnel can be utilized.

6.5 Overtime work may be withheld from employees who have not worked the entire work shift, unless the absence was excused by the Department Head.

6.6 Overtime work on Saturday may be withheld from employees who have not worked the five (5) full days, unless the absence was for a legitimate reason or the employee was excused by the Department Head.

6.7 Paid absence shall be considered as regular time worked for the purpose of computing overtime payments.

6.8 In lieu of overtime payment, the employee has the option of being granted comp-time off. The decision to accrue or utilize comp-.time or flex time shall be jointly determined by the employee and his/her supervisor. In no-event shall an employee be permitted to accrue more than 240 hours of comp-time.

Comp-time and or flex time shall not be unreasonably denied by the supervisor if

operating requirements will not be adversely affected. In the case of flex time a trial period may be instituted and ceased at any point by Management.

6.9 Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

6.10 All earned/accrued compensatory time must be utilized prior to retiring from Town Employment provided management has within sufficient time, advised the employee in writing, of the total time available. An employee requesting compensatory time must have a sufficient balance of hours available to cover said leave as of the date the request is made. Furthermore, in all cases while the approved compensatory leave is pending the employee shall maintain a sufficient balance to cover the date requested. If the balance should fall below the hours requested to cover the approved compensatory leave request, then the pre-approved leave shall be adjusted to the balance of hours earned.

6.11 Dispatchers of the Coventry Police may split an overtime shift evenly with another dispatcher or individual on the call-in list, provided that the dispatcher first accepting the overtime assignment shall be responsible for covering the entire shift if the other person does not cover his/her share and provided that any employee who does not cover his/her full share of an overtime assignment shall be ineligible for any overtime for a period of two rotations.

ARTICLE VII SHIFT PREMIUM

7.1 Any employee covered by this Agreement who works a second shift shall receive a differential increase in pay of $.30/hour.

7.2 Any employee who works a third shift shall receive a differential increase in pay of $.35/hour.

ARTICLE VIII OUT OF GRADE PAYMENT

8.1 If an employee is requested to work in a higher classification, said employee shall receive pay in the higher classification in accordance with his/her step, for the actual hours that the employee works in that classification. If an employee in the Public Works Department or the Parks & Recreation Department operates a large tractor, large bucket loader, large mowing machine or road grader he/she shall receive the operators rate of pay, for the hours worked. The equipment list in this clause may be modified with the purchase of new equipment and mutually agreed. In order to receive this rate of pay the operator must be in possession of valid state licenses or permits for each piece of equipment.

8.2 If an employee is requested to work in a lower classification, said employee shall receive his/her regular rate of pay.

ARTICLE IX CALL IN PAY

9.1 In the event an employee reports for work on his/her regular shift without having been previously notified not to report, he/she shall be given at least four (4) hours work or if no work is available he/she shall be given four (4) hours pay at his rate.

When the Town calls in an employee(s), the Town will offer the employee(s) any work available subject to Articles VI and XXIII, which he/she is able to perform, if the employee(s) at his/her discretion refuses such assignment, he/she shall not receive payment. This section shall not apply where operations are suspended due to causes beyond the control of the town.

9.2 Any employee called in and reporting for work after termination of his/her regular shift shall receive time and one-half (1 1/2) for all hours worked but shall receive not less than three (3) hours pay at the rate of time and one half (1 1/2) .

ARTICLE X HOLIDAYS

10.1 All employees covered by this Agreement who have completed thirty (30) days of his/her probationary period and have met the eligibility requirements as set forth in Section 10.5 shall receive holiday pay for each of the following designated holidays at the rate equal to a normal work day:

New Year's Day
Washington's Birthday
Memorial Day
Independence Day
Martin Luther King Day
Full Day before Christmas
Christmas Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Victory Day (automatic personal day if deleted thru law)
Birthday (must be taken within year as floater or personal day)

10.2 All employees meeting the eligibility requirements set forth in Section 10.1 shall receive the following designated as half-day paid holidays:

Good Friday
Day Before New Year's Day

10.3 Employees absent due to any of the following reasons shall be eligible for holiday pay:

Jury Duty
Military Leave
Bereavement Leave
Approved Sick Leave

Employees shall not be eligible for holiday pay if absent in excess of thirty (30) consecutive days immediately preceding the holiday.

10.4 To be eligible for holiday pay an employee must have worked the scheduled full workday immediately preceding and the scheduled full workday immediately following the holiday, unless the employee's absence is excused by the department head.

10.5 An employee who has agreed to work during regular work hours and/or overtime on any holiday and does not work said hours, shall receive no pay for said holiday, unless the employee's absence is excused by the department head.

ARTICLE XI BULLETIN BOARDS

11.1 The Town Manager shall permit the Union to use the existing bulletin boards. All notices posted thereon must first be approved by a representative of the Town.

11.2 All employees are responsible for checking bulletin boards each workday for new regulations, work assignments, or other instructions. The Union President shall be notified and given a copy of new regulations and policies at the time they are posted.

11.3 There will be a designated mail receptacle for the union steward in Town Hall, DPW, Police Department and Parks and Recreation Department.

ARTICLE XII POSTING OF VACANCIES AND NEW GROUPS

12.1 The Town agrees to inform the Union President on all vacant and/or new positions within seven- (7) days of their creation or occurrence. The Town also agrees to post all vacant and/or new positions on all department bulletin boards within seven (7) days of their creation or occurrence. The Personnel Director will provide the Union President with a copy of all permanent job postings for jobs within the bargaining unit as they are posted.

Vacancies and new positions which do not require posting are:
Positions not included within the bargaining unit.
Positions which will remain vacant.

When a position is to remain vacant the Union President shall be notified in writing.

12.2 When a position covered by this Agreement becomes vacant, such vacancy shall be posted on the bulletin board in the town garage, town hall, town hall annex, recreation center and the police department listing the pay, duties, and qualifications.

This notice of vacancy shall **remain posted for seven (7) working days**. Employees

interested shall **apply in writing within the seven (7) day** period to the Personnel Director. **Within five (5) working days** of expiration of posting period the Town will **award the position** to the most senior full-time applicant within the department providing he/she is qualified to perform the work. The successful applicant shall be given up to thirty (30) calendar days as a trial period in the new position at the applicable rate of pay. Said applicant must successfully complete managements evaluations during the trial period to retain the position. If the employee does not retain the position or requests to return to his former position, the Town shall return him/her to his/her former position and rate of pay. If no full-time member within the department accepts a position it will then be awarded to the full-time employee with the most Town-wide seniority. Finally if no full-time member accepts the position that it then be awarded to the most senior part-time employee within the department, if no part-time employee within the department accepts the position it then be awarded to the most senior part-time employee with Town-wide seniority.

12.3 If no applicant is qualified, the Town may fill the position from outside the bargaining unit.

12.4 The parties agree that employees who fill a vacancy pursuant to § 12.2 of the Collective Bargaining Agreement will be evaluated according to the following procedure:

During the trial period, the employee's department head, or his/her designee, will provide the employee with a weekly progress report that addresses his/her job performance. Said reports shall be provided to the employee, town manager, and union president. If there are any deficiencies in the employee's job performance, the union president, or official union representative, will meet with the employee and the department head, or his/her designee, in an effort to resolve said deficiencies. If, notwithstanding the foregoing, said employee's job performance is not satisfactory to management, the employee may be removed from the position; provided that the department head, or his/her designee, and said union official meet with the employee prior to his/her removal. If the respective department head, or his/her designee, fails to follow the procedures set forth herein, the employee shall retain the new position; provided, however, that the department head, his/her designee, or the town manager, may submit a request to the Union president for an extension of time in which to perform any of the previously stated obligations. The Union president shall grant all reasonable requests for an extension in which case the Town will be considered to have performed its obligation in a timely manner.

ARTICLE XIII LEAVE OF ABSENCE

13.1 An employee, upon application in writing to the Personnel Director, shall be granted a leave of absence, without pay, up to sixty (60) calendar days for reasons other than personal illness, or illness in the immediate family.

13.2 Leave of absence in excess of sixty (60) calendar days shall be granted if mutually agreed to by both parties to this Agreement; however, when a medical certificate is submitted said leave of absence shall be extended up to a maximum of six (6) months from the time said leave began. Any extension beyond six (6) months must be by mutual agreement of the parties to this Agreement.

13.3 Leave of absence for reasons other than those above shall be granted at the discretion of the Town up to a period of ninety (90) days in accordance with the following schedule:

SENIORITY AS OF COMMENCEMENT OF LEAVE OF ABSENCE	MAXIMUM AMOUNT OF LEAVE OF ABSENCE
Six (6) Months	Fifteen (15) Days
One (1) Year	Thirty (30) Days
Two (2) Years	Sixty (60) Days
Five (5) Years	Ninety (90) Days

Leave of absence requested under this section shall not be unreasonably withheld.

13.4 Employee medical and all appropriate contract benefits and all union contract coverage shall continue for a maximum of ninety (90) calendar days from beginning of said leave.

However, the employee may participate in all medical and insurance coverage at Town group rates, if desired, by making the appropriate payments directly to the Town Treasurer for the duration of the approved leave. In addition, the employee may retain full grievance protection provisions of the Union contract by making dues or agency fee payments directly to the Local treasurer for the duration of said approved leave.

13.5 At the termination of the leave of absence the employee will, upon application, be returned to his/her former position if he/she is able to perform the work. In the event the former position has since been abolished the employee will be returned to an equivalent position if one is available. In each case the employee will receive the then prevailing rate of pay for the position to which he/she has been assigned. The provisions of this paragraph are subject to the seniority provisions of this Agreement.

13.6 Seniority on all leave of absence without pay shall be retained and shall accumulate to a maximum of one (1) year except as provided in Article XXVIII, Section 28.3.

13.7 Written application must be submitted to the Personnel Director thirty (30) days prior to the commencing date of such leave except in the case of illness.

ARTICLE XIV MATERNITY LEAVE

Eligible employees covered by this agreement who have completed at least one (1) year of service shall be granted an unpaid leave of absence for the birth, adoption, or placement in foster care of a child in accordance with state and federal family medical leave laws. If an employee is eligible, such leave shall be for a maximum period of thirteen (13) weeks. Any employee approved for this leave shall be entitled to use accrued sick leave for any time he/she is unable to work for reasons relating to this section.

ARTICLE XV VACATIONS

15.1 All employees covered under this Agreement shall receive a vacation with pay according to the following schedule:

YEARS OF SERVICE

One (1) Year - Five (5) Years	Two (2) Weeks
Five (5) Years - Fifteen (15) Years	Three (3) Weeks
Fifteen (15) Years and Over	Four (4) Weeks
Twenty (20) Years and Over	Five (5) Weeks

Employees will be credited for unused vacation on January first (1st) of each year for earned vacation due them upon completion of their one year anniversary date. Department heads may allow advance use of vacation prior to the employee's one year anniversary date only upon completion of their probationary period.

The employee's anniversary date of hire shall be used to determine completed years of service for actual vacation earned for adjustment on separation from Town service.

All accrued vacation pay shall be paid to the employee upon termination unless said termination is for just cause. Upon death of the employee, such payment shall be made to the employee's next of kin or to the employee's estate.

15.2 When requested, the vacation paycheck may be obtained in advance upon two (2) weeks prior notice to the employee's department head.

15.3 Department heads shall be responsible for approval of vacation periods for employees under their jurisdiction in accordance with seniority.

15.4 Employees covered by this Agreement shall not be called back to work while on vacation during the regular vacation period except for emergency work and if called back, shall receive the regular vacation pay plus time and one-half (11/2) for the hours worked. Employees called back shall receive at least four (4) hours work for four hours pay at

double time and one-half (1 ½) inclusive of vacation pay.

15.5 A holiday shall not be counted as a vacation day and any holiday falling during a vacation period would be taken as a holiday and not as a vacation day.

15.6 Each employee shall be allowed to carry forward ten days vacation into the next calendar year. All other accrued vacation must be taken in the calendar year in which it is accrued. Employees whose written vacation requests are denied in writing so they are unable to use their full allocation for the year will be paid for such unused and denied time at the first pay period in January of the next year.

ARTICLE XVI SICK LEAVE

16.1 Paid sick leave hours shall accrue at the rate of twelve (12) hours per month up to a maximum accrual of four hundred eighty hours (480).

16.2 The Town shall require a Doctor's Certificate verifying an illness when sick leave in excess of three (3) working days is requested. No sick leave shall be paid to the employee until a Doctor's Certificate is provided to the Town. The Town retains the full option to require an employee to submit to an examination by a doctor of the Town's choosing in cases where they believe sick leave is being abused. The cost of this examination shall be borne entirely by the Town.

One quarter (1/4) of all accrued sick time shall be paid upon a separation, for other than retirement or death of the employee. Such payment shall be made to the employee, employee's next of kin or to the employee's estate whichever is appropriate.

16.3 Sick leave shall be granted for the employee's own sickness or injury.

16.4 Employees absent due to Town non job-connected injuries shall be entitled to convert any unused vacation credit to that year to sick leave.

16.5 When the service of an employee shall be terminated by death or retirement, if such employee shall not have used actual sick leave time equal to his sick leave credits, such employee or his/her estate shall, on such termination, be entitled to receive full pay for each sick leave day to his/her credit-as of the date of his/her termination. All accrued sick leave pay shall be made upon retirement or death of the employee, such payment shall be made to the employee's next of kin, or to the employee's estate.

16.6 Employees that accumulate the maximum of four hundred eighty (480) hours of sick time shall receive four (4) hours of "Personal Leave" for each month that they maintain said maximum, up to a total of twenty-four (24) hours a year.

16.7 Employees who have accumulated 480 hours of sick leave will continue to accumulate sick leave hours in excess of 480 hours into a sick leave bank. Employees who have reached this level will have this bank available for use still requiring further recuperation time. The time accumulated within this sick leave bank is not available to the employee upon termination of employment. No employee will be required to expend any earned benefit other than accrued sick leave before utilizing time accrued in his/her sick bank.

16.8 The Town, in its discretion, may allow an employee of his/her own volition to donate sick leave to another employee under certain prescribed circumstances.

Recipients of transferred sick leave must be individuals who have worked at least six (6) months for the Town and whose sick, annual vacation, and compensatory leave balances, if applicable have been exhausted. Authorization to use transferred leave must be approved by the department head and Town Manager. The decision of the Town Manager is not reviewable.

The purpose of transferred sick leave is to provide relief to an eligible employee who has suffered a catastrophic injury/illness or otherwise requires a non-elective type of hospitalization or home care.

Requests for transfer of sick leave should be submitted to the Department of Human Relations.

16.9 Any employee who does not use any sick leave from January 1st – June 30th or from July 1st – December 31st shall receive a $100 bonus for each half of the year for not using sick leave. This bonus will be paid the second pay period in January.

ARTICLE XVII BEREAVEMENT LEAVE

17.1 In the event of the death of a father, mother, wife, husband, grandparents of employee or employee's, brother, sister, son, daughter, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law or foster child, step-father, step-mother, step-children, adopted children or domestic partner (defined as a person with whom the employee has lived in a committed, quasi-marital relationship for a continuous period of at least three years at time of death), the employee shall be entitled to four consecutive working days' leave with pay (five for employee's spouse), from the date of the death to the date of the funeral, where necessary in order to make arrangements and to attend the funeral. In the case of the death of step-brothers and sisters, the employee shall be entitled to two consecutive working days' leave with pay, from the date of the death to the date of the funeral, where necessary in order to make arrangements and to attend the funeral.

FAMILY ILLNESS LEAVE

17.2 a. In the event of illness in the immediate family of an employee, such employee shall be allowed a maximum of thirty five (35) hours, thirty seven and one half (37.5) hours, or forty (40) hours, whichever is applicable, a year with pay.

A Family Illness is a combination of circumstances calling for immediate action of the employee, in a situation not expected to be of a recurring nature, but necessitates attendance of the employee with a member of immediate family who is ill.

The parties further agree that for purposes of Article 17.2 the words "immediate family" shall mean: Mother, Father, Brother, Sister, Husband, Wife, Son, Daughter, Foster Child, Grandparents, and/or any person living in the employee's domicile.

ARTICLE XVIII MILITARY SERVICE - JURY DUTY - QUARANTINE

18.1 The provisions of the Federal Laws or any amendments thereto, while in effect, will govern the re-employment of ex-servicemen.

18.2 The Town agrees that when an employee is absent due to annual reserve military training of two (2) weeks, he/she shall receive the difference between his/her straight time hourly pay and that which he/she received for his/her military service. A statement from his/her Commanding Officer certifying the period of such training and the compensation to be received shall be submitted by the employee.

18.3 An employee who is required by law to be absent from work for Jury Duty will be paid the difference between what the employee receives from the Court and straight time earnings he/she would have received had he/she worked. To be eligible for payment, the employee must notify his/her immediate supervisor within twenty-four (24) hours after receipt of notice of selection for Jury Duty and must furnish a written statement showing the date and time serviced and the amount of pay received.

18.4 If an employee is absent because of quarantine he/she shall receive his/her regular pay but not to exceed two (2) weeks pay. Such employees must present a physician's certificate of fitness to return to work.

ARTICLE XIX UNION REPRESENTATIVE OFFICIAL TIME OFF

19.1 The Town agrees that during regular working hours, on the Town's premises, designated Local Union Representatives shall be allowed time off with pay to:

a. Post Union Notices
b. Attend Negotiating Meetings
c. Attend Monthly Meetings
d. Attend meetings with any members of management providing its official Union Business.

19.2 All duly designated Local Union and Council Representatives shall have access to the Town premises during normal business hours for the purpose .of investigating and processing grievances, conferring with local representatives and/or the Town's representatives. Prior to the commencement of said investigation, the Department Head responsible for the facility shall be informed.

The Union shall inform the Personnel Director of all properly designated Local Union and Council Representatives and Officials on a current basis.

19.3 One (1) delegate per one hundred Union members or fraction thereof shall be granted reasonable time off, without pay, during working hours, to attend AFSCME International, Regional, or State Conventions, and/or AFL-CIO Regional or State Conventions, with the knowledge of the Town and after giving twenty (20) days notice to the Town time off for International Conventions not to exceed five (5) days; time off for Regional or State Conventions not to exceed two (2) days. This section shall apply to no more than one (1) of each type convention during the course of the year.

19.4 Two (2) Executive Board Members may attend the funeral of a Union member. Such time off to be with pay.

19.5 The Union Executive Board may attend the funeral of other Executive Board Members. Such time off to be with pay.

ARTICLE XX COMPENSATION FOR TOOLS AND CLOTHING

20.1 The Town will furnish all tools necessary for the performance of the employee's assigned duties. The Town and the Union shall cooperate in the enforcement of safety rules and regulations. The Town and employees shall obey all OSHA Rules and Regulations.

20.2 The Town shall furnish all necessary foul weather clothing for the performance of the employee's assigned duties.

20.3 The Town shall provide uniforms for Public Works, Recreation, Animal Control, and

Maintenance Custodial employees consisting of trousers and shirts or other clothing mutually agreed to. Mandatory wearing of the agreed shoes will be enforced. The employee is under the obligation to present to his/her-immediate supervisor proof that he/she has the proper foot apparel. The cost of the rental uniforms shall be borne entirely by the Town effective July 1, 1991.

Should an employee upon separation from the bargaining unit have uniform in his/her possession that he/she does not turn in, a full deduction on cost of uniform will be made from his/her last paycheck.

The clothing purchased by the Town shall be worn at all times during the workday by the employee unless the appropriate supervisor permits the wearing of other apparel. The clothing remains the property of the Town.

20.4 When an employee has damaged his eyeglasses on Town connected work the Town agrees to replace such eyeglasses.

20.5 Work clothing shall be replaced by the Town if damaged on the job. If the employee's supervisor has requested that said employees wear protective gear and the employee refuses, clothing will not be replaced.

ARTICLE XXI SAFETY AND HEALTH

21.1 The Town and the Union shall cooperate in the enforcement of safety rules and regulations. The Town and employees shall obey all OSHA Rules & Regulations.

21.2 Should an employee complain that his/her work requires him/her to be in an unsafe or unhealthy situation, in violation of acceptable safety rules, the matter shall be considered immediately by a representative of the Town other than said employee's department head. If the matter is not adjusted satisfactorily the-grievance may be processed according-to the grievance procedure.

The employees shall actively participate with the Town in promoting a safe and healthy workplace in order to reduce the incidence of job-related injuries, and as an incentive to employees to do so, the Town shall pay to bargaining unit employees, commencing 9/1/04 for employees who were covered by Section 20.3 of this Agreement as of 9/1/03, and commencing 9/1/03 for all other employees, $100 on September 1 of each year. The Town will pay part-time employees $50 per year.

ARTICLE XXII SENIORITY

22.1 The definition of seniority shall be as follows:

Town-wide seniority shall mean the total length of unbroken service by an employee within the Town of Coventry.

Department-wide seniority shall mean the total length of unbroken service within a Town Department.

Division-wide seniority shall mean the total length of unbroken service within a division of a department.

Classification seniority shall mean the total length of unbroken service within each job classification within a division of any department.

22.2 New employees shall be considered probationary employees for a period of one hundred twenty eight (128) working days on the job from the date of hire. Upon completion of said probationary period, the employee shall be placed on the town-wide seniority roster and the effective date of his/her town-wide seniority shall be the date of hire.

22.3 Seniority lists showing the town-wide seniority status, of employees shall be compiled by the Town and submitted to the Union for concurrence every six (6) months.

22.4 Employees who transfer or are promoted to positions outside the bargaining unit shall be deemed to have quit for the purpose of this Agreement and may re-enter the bargaining unit as a new employee. However, if the employee returns to the Bargaining unit within six (6) months, his/her seniority rights and any other contractual benefits shall be accumulative for that period of time.

22.5 Nine (9) local union officers and stewards as designated to the Personnel Director on the anniversary date of each local union election shall, during their term of office, have town-wide top seniority for layoffs and recall purposes only.

22.6 An employee shall forfeit employee status and all seniority rights accrued to him in the event that:

He/she is discharged for just cause.

He/she terminated his employment voluntarily.

After failure to return to work upon expiration of a leave of absence.

Upon failure to return to work when recalled under the provisions of Section 22.9.

When layoff exceeds the time prescribed in Section 22.7.

When he/she engages in other work while on a leave of absence without the consent of the Town.

When he/she engages in any intentional falsification of Town records or other intentional act of dishonesty.

When he/she reports to work under the influence of alcohol or illegal drugs. (The Town will continue to follow its Drug and Alcohol Policy.)

22.7 Whenever layoffs become necessary, employees will be laid off on the basis of their town-wide seniority and those with the least' seniority shall be laid off first within a classification and within a department. An employee made subject to layoff may exercise his/her seniority within said department and may bump an employee with less seniority provided he/she can perform the duties of the job bumped to. An employee shall be entitled to two (2) weeks notice before layoff. Whenever it becomes necessary to increase the working force, laid off employees shall be recalled in the inverse order of their layoff before any new help is hired. Laid off employees shall retain recall rights for one (1) year from the date of layoff.

For the purpose of this agreement layoffs shall be from within each of the departments listed below:

Department of the:
Town Hall
Public Works
Parks & Recreation
Police Department

A laid off employee may bump the lowest town-wide seniority employee in his/her classification or any equal or lower paid classification in any department provided he/she is capable of performing the work.

22.8 Employees whose jobs are abolished or eliminated shall be permitted to exercise their seniority rights in accordance with the layoff provisions of Section 22.7 of this Article.

22.9 Employees subject to recall shall be notified by the Town, by registered mail, return receipt requested. A copy of such recall letter shall be given to the local union president. The employee shall have seven (7) calendar days subsequent to the date of signature of the return receipt in which to notify the Town that he will return to work. Such registered letter shall be mailed to the employee's last known mailing address.

22.10 The Town agrees with the concept of seniority within the department:

a. If two or more persons enter the service of the Town of Coventry on the same day, they shall have their seniority determined by lot in the presence of one representative determined by the Town and one representative determined by the Union.

For purposes of this Collective Bargaining Agreement, it is understood that the following is a list of departments and divisions:

DEPARTMENTS	
Town Hall	All one department
Parks & Recreation	All one department
Police Department	All one department
Public Works	All one department

22.11 Should a grievance arise over the application of the seniority rule the grievance procedure shall be applicable.

ARTICLE XXIII NEW EMPLOYEES

23.1 All new employees hired by the Town, shall be deemed for the first six (6) months of their employment to be probationary employees. All such probationary employees may be dismissed during the probationary period.

ARTICLE XXIV STRIKE AND LOCKOUTS

24.1 The Union of the employees will not cause, call, or sanction any strike, work stoppage, or slow down, nor will the Town-lockout or speed up its employees during the term of this Agreement.

ARTICLE XXV SAVINGS CLAUSE

25.1 If any portion of this Agreement shall be found to be inconsistent with the laws, such portion shall be ineffective and the remainder of the Agreement shall remain in full force and effect and the parties will have the immediate right to negotiate a substitute provision that is not inconsistent with the law.

ARTICLE XXVI GRIEVANCE AND ARBITRATION

26.1 For the purpose of this Agreement the term "GRIEVANCE" means any difference or dispute between the Town and the Union or between the Town and any employee with respect to the interpretation, application, or violation of any of the provisions of this Agreement.

26.2 Grievances initiated by the Union concerning' contract violations shall commence with Step 2 of the procedure and must be initiated within ten (10) days of occurrence or it shall not be considered a grievance under the terms of this Agreement:

26.3 The following steps shall be followed for the resolution of grievances:

STEP 1. The employee may bring the grievance, orally, to his/her immediate supervisor and his/her union steward or representative within five (5) days, excluding weekends and holidays. This meeting will be held immediately whenever possible or will be held within the next three (3) days, excluding weekends and holidays. If the employee serving as immediate supervisor is also a union member, the meeting must also include the next level of supervision who is a management worker. The employee, union representative, the management member, and union employee/supervisor, if any, should discuss the matter frankly and attempt to reach an agreeable solution and/or answer within three (3) days excluding weekends and holidays.

STEP 2. If the employee is dissatisfied with his/her supervisor's solution to the grievance, or if the grievance is initiated by the Union for an alleged contract violation, it must be submitted in writing within ten (10) days, excluding weekends and holidays, of the date of the Supervisor's answer/solution is due to the Department Head, who shall render a written decision within two (2) days, excluding weekends and holidays.

STEP 3. If the employee is dissatisfied with his/her department head's solution, the employee/union may appeal the decision within five (5) days, excluding weekends and holidays, by submitting the grievance in writing to the Personnel Director. The Personnel Director shall meet with the employee, the union representative and the department head to further clarify the issue within five (5) days, excluding weekends and holidays, and render a written decision in ten (10) days, excluding holidays and weekends.

STEP 4. If the grievance is still unresolved either party may, within fifteen (15) days, excluding weekends and holidays, after the reply of the Personnel Director is due, make a written request for arbitration.

26.4 The Arbitration proceedings shall be conducted by an Arbitrator to be selected by the Town and the Union within seven (7) days after notice has been given. If the parties fail to select an Arbitrator, either party may submit the matter to the American Arbitration Association for final determination.

26.5 The parties further agree that the fee and expenses of the Arbitrator shall be borne equally by the parties.

26.6 The Arbitrator shall have the right to determine the amount of retroactive pay, if any, the employee is due in the event he overrules the Town's decision with respect to suspensions, discharge, or discipline.

26.7 It is hereby specifically agreed by and between the Town and the Union that any and all settlements or grievances, disputes, or differences settled between the parties, or as determined by an Arbitrator, whichever is applicable, shall be final and binding upon all parties herein concerned.

26.8 Union Stewards and Officers shall be granted reasonable time off during working hours to investigate and to seek settlements of grievances, without loss of pay. Aggrieved employees shall be granted the right to Union representation during the course of the grievance procedure.

26.9 It is recognized that no procedure can possibly foresee all situations that might occur. It is further recognized that this procedure will be as good as the good faith of both parties concerned. To this end it shall be incumbent upon both parties to seek to settle all grievances and disputes at the lowest level possible.

ARTICLE XXVII DISCIPLINE

27.1 The Union acknowledges that the Town has the duty of maintaining good and just discipline since it is responsible for the efficient operation of the Town.

27.2 a. It is agreed that the Town may apply progressive or appropriate discipline as warranted, in the presence of the appropriate Union representative, if the employee requests representation. Such discipline shall include counseling, oral and written reprimand, suspension, demotion, or to dismiss any employee for just cause. Written reprimands to be placed in personnel folder and expunged one year to date from last infraction, if no further infraction takes place during that one year period.

b. Any above instances of intended, appropriate discipline must be investigated and filed by the employer with the employee and Union within twenty (20) days of the Town having knowledge (including who did it, what was done, the persons involved), of the alleged incident.

c. In the event the employer requires reasonable additional time beyond the 20-days for their investigation, extension must be by mutual agreement of the parties to this Agreement.

27.3 Should there be any dispute between the Town and the Union concerning the existence of just cause for such discipline, such dispute shall be adjusted through the grievance procedure in accordance with the terms of this Agreement.

27.4 No employee who has completed his probationary period shall be discharged without just cause.

27.5 When a department head is not satisfied with the performance of an employee, the employee shall first be given the opportunity to be counseled in the presence of a Union representative of his or her choice who is available at work in town.

ARTICLE XXVIII HOSPITAL-SURGICAL, MEDICAL CARE AND LIFE INSURANCE

28.1 a. Thirty-one (31) days from the date of employment all employees shall be covered by a health plan mutually agreed to by the Union and Management.

This program will cover family or individual health programs dependent upon his/her marital status:

Semi-Private Room 365 days of care 365 days of care.
Diagnostic Rider JU #2
Organ Transplant Rider
Prescription Rider
Medical Emergency Rider
Catastrophic Illness Plan
Delta Dental Level IV.-Effective 2/1/92

All employees shall have the option of waiving health insurance benefits as provided in this Article. In the event, any employee; exercises this option, then said employee shall receive a cash payment, per pay period, equivalent to one-half (1/2) the Town's cost of health insurance benefits provided up to a total of no more than $4,300 per year for those eligible for family coverage and $2,000 for individual. Employees exercising this option shall be required to sign a health insurance benefit waiver as agreed to by the parties. Employees may cancel the waiver with a thirty (30) day notice in writing to the employer.

b. Commencing January 1, 2011 all employees agree to contribute 15% to the cost of

health care.

28.2 All employees covered by this Agreement shall be eligible for Rhode Island Temporary Disability Insurance at the expense of the employee. The Town agrees to such deduction.

28.3 a. Employees who incur on-the-job injury or illness shall be subject to the Rhode Island Workers' Compensation Act. Employees may use accrued sick leave to cover the first three days of illness or injury, and if the injury or illness is subsequently determined to be compensable pursuant to Rhode Island workers' compensation laws, the three days so used will be credited back to the sick leave account. When an employee is injured on the job he/she shall not lose any benefits provided by this Agreement for a period of one year from date of injury. If, after one year, the employee is determined to be partially or permanently disabled and unable to return to his/her original position of employment, or perform the work of any position that may be vacant, and posted subject to the provisions of Article XII, then the employee will be placed on leave of absence without pay for benefit of this Agreement.

b. When an employee has been determined to be partially or permanently disabled, as defined in subparagraph (a), and has been placed on leave of absence, the employee shall continue to receive Workers' Compensation and his/her previous position shall be determined to be vacant.

28.4 All employees covered by this agreement, with no exception, shall be entitled to receive full paid life insurance in the amount of twenty thousand dollars ($20,000) effective January 1, 1986.

28.5 The Town will provide appropriate training to employees as required whenever new equipment and procedures are introduced.

Employees covered by this agreement shall have the privilege of continuing education, with management approval, providing that the education is job related. The Town will reimburse 75% of tuition in the fiscal year following completion of course work with a grade of C or better. Arrangements must be made with management before the training begins which may include commitments to stay in the Town's employ for stipulated periods of time depending upon the costs to the Town.

ARTICLE XXIX WAGES

29.1 The pay scale and any adjustments thereto are setforth in the Wage Classification Schedule and are incorporated herein. These wages shall be effective beginning July 1, 2009.

ARTICLE XXX FEDERAL AND STATE PROGRAMS

30.1 Participants of Federal and State Programs shall not be employed to displace bargaining unit employees.

ARTICLE XXXI SUBCONTRACTING AND WORK BY EMPLOYEES OUTSIDE UNIT

31.1 No one outside the bargaining unit shall perform work normally assigned to employees within said unit. The Town shall continue to provide work for employees in the bargaining unit and shall avoid the subcontracting of work performed by employees in the bargaining unit. However, in the event the Town has a project that cannot be handled by the employees in the bargaining unit, based on lack of knowledge, ability, or if the Town does not have the equipment, then said project may be subcontracted provided:

That no members of the bargaining unit are laid off.
That the project will not result in future layoffs.

In the event that the Union does not agree with the Town regarding this section, then it shall be subject to the grievance and arbitration procedure.

ARTICLE XXXII CLASSIFICATION

32.1 Attached to this Agreement and made a part hereof are the job classifications for the positions covered. In the event the Town decides to change, alter or abolish any job classification, it shall notify the Union immediately. In the event the Town creates a new job classification, it shall notify the Union immediately. If the parties cannot agree on any of the above, the Union may grieve and/or arbitrate the matter.

ARTICLE XXXIII PENSION PLAN

33.1 The Town shall provide a pension program as negotiated between the parties for all employees in the bargaining unit equal to the program in existence as of the time of this Agreement with the following exceptions:

a. Effective July 1, 1991 the retirement age of employees shall become sixty-two (62) years of age.

b. Commencing March 1, 2011 all permanent full time employees of the Town shall contribute 7% of their gross wages toward the cost of the pension plan.

ARTICLE XXXIV MISCELLANEOUS PROVISIONS

34.1 a Employees hired after July 1, 1991, may be required to obtain and maintain a Commercial (CDL) driver's license. The Town agrees to provide equipment and up to one-half (1/2) hour of training on work time to assist employees in obtaining said license. Employees will be allowed to take this Commercial (CDL) driver's test during working hours without loss of pay. Employees hired before July 1, 1991 may be asked, but not required to, obtain and maintain a Commercial (CDL) driver's license.

The purpose of this Article is to provide backup drivers for an emergency. In the event a designated employee cannot maintain his/her license for reasons other than refusal, he/she shall be relieved of the obligation and the Town may designate another employee.

The Town agrees to deduct from the wage of any employee a contribution to P.E.O.P.L.E. (Public Employees Organized To Promote Legislative Equality) upon written authorization by the employee. The employee may revoke such authorization by serving written notice to the Town any deduction made pursuant to this provision shall be remitted to the Union on a monthly basis.

34.2 It is the intent of the parties that the tapes of negotiations for contract 7/1/85 thru 6/30/88 shall be a permanent record of those negotiations and will be referred to by the parties during the administration of this agreement.

ARTICLE XXXV ENTIRE AGREEMENT

35.1 This Agreement constitutes the complete and entire Agreement between the parties.

a. Wage Increases
Wage increases effective:

July 1, 2009	0% in wages
July 1, 2010	1.5% increase in wages
July 1, 2011	2% increase in wages
January 1, 2012	0.5% increase in wages

b. Employees shall be paid a week in arrears. This change will be accomplished at the same time and using the same period as with other town (non-school) employees.

DURATION

This Agreement shall become effective on the 1st day of July, 2009 to the 30th day of June 2012.

35.2 No individual employee in the bargaining unit or representative, agent or employee of the

Town may enter into any separate Agreement or understanding which will be inconsistent with the terms of this Agreement. Any such separate inconsistent Agreement will not be binding upon the parties or the employees they represent hereto, unless expressly adopted in writing and mutually agreed upon between the Town and the Union.

35.3 This Agreement may be altered or modified only by mutual written agreement of the parties hereto.

ARTICLE XXXVI SPECIAL PURPOSE AGREEMENT

36.1 AMENDING THE PRESENT CONTRACT NOW IN EFFECT
(COUNCIL 94 - LOCAL 3484 AND TOWN OF COVENTRY)

This agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other, in writing, ninety (90) days prior to the anniversary date that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the termination date. This agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this agreement to the other party.

ARTICLE XXXVII JOB DESCRIPTIONS

37.1 It is agreed and understood that the Job Descriptions attached hereto are a part of the agreement and incorporated herein by reference. It is further agreed and understood that the parties shall from time to time amend said job descriptions by mutual agreement.

TOWN OF COVENTRY-LOCAL 3484 SENIORITY LISTING-AS OF *10/1/2010*

	NAME	DEPARTMENT			
1	TESTA, LOUIS H.	PUBLIC WORKS	1975	4	30
2	RATHBUN, BETHANY L.	POLICE DEPT.	1981	9	21
3	SMITH, CHARLES	PUBLIC WORKS	1982	11	22
4	TEW, CAROL	POLICE DEPT.	1983	8	27
5	SMITH, JOAN M.	TOWN HALL	1984	11	19
6	ROBITAILLE, MARK A.	PUBLIC WORKS	1986	3	3
7	BOWEN, ROBERT H.	PUBLIC WORKS	1987	8	17
8	CORNELL, EDWARD G.	PUBLIC WORKS	1987	12	4
9	DIAMONTE, LOUIS W.	PUBLIC WORKS	1988	1	4
10	FASCIO, DONALD R. JR.	PUBLIC WORKS	1988	10	3
11	GREENE, RAYMOND R. JR.	PUBLIC WORKS	1988	12	12
12	SENERCHIA, LOUIS W.	PUBLIC WORKS	1989	1	3
13	BROWN, DENISE M.	TOWN HALL	1989	1	3
14	PHILLIPS, JOHN F.	PUBLIC WORKS	1989	5	22
15	ROBITAILLE, LORI J.	TOWN HALL	1989	9	11
16	BREARD, MICHAEL A.	PUBLIC WORKS	1989	9	18
17	FISHER, CHARLES L.	PARKS & REC.	1990	6	11
18	BARRY, KIRK N.	PUBLIC WORKS	1990	8	14
19	HOPKINS, DAVID R.	PUBLIC WORKS	1991	4	29
20	McGEE, KEITH	PUBLIC WORKS	1991	5	13
21	CANIGLIA, MICHAEL A.	POLICE DEPT.	1991	7	15
22	FREDETTE, DAVID W.	PUBLIC WORKS	1992	7	13
23	ROBITAILLE, DANIEL	PUBLIC WORKS	1992	7	27
24	LAWRENCE, ALAN R.	PUBLIC WORKS	1993	3	21
25	KANE, CHERYL A.	TOWN HALL	1993	7	5
26	HARUBEN, RAYMOND J.	PUBLIC WORKS	1993	11	29
27	YOST, DEBORAH J.	TOWN HALL	1993	12	20
28	GELINEAU, MATTHEW	PUBLIC WORKS	1994	3	14
29	WARZYCHA, KIM	TOWN HALL	1995	2	2
30	RUSSOTTI, DANIELE	PUBLIC WORKS	1996	4	1
31	SAVASTANO, MICHAEL J.	PUBLIC WORKS	1996	12	9
32	BRAYMAN, GEORGE	PUBLIC WORKS	1996	12	21
33	LACOMBE, CAROLYN A.	ANIMAL CONTROL	1998	5	28
34	LAVOIE, DEBORAH A.	TOWN HALL	1998	6	1
35	LESSARD, JOHN R.	PUBLIC WORKS	1998	6	1
36	NARDOLILLO, ANTHONY	POLICE DEPT.	1998	6	21
37	SITZE, JEFFREY	POLICE DEPT.	1998	12	21
38	BESSETTE, LEE	POLICE DEPT.	1999	2	2
39	FALCONIO, DINO	PUBLIC WORKS	1999	11	8
40	PAGE, MELISSA ANN	PUBLIC WORKS	2000	5	15
41	BUDDOCK, PAUL T.	PUBLIC WORKS	2000	8	8
42	ANDRIOTE, JUANE J.	PUBLIC WORKS	2000	9	25
43	ASSELIN, GREGORY M.	PUBLIC WORKS	2000	11	20
44	BROWN, DARLENE J.	TOWN HALL	2001	2	26
45	PACHECO, JAMES R.	PUBLIC WORKS	2001	10	10
46	TOMASSO, JODY LEE	PUBLIC WORKS	2002	3	18
47	THEMUDA, DENISE	PUBLIC WORKS	2002	7	8
48	TEDESCHI, MICHAEL C.	PARKS & REC.	2002	7	8
49	SUNDELIN, JOHN	PARKS & REC.	2003	1	13
50	BELL, MICHELLE	PARKS & REC.	2003	1	27
51	LaROCHE, CARL	PUBLIC WORKS	2003	9	1
52	JOHNSON, PETER	PARKS & REC.	2004	4	12
53	ADAMS, GARY	PUBLIC WORKS	2005	1	21
54	RYAN, TERESE	POLICE DEPT.	2005	2	14
55	PHILLIPS, KELLY	POLICE DEPT.	2005	5	11
56	McCORMICK, MATTHEW	POLICE DEPT.	2005	6	13
57	PODGURSKI, PETER	PARKS & REC.	2005	8	22
58	POMFRET, JEAN	TOWN HALL	2005	10	18
59	ZAKOWSKI, JESSICA	ANIMAL CONTROL	2005	11	7
60	NARDOLILLO, ERNEST	PUBLIC WORKS	2006	2	28
61	FOSTER, GREGORY	PARKS & REC	2006	5	8
62	RATHBUN, JESSE	PUBLIC WORKS	2006	7	17
63	BARRETT, MARK	PUBLIC WORKS	2006	7	24
64	JACAVONE, MICHAEL	PUBLIC WORKS	2006	8	15
65	RIVARD, RICHARD	PUBLIC WORKS	2006	9	5
66	REYNOLDS, KEVIN	PUBLIC WORKS	2006	9	25
67	KARWOSKI, KERRI	TOWN HALL/PLANNING	2007	4	4
68	KAREEMO, DAVID	POLICE DEPT.	2008	1	8
69	KINGSBOROUGH, JOSEPH	PUBLIC WORKS	2008	3	19
70	ANDERSON, LORI	TOWN HALL	2008	4	25
71	IMBRUGLIA, DOMENIC	PUBLIC WORKS	2008	11	18
72	GALLIGAN, CHARLES	POLICE DEPT.	2009	1	12
74	DeMATTEO, JOSEPH	PARKS & REC	2010	1	4
75	POTVIN, JAMES	POLICE DEPT	2010	6	24

NEW HIRE/AGENCY

MEMBER SIX MONTHS FROM DATE OF HIRE

TOWN OF COVENTRY	RI AFSCME COUNCIL 94 LOCAL 3484
Raymond Spear, President	Donald Fascio, President
Laura Flanagan, Vice President	Mark Robitaille, Vice President
Kenneth Cloutier	Charles Fisher, Negotiator
Frank Hyde	Lori Robitaille, Negotiator
Glenford Shibley	Carolyn Lacombe, Negotiator
Thomas R. Hoover, Town Manager	Chief Negotiator/Sr Business Agent AFSCME, Council 994

July 1, 2010-June 30, 2011

Increase	101.50%	Step I	Step II	Step III	Step V					
Classification		0 months	6 months	18 months	36 months	5-yr	10-yr	15-yr	20-yr	25-yr
Deputy Treasurer		$957.28	$977.88	$1,015.05		$1,035.17	$1,055.34	$1,074.74	$1,094.13	$1,113.82
		$49,778.59	$50,849.64	$52,782.36		$53,829.02	$54,877.63	$55,886.44	$56,894.60	$57,918.70
Working Foreman		$22.42	$22.93	$23.84		$24.34	$24.85	$25.33	$25.82	$26.28
Lead Mechanic		$896.70	$917.31	$953.57		$973.70	$993.86	$1,013.25	$1,032.64	$1,051.23
Park Maint. Supr.		$46,628.45	$47,700.14	$49,585.63		$50,632.28	$51,680.90	$52,689.05	$53,697.21	$54,663.76
Animal Control Officer										
Lead Mechanic Parks & Rec										
Laborer		$16.98	$17.43	$18.12		$18.62	$19.13	$19.63	$20.14	$20.50
Custodian		$679.01	$697.34	$724.87		$745.00	$765.16	$785.33	$805.47	$819.97
Assistant Animal Control Off.		$35,308.53	$36,261.93	$37,693.30		$38,739.96	$39,788.57	$40,837.18	$41,884.49	$42,638.41
Driver		$18.00	$18.43	$19.19		$19.69	$20.21	$20.72	$21.20	$21.58
		$720.20	$737.01	$767.42		$787.58	$808.53	$828.67	$848.05	$863.32
		$37,450.25	$38,324.58	$39,905.64		$40,954.26	$42,043.33	$43,090.63	$44,098.79	$44,892.57
Maint/Custodial (Police)		$17.49	$17.91	$18.61		$19.11	$19.63	$20.14	$20.62	$20.99
		$699.64	$716.45	$744.22		$764.39	$785.33	$805.47	$824.86	$839.71
		$36,381.51	$37,255.19	$38,699.50		$39,748.11	$40,837.18	$41,884.49	$42,892.65	$43,664.71
Operator		$19.02	$19.50	$20.31		$20.82	$21.32	$21.82	$22.29	$22.69
Transfer Station Attendant		$760.79	$779.85	$812.49		$832.66	$852.80	$872.96	$891.57	$907.62
		$39,560.90	$40,552.23	$42,249.59		$43,298.20	$44,345.51	$45,394.12	$46,361.82	$47,196.33
Town Maintenance Worker		$18.33	$18.85	$19.61		$20.12	$20.64	$21.15	$21.63	$22.02
Maintenance Worker		$733.22	$753.86	$784.55		$804.69	$825.64	$845.80	$865.19	$880.76
		$38,127.58	$39,200.56	$40,796.72		$41,844.03	$42,933.10	$43,981.72	$44,989.87	$45,799.69
Driver Collector		$19.20	$19.71	$20.49		$21.00	$21.52	$22.02	$22.51	$22.91
		$767.84	$788.47	$819.69		$839.83	$860.77	$880.94	$900.33	$916.53
		$39,927.66	$41,000.64	$42,623.80		$43,671.11	$44,760.18	$45,808.79	$46,816.95	$47,659.66
Mechanic		$20.85	$21.31	$22.13		$22.64	$23.14	$23.64	$24.13	$24.56
Vehicular Maint Analyst		$834.07	$852.40	$885.33		$905.50	$925.66	$945.79	$965.19	$982.56
Safety Compliance Officer		$43,371.60	$44,325.00	$46,037.18		$47,085.79	$48,134.41	$49,181.06	$50,189.87	$51,093.29
Lead Operator		$19.97	$20.45	$21.28		$21.82	$22.33	$22.83	$23.32	$23.74
		$798.95	$818.07	$851.28		$872.96	$893.13	$913.26	$932.66	$949.45
		$41,545.49	$42,539.39	$44,266.55		$45,394.12	$46,442.73	$47,489.39	$48,498.20	$49,371.16
Receptionist		$454.19	$465.98	$485.00		$514.51	$532.21	$543.33	$567.47	$577.69
Switchboard Operator		$23,617.67	$24,230.98	$25,220.22		$26,754.31	$27,675.03	$28,253.17	$29,508.64	$30,039.79
Clerk		$17.53	$17.95	$18.68	$19.16	$19.74	$20.31	$20.89	$21.46	$21.85
Floating Clerk		$613.45	$628.42	$653.86	$670.69	$690.75	$710.88	$731.02	$751.15	$764.67
		$31,899.31	$32,677.85	$34,000.64	$34,875.68	$35,919.08	$36,965.73	$38,013.04	$39,059.69	$39,762.77
Finance Clerk					$748.65	$768.98	$789.36	$809.69	$829.35	$844.28
					$38,929.84	$39,986.94	$41,046.64	$42,103.74	$43,126.25	$43,902.52
Special Duties Clerk					$687.16	$707.50	$727.87	$748.21	$767.88	$781.70
					$35,732.45	$36,790.20	$37,849.25	$38,907.00	$39,929.51	$40,648.25
Deputy Town Clerk					$807.69	$827.83	$847.96	$868.10	$888.20	$904.19
					$41,999.99	$43,047.29	$44,093.95	$45,141.26	$46,186.61	$47,017.97
Dispatcher-Police		$18.35	$19.00	$20.04	$20.78	$21.30	$21.82	$22.35	$22.91	$23.32
		$688.13	$712.45	$751.52	$779.12	$798.74	$818.37	$838.00	$859.08	$874.54
		$35,782.98	$37,047.54	$39,079.27	$40,514.18	$41,534.73	$42,555.29	$43,575.84	$44,672.09	$45,476.19
Operator/Programmer-police		$642.60	$665.46	$701.09	$726.65	$746.79	$766.92	$787.02	$807.15	$821.68
		$33,415.24	$34,603.93	$36,456.76	$37,785.96	$38,833.27	$39,879.92	$40,925.27	$41,971.93	$42,727.42

July 1, 2011-December 30, 2011

Increase	102.00%	Step I	Step II	Step III		Step V					
Classification		0 months	6 months	18 months		36 months	5-yr	10-yr	15-yr	20-yr	25-yr
Deputy Treasurer		$976.43	$997.44	$1,035.35			$1,055.88	$1,076.45	$1,096.23	$1,116.01	$1,136.10
		$50,774.16	$51,866.63	$53,838.01			$54,905.60	$55,975.19	$57,004.17	$58,032.49	$59,077.08
Working Foreman		$22.87	$23.39	$24.32			$24.83	$25.34	$25.84	$26.33	$26.81
Lead Mechanic		$914.64	$935.66	$972.64			$993.17	$1,013.74	$1,033.52	$1,053.29	$1,072.25
Park Maint. Supr.		$47,561.02	$48,654.15	$50,577.34			$51,644.93	$52,714.52	$53,742.83	$54,771.15	$55,757.03
Animal Control Officer											
Lead Mechanic Parks & Rec											
Laborer		$17.31	$17.78	$18.48			$19.00	$19.51	$20.03	$20.54	$20.91
Custodian		$692.59	$711.29	$739.37			$759.90	$780.47	$801.04	$821.58	$836.37
Assistant Animal Control Off.		$36,014.70	$36,987.17	$38,447.17			$39,514.75	$40,584.34	$41,653.92	$42,722.18	$43,491.18
Driver		$18.37	$18.79	$19.57			$20.08	$20.62	$21.13	$21.63	$22.01
		$734.60	$751.75	$782.76			$803.33	$824.70	$845.24	$865.01	$880.58
		$38,199.26	$39,091.07	$40,703.76			$41,773.34	$42,884.19	$43,952.45	$44,980.77	$45,790.42
Maint/Custodial (Police)		$17.84	$18.27	$18.98			$19.49	$20.03	$20.54	$21.03	$21.41
		$713.64	$730.77	$759.11			$779.67	$801.04	$821.58	$841.36	$856.50
		$37,109.14	$38,000.29	$39,473.49			$40,543.07	$41,653.92	$42,722.18	$43,750.50	$44,538.01
Operator		$19.40	$19.89	$20.72			$21.23	$21.75	$22.26	$22.74	$23.14
Transfer Station Attendant		$776.00	$795.45	$828.74			$849.31	$869.85	$890.42	$909.40	$925.77
		$40,352.12	$41,363.28	$43,094.58			$44,164.16	$45,232.42	$46,302.00	$47,289.06	$48,140.26
Town Maintenance Worker		$18.70	$19.22	$20.01			$20.52	$21.05	$21.57	$22.06	$22.46
Maintenance Worker		$747.89	$768.93	$800.24			$820.79	$842.15	$862.72	$882.49	$898.38
		$38,890.14	$39,984.57	$41,612.66			$42,680.91	$43,791.76	$44,861.35	$45,889.67	$46,715.68
Driver Collector		$19.58	$20.11	$20.90			$21.42	$21.95	$22.46	$22.96	$23.37
		$783.20	$804.24	$836.08			$856.63	$877.99	$898.56	$918.33	$934.86
		$40,726.22	$41,820.65	$43,476.28			$44,544.53	$45,655.39	$46,724.97	$47,753.29	$48,612.85
Mechanic		$21.27	$21.74	$22.58			$23.09	$23.60	$24.12	$24.61	$25.06
Vehicular Maint Analyst		$850.75	$869.45	$903.04			$923.61	$944.17	$964.71	$984.49	$1,002.21
Safety Compliance Officer		$44,239.03	$45,211.50	$46,957.92			$48,027.51	$49,097.09	$50,164.68	$51,193.67	$52,115.15
Lead Operator		$20.37	$20.86	$21.71			$22.26	$22.77	$23.29	$23.78	$24.21
		$814.93	$834.43	$868.31			$890.42	$910.99	$931.52	$951.31	$968.43
		$42,376.40	$43,390.18	$45,151.88			$46,302.00	$47,371.59	$48,439.18	$49,468.16	$50,358.59
Receptionist		$463.27	$475.30	$494.70			$524.80	$542.86	$554.20	$578.82	$589.24
Switchboard Operator		$24,090.02	$24,715.60	$25,724.62			$27,289.40	$28,228.53	$28,818.24	$30,098.81	$30,640.59
Clerk		$17.88	$18.31	$19.06		$19.55	$20.13	$20.72	$21.30	$21.89	$22.28
Floating Clerk		$625.72	$640.99	$666.94		$684.10	$704.57	$725.10	$745.64	$766.17	$779.96
		$32,537.30	$33,331.40	$34,680.65		$35,573.20	$36,637.46	$37,705.05	$38,773.30	$39,840.89	$40,558.02
Finance Clerk						$763.62	$784.36	$805.15	$825.88	$845.94	$861.16
						$39,708.44	$40,786.68	$41,867.58	$42,945.81	$43,988.78	$44,780.57
Special Duties Clerk						$700.91	$721.65	$742.43	$763.18	$783.23	$797.33
						$36,447.10	$37,526.00	$38,606.24	$39,685.14	$40,728.10	$41,461.21
Deputy Town Clerk						$823.85	$844.39	$864.92	$885.46	$905.97	$922.28
						$42,839.99	$43,908.24	$44,975.83	$46,044.08	$47,110.34	$47,958.33
Dispatcher-Police		$18.72	$19.38	$20.44		$21.19	$21.73	$22.26	$22.79	$23.37	$23.79
		$701.90	$726.70	$766.55		$794.70	$814.72	$834.74	$854.76	$876.26	$892.03
		$36,498.64	$37,788.49	$39,860.86		$41,324.46	$42,365.43	$43,406.39	$44,447.36	$45,565.53	$46,385.71
Operator/Programmer-police		$655.45	$678.77	$715.11		$741.19	$761.73	$782.26	$802.76	$823.30	$838.11
		$34,083.54	$35,296.01	$37,185.89	$0.00	$38,541.68	$39,609.93	$40,677.52	$41,743.78	$42,811.37	$43,581.97

Jan 1, 2012-June 30, 2012

Increase	100.50%	Step I	Step II	Step III	Step V					
Classification		0 months	6 months	18 months	36 months	5-yr	10-yr	15-yr	20-yr	25-yr
Deputy Treasurer		$981.31	$1,002.42	$1,040.52		$1,061.16	$1,081.83	$1,101.72	$1,121.59	$1,141.78
		$51,028.03	$52,125.96	$54,107.20		$55,180.13	$56,255.06	$57,289.19	$58,322.65	$59,372.46
Working Foreman		$22.98	$23.51	$24.44		$24.95	$25.47	$25.97	$26.46	$26.94
Lead Mechanic		$919.21	$940.33	$977.50		$998.14	$1,018.81	$1,038.68	$1,058.56	$1,077.61
Park Maint. Supr.		$47,798.83	$48,897.42	$50,830.23		$51,903.15	$52,978.09	$54,011.55	$55,045.01	$56,035.82
Animal Control Officer										
Lead Mechanic Parks & Rec										
Laborer		$17.40	$17.87	$18.58		$19.09	$19.61	$20.13	$20.64	$21.01
Custodian		$696.05	$714.85	$743.07		$763.70	$784.37	$805.04	$825.69	$840.55
Assistant Animal Control Off.		$36,194.78	$37,172.11	$38,639.40		$39,712.33	$40,787.26	$41,862.19	$42,935.79	$43,708.63
Driver		$18.46	$18.89	$19.67		$20.18	$20.72	$21.24	$21.73	$22.12
		$738.27	$755.51	$786.68		$807.35	$828.82	$849.47	$869.34	$884.99
		$38,390.25	$39,286.52	$40,907.27		$41,982.21	$43,098.61	$44,172.21	$45,205.67	$46,019.37
Maint/Custodial (Police)		$17.93	$18.36	$19.07		$19.59	$20.13	$20.64	$21.14	$21.52
		$717.21	$734.43	$762.90		$783.57	$805.04	$825.69	$845.56	$860.78
		$37,294.68	$38,190.29	$39,670.86		$40,745.79	$41,862.19	$42,935.79	$43,969.25	$44,760.70
Operator		$19.50	$19.99	$20.82		$21.34	$21.86	$22.37	$22.85	$23.26
Transfer Station Attendant		$779.88	$799.42	$832.89		$853.56	$874.20	$894.88	$913.95	$930.40
		$40,553.88	$41,570.09	$43,310.05		$44,384.98	$45,458.58	$46,533.51	$47,525.50	$48,380.96
Town Maintenance Worker		$18.79	$19.32	$20.11		$20.62	$21.16	$21.68	$22.17	$22.57
Maintenance Worker		$751.63	$772.78	$804.24		$824.89	$846.36	$867.03	$886.91	$902.87
		$39,084.59	$40,184.49	$41,820.72		$42,894.32	$44,010.72	$45,085.66	$46,119.12	$46,949.26
Driver Collector		$19.68	$20.21	$21.01		$21.52	$22.06	$22.58	$23.07	$23.49
		$787.11	$808.26	$840.26		$860.91	$882.38	$903.05	$922.92	$939.54
		$40,929.85	$42,029.75	$43,693.66		$44,767.26	$45,883.66	$46,958.60	$47,992.06	$48,855.91
Mechanic		$21.38	$21.84	$22.69		$23.21	$23.72	$24.24	$24.74	$25.18
Vehicular Maint Analyst		$855.00	$873.80	$907.55		$928.22	$948.90	$969.53	$989.42	$1,007.23
Safety Compliance Officer		$44,460.23	$45,437.55	$47,192.71		$48,267.65	$49,342.58	$50,415.51	$51,449.64	$52,375.73
Lead Operator		$20.48	$20.96	$21.82		$22.37	$22.89	$23.40	$23.90	$24.33
		$819.01	$838.60	$872.65		$894.88	$915.55	$936.18	$956.07	$973.28
		$42,588.28	$43,607.13	$45,377.64		$46,533.51	$47,608.45	$48,681.37	$49,715.50	$50,610.38
Receptionist		$465.59	$477.68	$497.18		$527.42	$545.57	$556.97	$581.72	$592.19
Switchboard Operator		$24,210.47	$24,839.18	$25,853.25		$27,425.85	$28,369.68	$28,962.33	$30,249.30	$30,793.79
Clerk		$17.97	$18.41	$19.15	$19.64	$20.23	$20.82	$21.41	$22.00	$22.40
Floating Clerk		$628.85	$644.19	$670.27	$687.52	$708.09	$728.72	$749.37	$770.00	$783.86
		$32,699.99	$33,498.06	$34,854.06	$35,751.06	$36,820.64	$37,893.57	$38,967.17	$40,040.09	$40,760.81
Finance Clerk					$767.44	$788.28	$809.17	$830.01	$850.17	$865.47
					$39,906.98	$40,990.61	$42,076.91	$43,160.54	$44,208.72	$45,004.48
Special Duties Clerk					$704.41	$725.26	$746.14	$766.99	$787.15	$801.32
					$36,629.34	$37,713.63	$38,799.27	$39,883.57	$40,931.75	$41,668.52
Deputy Town Clerk					$827.97	$848.61	$869.24	$889.89	$910.50	$926.89
					$43,054.19	$44,127.78	$45,200.71	$46,274.30	$47,345.89	$48,198.12
Dispatcher-Police		$18.81	$19.48	$20.54	$21.30	$21.83	$22.37	$22.91	$23.48	$23.91
		$705.41	$730.34	$770.39	$798.67	$818.79	$838.91	$859.03	$880.64	$896.49
		$36,681.14	$37,977.43	$40,060.16	$41,531.09	$42,577.26	$43,623.43	$44,669.60	$45,793.36	$46,617.64
Operator/Programmer-police		$658.73	$682.16	$718.69	$744.89	$765.54	$786.17	$806.78	$827.41	$842.31
		$34,253.96	$35,472.49	$37,371.82	$38,734.39	$39,807.98	$40,880.91	$41,952.50	$43,025.42	$43,799.88

JOB DESCRIPTIONS

Animal Control Officer
Assistant Animal Control Officer
Automotive Mechanic (Mechanic)
Clerk I
Floating Clerk
Custodian
Data Entry Operator/Programmer
Deputy Town Clerk
Deputy Town Treasurer
Dispatcher (Police Department)
Driver
Finance Clerk
Heavy Equipment (Operator)
Heavy Equipment (Lead Operator)
Highway Supervisor (Working Foreman)
Laborer I
Lead Mechanic/DPW
Lead Mechanic/Parks & Recreation
Maintenance Analyst
Maintenance Custodial (Police Department)
Maintenance Worker
Park Maintenance Supervisor
Receptionist/Switchboard Operator
Safety Compliance Officer
Sanitation Equipment Operator/Laborer (Driver/Collector)
Special Duties Clerk
Sanitation Supervisor (Working Foreman)
Town wide Maintenance Worker
Transfer Station Attendant

ANIMAL CONTROL OFFICER

NATURE OF WORK

This is a supervisory and specialized work in the enforcement of state statutes and town ordinances relating to the control of animals.

An employee in this class is responsible for the apprehension and detention of stray and .vicious animals. Work involves an element of personal danger and requires the application of considerable skill in handling animals. Work also requires the exercise of considerable tact in dealing with the public. Work is performed under the general direction of an administrative superior and requires the exercise of considerable independent judgment in meeting job situations as they arise and in carrying out responsibilities within the limits of prescribed policies and applicable laws. Supervision is exercised over a small staff of civilian animal control officers and volunteers. Work consists of evaluating work performance and resolving informal grievances.

ILLUSTRATIVE EXAMPLES OF WORK

Provide training for staff and volunteers;

Develops budget and capital improvements to be coordinated with Administrative Superior;

Coordinates the purchasing of supplies and needed repairs for the division's facilities, and equipment;

Supervises and participates 'in the capture and impoundment of stray dogs, cats and other animals;

Supervises and participates in the capture of wild animals such as squirrels, bats, raccoons, etc;

Supervises and investigates complaints of roaming animals, animal bites, property damage and other nuisances;

Supervises and participates in the removal of dead and injured animals and transportation of animals to a veterinary clinic of treatment is a viable option;

Supervises the placement of unclaimed dogs and cats in new homes or destruction of animals in accordance with state statutes;

Issues summons and pay by mail citations and testifies in court as necessary;

Maintains daily log of activities, records of animals cared for and vetted during impoundment and related records and reports;

Operates a tranquilizer gun to subdue unruly animals; Drives a pick-up truck with van type body;
Performs related work as required;

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the care and handling of dogs, cats and other large and small animals.

Ability to catch stray animals, including some of a vicious or unruly nature.

Ability to assign, supervise and review the work of a small staff engaged in a variety of animal shelter and public complaint activities.

Ability to establish effective working relationship with associates, subordinates and the public.

Ability to handle animals in a firm but humane manner.

Ability to deal effectively and tactfully with the public in the enforcement of animal control laws and regulations.

Ability to prepare written reports and to maintain routine records.

Ability to act independently and to exercise discretion in choosing a course of action according to standard animal control practices.

Ability to supervise subordinates engaged in the apprehension and custody of strays.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from a standard high school and two years experience in the breeding and controlling of dogs, cats, horses or other animals.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Rhode Island Motor Vehicle Operator's License.

QUALIFICATIONS
Able to use tranquilizer weapons.

ASSISTANT ANIMAL CONTROL OFFICER

NATURE OF WORK

This is a specialized manual work in the care of impounded small animals, enforcement of state statutes and town ordinances relating to the control of animals.

An employee in this class is responsible for the feeding and care of small domestic animals impounded at the town animal shelter and for the maintenance of shelter facilities. Work requires the application of skill in the handling of animals and the exercise of some independent judgment in the performance of assigned tasks. Work is performed under the supervision of the Animal Control Officer, who is available in the handling of new or unusual work situations and who conducts frequent inspection of shelter facilities.

Work involves the apprehension and deduction of stray and-vicious animals. An element of personal danger is involved and requires the application of considerable knowledge in the handling of animals.

Capture of large animals and wild animals such as bats, squirrels, raccoons, etc.

Answer complaints of roaming animals, animal bites, property damage and other animal related nuisances.

Removal of dead and injured animals and transportation to a Vet Clinic if treatment is a viable option.

Issue summon, pay by mail citations, and testifies in court if necessary.

Maintains a daily log of activities, record of animals cared for and vetted during impoundment and related records.

ILLUSTRATIVE EXAMPLES OF WORK

Cleans and disinfects cages;

Feeds and waters animals according to established schedules;

Observes animals, checking for injury or sign of illness, reports problems to supervisor; Euthanizes animals on instruction;

Releases animals reclaimed by owners;

Prepares bills for fines and board;

Collects and records monies;

Participates in the capture and impoundment of stray dogs, cats and other animals; Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to handle animals in a firm and humane manner.

Ability to perform custodian duties in the maintenance of shelter facilities. Ability to maintain routine records.

Ability to understand and follow oral instructions.

Ability to deal effectively with the public.

Ability to operate a pickup truck or van.

MINIMUM EDUCATION AND EXPERIENCE
High School education and six (6) months experience in handling and controlling of animals.

NECESSARY SPECIAL REQUIREMENTS
Possession of a valid RI Motor Vehicle Operator's License.

AUTOMOTIVE MECHANIC

NATURE OF WORK

This is skilled work in the maintenance and repair of light and heavy automotive equipment.

Employees in this class are responsible for applying specialized knowledge and skill to the servicing, maintenance and repair of automobiles, trucks, street sweepers and heavy construction equipment. Work is performed according to standard trade practices and requires the exercise of some independent judgment f determining the appropriate methods of repair. Assignments are received in the form of oral work orders from a technical superior, who supervises and reviews work in progress or upon completion for results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Inspects, services, and repairs or replaces brakes, ignition systems, transmissions, differentials, front and rear axle assemblies; tunes motors using standard testing equipment;

Inspects, adjusts, and replaces necessary units and related parts including valves, pistons, main bearing assemblies, and cooling, fuel and exhaust systems;

Performs general overhaul and repair work on automobiles, light and heavy trucks, street sweepers and heavy construction equipment;

Performs repairs requiring the use of simple welding techniques;

Uses a variety of mechanical hand and power driven tools and equipment; Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools and techniques used in the repair of light and heavy automotive equipment;

Considerable knowledge of the operating principles of gasoline and diesel engines; Considerable knowledge of the occupational and safety precautions of the trade;
Some knowledge of the methods, materials, tools and techniques of the welder's trade;

Ability to perform a variety of maintenance and repair activities on light and heavy automotive and construction equipment;

Ability to read and interpret work orders, and repair manuals;

Skill in the use of tools and equipment used in the automotive repair trade.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in the maintenance and repair of a variety of motor vehicles. Completion of approved course work in automotive repair at the high school, vocational or trade school level.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Rhode Island CDL, LTD Loaders and Backhoe License.

CLERK I

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES:

To perform moderately complex and varied clerical work usually involving the skilled
Operation of a typewriter in both clerical and typing assignments work usually follows a prescribed or established procedure which can be learned on the job. Duties may involve public contact where non-technical information is given or obtained.

SUPERVISION RECEIVED: Individual tasks are assigned in detail and specific instructions are given regarding the manner of performance. Work is subject to review for accuracy and completeness.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Types from copy, rough draft or other sources not involving original composition; types correspondence, memoranda, statistical or technical reports and other material; cuts stencils and operates mimeograph machine. Operates varied office machines such as adding machines, calculators, stamp machine, copier, duplicating machine. Performs clerical work of a technical nature such as typing election forms and results; registration of voters; recording of deeds, issuance of construction permits; posting, filing and verifying fiscal statements. Collects money in payments of taxes, fees for licenses or permits, water and sewer bills and other charges. Provides or obtains records and/or other prescribed information from the public to forward to newspapers, other municipalities, state agencies and/or the federal government Acts as receptionist to the general public for over the counter information and referral. May perform clerical duties for one or more supervisors. Performs related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGE, SKILLS AND CAPACITIES:

A working knowledge of office procedures, spelling and arithmetic. Ability to carry out oral and written instructions.

Ability to meet the public courteously and to obtain or give information regarding the activities and requirements of the assigned unit.

Must have clerical aptitude and good general intelligence.

Education: Graduation from high school or equivalency.
Experience: Some experience involving clerical duties.
Or: Any combination of education and experience that substantially equals the above.

CLERK (FLOATING)

GENERAL STATEMENT OF DUTIES:

Position is responsible for providing administrative support to the Town Clerk's office, Department of Planning & Development, Human Relations Department, Building Department, Police Department, and such other departments as assigned by the Director of Human Relations

Work includes customer service; receiving and accounting for fees collected in various departments to which assigned; receipt, review and recording of legal instruments in the Town Clerk's office; receipt, review and distribution of subdivision plans, zoning applications and other documents in the Department of Planning & Development; assistance in labor relations matters for the Human Relations Department; scanning documents and issuing licenses for the Town Clerk's office; administering workers' compensation claims and benefits paperwork; receipt, review and filing of building permits in the Building Officials office; establishing files and administering filing systems; typing; filing; data entry; ordering of supplies for the various departments; furnishing and assisting in the preparation of accident reports in connection with Human Relations and Police Department matters.

Job Environment:

Position responsibilities require the ability to quickly adapt to various and changing work environments, communication skills with co-workers and the general public. Employee uses judgment to locate, select and apply the most pertinent practice, procedure, regulation and guideline to use in a given situation.

Education and Experience:

The candidate for this position must have a minimum of five (5) years secretarial experience in legal affairs. In addition, the candidate must have a working knowledge of legal instruments such as deeds, mortgages, liens, wills, powers of attorney in order to provide assistance to the Town Clerk's office; working knowledge of handling and filing labor grievances; demands for arbitration and other labor related matters and land use matters; applicant must have excellent typing skills; must be a high school graduate. Preferably, applicant will have post-high school education in legal matters.

CUSTODIAN

NATURE OF WORK
This is varied and responsible-manual work in the cleaning, repair and maintenance of public buildings.

Employees in this class are responsible for the performance of a variety of manual tasks. Work requires the exercise of some initiative in carrying out responsibilities according to established procedures. Work is usually performed when the building is occupied and requires the ability to adjust work routines to meet changing circumstances. Assignments are given in the form of oral and written instructions and work is subject to review by a superior for results obtained.

ILLUSTRATIVE EXAMPLES OF WORK
Sweeps, mops and polishes floors;

Cleans restrooms and replenishes supplies;

Empties wastebaskets, recycling bins, and ashtrays; Dusts tables, desks and other furniture;

Services oil burner by cleaning filters and screens; Strips and waxes floors;

Operates a variety of custodial equipment such as scrubbers; polishers, vacuum cleaners, push brooms and mops;

Washes windows, mirrors, and glass doors;

Cleans HVAC grates, within limits of equipment available;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of cleaning materials, methods, equipment and procedures;

Ability to assume responsibility for the cleanliness and custodial care of a small public building;

Ability to understand and follow oral and written instructions;

Ability to carry and move moderately heavy loads and id climb ladders; Ability to operate and properly case for light custodial equipment;

Ability to serve a wide variety of building users courteously and efficiently.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in janitorial or custodial work.

DATA ENTRY OPERATOR/PROGRAMMER

NATURE OF WORK

Taking data and information from previously prepared police reports and entering this data and information into various files of the computer by use of formatted screens.

ILLUSTRATIVE EXAMPLES OF WORK

Accident reports provide data on the names of the operators of vehicles involved in accidents, the location of accidents, the time, day, weather and road conditions; causes of the accident and contributing factors. This information will be entered by the use of formatted screens and will serve as the basis for analytical studies in traffic enforcement programs.

Arrest reports and Field Interrogation Reports provide personal data on persons involved in or suspected of participating in suspicious/criminal activity. Entry of data such as sex. race, height, weight, eye and hair color, fingerprint classification and MO. (modus operandi) provides a database for searches when crimes are reported and suspects are unknown.

Miscellaneous reports provide data and complainants, witnesses, and victims as well as synopsis of the incident. Reports contain identifying case numbers, classification codes, and managerial control data such as dispatch time, arrival time and time cleared. This data, entered into appropriate files, serves as a medium for recovery of selected information as well as a database for studies in relation to time and personnel management.

An operator will be expected to input this data and information into the computer system through the use of appropriate files.

An operator will also be expected to retrieve, modify or delete this data and information as requested and to perform searches of the data in the various fields to provide management reports as outlined above.

KNOWLEDGE, ABILITIES AND SKILLS

The operator should possess basic knowledge as to the police function in a community, the nature and purpose of police reports and have an understanding of the nature and capabilities of computers.

To accurately input information provided through the various forms of the Police Department, into the computer system.

To accurately modify and/or delete information stored in the computer system when directed to do so by the appropriate supervisory personnel.

To understand the concept of computerized records keeping, with specific ability to understand the concepts of screens, files, formats, fields, and search logic.

To be able to conduct pre-programmed and ad-hoc searches of data contained in the computer system in order to provide accurate and timely reports for statistical, managerial and crime trend analysis.

Data Entry Operator/Programmer *(Continued)*

To have a basic understanding of the police function as well as the importance of record keeping both as to its internal as well as external functions.

To possess basic typing skills and have the ability to understand the additional uses and capabilities of a computer keyboard.

To possess the ability to be trained, as necessary, in new and advanced skills which have direct applicability to use of the computer system.

Must possess a knowledge of basic clerical skills, i.e., typing, filing, etc. as the person selected for this position may be requested to fill vacancies and/or assist in other Bureau's within the department as it is necessitated.

MINIMUM EDUCATION AND EXPERIENCE

Associate Degree in Computer Science preferred or High School Graduate with experience as a Data Entry Operator.

NECESSARY SPECIAL REQUIREMENT

Typing and prior data entry skills is preferred, however not necessary. Rather than placing emphasis on physical skills, emphasis should be placed on prior job experience dealing with intellectual skills at understanding processes that are interrelated or that complement each other.

DEPUTY TOWN CLERK

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES:
Assists the Town Clerk in the performance of all functions attendant to that office and in the implementation of any new directives of the town council and/or changes in municipal or state laws.

SUPERVISION RECEIVED: From the Town Clerk.

SUPERVISION EXERCISED: In the absence of the Town Clerk, supervises the performance of an office staff in carrying out the mandates- of the Town Clerk's Office.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Prepares dockets for town council meeting; receives applications for various licenses and permits and list same for approval to town council; types correspondence, documents and certificates as required by council and forwards same. Takes dictation from Town Clerk, Chairman of Board of Canvassers and Council President as needed and transcribes same. Performs secretarial duties for Town Solicitor on legal matters. Maintains files, records land instruments and issues documentary stamps for same. Records all vital statistics. Attends all Board of Canvassers meetings. Town Clerk is ex-officio deputy would act in same capacity. Performs related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:
KNOWLEDGE, SKILLS AND CAPACITIES:

Working knowledge of municipal government functions and procedures.
Skill in use of typewriter and as a stenographer.
Ability to interpret and apply state laws and town ordinances.
Ability to deal courteously and effectively with the general public.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school with supplementary courses in typing and business subjects.

Experience: As may have been obtained by general office work of a complex nature, including stenography.

Or any combination of education and experience that substantially equals the above.

DEPUTY TOWN TREASURER

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES:
To perform all functions related to the financial management of municipal government in the absence of the Town Treasurer.

SUPERVISION RECEIVED: From the Town Treasurer.

SUPERVISION EXERCISED: Over staff assigned to the Treasurer's Office.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:
To arrange tax anticipation note borrowing; obtain all information pertaining to same and present that information to the council president and treasurer; prepare prospectus and finalize arrangements with the bank.

To administer investment of town funds in coordination with the treasurer, town council and financial institutions.

Maintain accounts by departments and submit report to department heads and the town council. Reconcile bank statements. Issue checks for welfare recipients, payment of bills and other obligations authorized by the town council. Provide town council with all fiscal data as requested and assist at budget hearings and financial town meetings. Handle all correspondence of the treasurer's office. Performs related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT
KNOWLEDGE, SKILLS AND CAPACITIES:
Thorough knowledge of municipal accounting procedures.

Ability to maintain effective working relationships with other town officials and department heads.

Ability to supervise, plan and coordinate duties of a fiscal staff.

EDUCATION AND EXPERIENCE:

Education: Graduation from Junior College with an Associate Degree in Business Administration.

Experience: As may have been gained through positions related to bookkeeping, auditing or banking, general fiscal experience

Or: Any combination of education and experience that substantially equals the above.

DISPATCHER - POLICE DEPARTMENT

NATURE OF WORK

To perform varied work including the operation of a police base station radio, computer information terminal, micro-film reader-printer and nominal typing.

Duties also include telephone contact with the public providing information and transmitting information on service calls to appropriate staff.

Works under the supervision of the Division Commander and/or Division Sergeants assigned to desk operation.

Work is subject to review and annual employee evaluation report.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Maintains communication between police station and police field units.
Assigns police units to handle complaints under direct supervision of a desk officer.

Relays information to field units, i.e., registration and license data, WANTED persons, stolen property, etc.

Operates computer information terminal and searches micro-film reader-printer for in-state data on registrations and licenses.

Takes phone-in complaints.

Maintains record of activities, i.e., radio log and day sheet.

Performs related work as required.

REQUIRED QUALIFICATION

Ability to carry out oral and written instructions.
Ability to handle public through telephone contact.
Ability to learn the operations of radio base station, micro-film reader-printer, computer information terminal.
Ability to remain calm and self-controlled during emergency situations.
Must have a high average general intelligence.

EDUCATION AND EXPERIENCE

High School Diploma.
One year experience involving sustained and intense public contact.

DRIVER

NATURE OF WORK

This is semi-skilled work in the operation of dump trucks and other light automotive equipment.

Employees in this class perform a variety of tasks requiring some skill and dexterity in the operation of dump trucks, and other automotive equipment used in the maintenance of public works facilities and grounds. Assignment to this class presumes the operation, of such equipment as the predominant work activity of the employee on a regular, continuing basis. When not engaged in the operation of this equipment, the employee performs a variety of tasks requiring manual labor. Assignments are received daily from a superior in the form of oral instructions which can be carried out with a minimum of supervision. Supervision may be exercised over a small crew of unskilled workers. Work is subject to review in progress or upon completion for adherence to instructions.

ILLUSTRATIVE EXAMPLES OF WORK

Drives a dump truck to haul sand, gravel, asphalt and other road material, pipe, brush, debris or fill; plows snow; salts and sands streets; transports workers to job sites;

Performs a variety of manual tasks; patches roads, cuts and chips brush, lay pipe, install or repair manholes and catch basins;

Performs miscellaneous manual labor relating to the maintenance of roads and bridges; Detects and reports equipment malfunctions to supervisor;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the operation and maintenance requirements of trucks and other related automotive equipment;

Some knowledge of the occupational hazards and safety precautions applicable to light automotive equipment;

Ability to understand and carry out oral instructions and to work independently 'in the performance of assigned duties;

Ability to detect and report equipment malfunctions; Ability to supervise a small crew of unskilled workers;

Ability to perform heavy manual labor for a reasonable length of time and under unfavorable weather conditions;

Skill in the safe and efficient operation of a dump truck and other light automotive equipment.

Ability to deal with the public. .

MINIMUM EDUCATION AND EXPERIENCE

Some experience in the operation of a truck related automotive equipment. NECESSARY SPECIAL REQUIREMENT

Possession of a valid CDL Motor Vehicle Operators License

FINANCE CLERK

NATURE OF WORK

To perform staff and technical work as an assistant to a department or division head. To review work of subordinates for content and accuracy. Supervision is received from department or division head. Supervision is exercised over clerical staff assigned to immediate department or division.

ILLUSTRATIVE EXAMPLES OF WORK

Responsible for timely and accurate reporting, posting and processing of payroll, accounts payable and accounts receivable.

Ability to collect and balance cash and checks daily.

Assist auditors by furnishing all financial data requested.

Administer, prepare billing, and maintain Town medical insurance plan. Have knowledge of plan to assist employees with questions they may have.

Working knowledge of computer system in order to bring the system up in the morning, back up specialized files and bring the computer system down at the end of the work day.

Ability to accept and perform unsupervised a variety of tasks as needed.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of office management.

Ability to organize and supervise the work of subordinates engaged in performing fiscal - and clerical duties for the need of a department or division.

Ability to interpret, understand and apply rules and regulations.

Skill in use of a typewriter, computer, and other related office equipment.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from High School and possess College Associates Degree.

Employment for at a minimum of three (3) years in a position requiring supervision of a clerical or fiscal staff, involving some experience in analyzing office methods.

Accounting or legal office experience.

Any combination of education and experience that substantially equals the above requirements.

HEAVY EQUIPMENT OPERATOR - (Operator)

NATURE OF WORK

This is skilled work in the operation of heavy and complex automotive equipment.

Employees in this class perform a variety of tasks requiring considerable skill and dexterity in the operation of heavy construction equipment such as bulldozers, graders, backhoes, loaders-and street sweepers. Assignment to this class presumes the operation of such equipment as a regular continuing activity. When not engaged in the operation of this equipment, the employee may drive a truck, operate light equipment, or perform manual labor as required. Assignments are given in the form of oral or written orders which can be carried out with a minimum of supervision. Supervision may be exercised over a small crew of unskilled workers. Work is subject to review in progress or upon completion for results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a road grader to grade and shape roadways, shoulders and other areas;

Operates a road grader to remove ice and snow;

Operates a backhoe to dig trenches and ditches for drainage work and laying pipe;

Operates a front end loader to load bulk materials, debris or earth fill;

Operates a mechanical street sweeper;

Drives a dump truck to haul materials and plow snow;

Detects and reports equipment malfunctions to supervisor;

Supervises and participates with a small crew of unskilled workers engaged in road maintenance and related operations.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the operation and maintenance requirements of a variety of heavy and complex construction equipment used in excavating, loading, grading and related work;

Some knowledge of the occupational hazards and safety precautions applicable to heavy and complex construction equipment;

Ability to understand and carry out oral instructions and to work independently in the performance of assigned duties;

Ability to detect and report equipment malfunctions; ability to supervise small crews of unskilled workers;

Ability to perform heavy manual labor for a reasonable length of time and under unfavorable weather conditions;

Skill in the safe and efficient operation of heavy and complex construction equipment; Ability to deal with the public.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in the operation of heavy and complex construction equipment.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Rhode Island CDL Pay loader/backhoe Ltd Motor Vehicle Operator's License.

HEAVY EQUIPMENT OPERATOR - (LEAD OPERATOR)

NATURE OF WORK

This is skilled work in the operation of heavy construction equipment. This work also involves training and supervising operators within the heavy equipment operator (operator) classification.

Employees in this class perform a variety of tasks requiring considerable skill and dexterity in the operation of heavy construction equipment such as bulldozers, graders, backhoes, loaders and street sweepers. Assignment to this class presumes the operation of such equipment as a regular continuing activity. When not engaged in the operation of this equipment, the employee may drive a truck, operate light equipment, or perform manual labor as required. Assignments are given in the form of oral or written orders which can be carried out with a minimum of supervision. Supervision may be exercised over a small crew of unskilled workers. Work is subject to review in progress or upon completion for results obtained.

ILLUSTRATIVE EXAMPLE OF WORK

Operates a road grader to grade and shape roadways, shoulders and other areas;

Operates a road grader to remove ice and snow;

Operates a backhoe to dig trenches and ditches for drainage work and laying pipe;

Operates a front end loader to load bulk materials, debris or earth fill;

Operates a mechanical street sweeper;

Trains operators in the proper use, and maintenance of heavy equipment;

Drives a dump truck to haul materials and plow snow;

Detects and reports equipment malfunctions to supervisors;

Supervises and participates with a small crew of unskilled workers engaged road maintenance and related operations.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the operation and maintenance requirements of a variety of heavy and complex construction equipment used in excavating, loading, grading and related work;

Some knowledge of the occupational hazards and safety precautions applicable to heavy and complex construction equipment;

Ability to understand and carry out oral instructions and to work independently in the performance of assigned duties;

Ability to read grade stakes and perform results indicated by them; Ability to detect and report equipment malfunctions; Ability to supervise small crews of unskilled workers;

LEAD OPERATOR *(continued)*

Ability to perform heavy manual labor for a reasonable length of time and under unfavorable weather conditions;

Skill in the safe and efficient operation of heavy and complex construction equipment;

Ability to deal with the public.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in the operation of heavy and complex construction equipment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Rhode Island CDL Motor Vehicle Operator's License.

Possession of valid Rhode Island Pay loader/Backhoe LTD license.

HIGHWAY SUPERVISOR - (Working Foreman)

NATURE OF WORK

This is supervisory and skilled work in the maintenance of highway facilities.

An employee in this class is responsible for supervising and participating in .the maintenance of paved and unpaved roads, drainage systems and related facilities. This is a working supervisor position and the employee participates actively in the work, operating a variety of automotive and construction equipment and laboring, as well as supervising. Work requires the application of considerable technical knowledge gained on the job and the exercise of some independent judgment in carrying out field operations in accordance with instructions from superiors and standard procedures and practices. Assignments are received from the Director in the form of oral work orders indicating the nature and location of the work to be done. Work is subject to review in progress and upon completion for results. Supervision is exercised over small to moderately large work crews of manual laborers and equipment operators.

ILLUSTRATIVE EXAMPLES OF WORK

Assigns and supervises the daily work of a crew engaged in a variety of road maintenance activities; determines the crew composition and instructs crews on proper work methods, determines material needs, and inspects and reviews work;

Supervises and participates in the patching and sealing of paved roads and the grading and oiling of unpaved roads and roadway shoulders;

Supervises and participates in the use of an asphalt spreader for paving;

Supervises and participates in the cleaning and repair of catch basins and culverts;

Supervises and participates in the maintenance and repair of curbs, gutters and sidewalks;

Supervises and participates in the cutting of brush and trees along roadsides;

Supervises and participates in snow removal and ice control activities;

Receives and responds to citizen complaints;

Supervises and participates in the operation of a road grader, front end loader, backhoe, bulldozer and related automotive and construction equipment when necessary;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the materials, methods, practices and equipment used in the construction and maintenance of roads and drainage systems;

Considerable knowledge of the occupational hazards and safety precautions applicable to road construction and maintenance activities;

Ability to assign, supervise and review the work of a small to moderate sized field crew engaged in a variety or road maintenance and related activities;

Ability to establish effective working relationships with associates, subordinates and the public;

Ability to perform heavy manual labor for a reasonable length of time and under adverse conditions.

MINIMUM EDUCATION AND EXPERIENCE

Considerable experience in road construction and maintenance work including some experience in the operation of road construction equipment.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Rhode Island CDL Motor Vehicle Operator's License.

LABORER I

NATURE OF WORK

This is unskilled manual work in the performance of a variety of tasks in the reconstruction, maintenance and repair of town roads and related public works facilities.

Employees in this class perform a variety of manual tasks requiring physical strength and stamina and a limited degree of manipulative skill. Work involves the use of hand and powered tools and equipment. Work is performed under the immediate direction of a superior as a member of a work crew.

ILLUSTRATIVE EXAMPLES OF WORK

Patches road surfaces; shovels road materials into potholes, rakes, smoothes and tamps material;

Loads and unloads heavy construction materials such as pipe, cement and brick, lays pipe, backfills and tamps trenches;

Cleans catch basins using hand tools;

Sweeps debris from streets, picks up litter, and cuts and chips brush;

Operates jackhammer, brush chipper and other powered tools and equipment;

Rides as observer and assistant with a truck driver or equipment operator in plowing snow;

Shovels snow and operates a snow blower;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to perform heavy manual labor for a reasonable length of time and under unfavorable weather conditions;

Ability to understand and to follow oral instructions;

Ability to operate power and hand tools used in maintenance and construction activities, safely and efficiently;

Ability to deal with the public.

MINIMUM EDUCATION AND EXPERIENCE

No previous experience or formal education is required.

LEAD MECHANIC

NATURE OF WORK
This is supervisory and skilled work in the operation of the Town automotive repair garage.

An employee in this class is responsible for the proper servicing, scheduling of maintenance and repair of all Town automotive equipment including automobiles, trucks and heavy construction equipment. This is a working supervisory position and the employee participates actively in the work as a skilled mechanic as well as supervising the operating of the garage.

The employee works under the general direction of the Public Works Director or assignee and exercises considerable independent judgment in carrying out responsibilities. Supervision is exercised over a small trade staff.

ILLUSTRATIVE EXAMPLE OF WORK
Supervises the operation of the Town automotive repair garage, oversees the maintenance of all equipment, the care of the garage and all its tools and equipment and the keeping of related records;

Supervises personnel assigned to work in the garage, including mechanics and maintenance analyst;

Evaluates condition of automotive equipment; provides advice on retention or disposal of equipment and specifications for new equipment;

Check equipment in the field, troubleshoots and makes emergency field repairs;

Diagnoses mechanical and electrical problems and performs a variety of mechanical and electrical repairs on all types of automotive and construction equipment; overhauls and tunes engines; adjusts and replaces parts including valves, pistons and main bearing assemblies; repairs to transmission, differentials, spring and axle assemblies; repairs or replaces hydraulic systems;

Fabricates parts and makes modification of equipment;

Performs related work as required;

Obtains State registration and prepares vehicles for State Inspections;

Performs maintenance to the town garage building;

Performs work relating to the satisfaction of OSHA and insurance company regulations, policies, and recommendations.

LEAD MECHANIC KNOWLEDGE, ABILITIES AND SKILLS
Thorough knowledge of the methods, materials, tools and techniques used in the repair of light and heavy duty automotive and construction equipment;

Thorough knowledge of the occupational hazards and safety precautions of the trade; Knowledge of welding and brazing techniques;

Lead Mechanic *(continued)*

Ability to plan, layout and supervise the work of automotive mechanics;

Ability to diagnose defects in automotive equipment;

Ability to perform a variety of maintenance and repair activities on light and heavy duty automotive and construction equipment;

Ability to judge the condition of automotive equipment and to advise on replacement policies;

Ability to establish and administer a preventative maintenance program for all town vehicles;

Ability to devise, install and supervise an effective shop record keeping system; Ability to meet with inspectors to keep garage area safe and in compliance.

MINIMUM EDUCATION AND EXPERIENCE

Considerable experience in automotive repair work including some experience in the maintenance and repair of heavy duty trucks and construction equipment.

Completion of approved course work in automotive mechanics at the high school, vocation school or trade school level.

NECESSARY SPECIAL REQUIREMENT

Possession of valid Rhode Island CDL, LTD Loader and Backhoe License.

LEAD MECHANIC - PARKS AND RECREATION

NATURE OF WORK

This is supervisory and skilled work in the repair of automotive, small engine, lawnmower, tractor, and recreation maintenance equipment.

An employee in this class is responsible for the proper servicing, scheduling of maintenance and repair of all Town Parks and Recreation equipment including automobiles, trucks, bus, and construction equipment. Employee participates actively in the work as a skilled mechanic. When not performing mechanics work, the employee shall work in the performance of Maintenance Worker tasks in the Department of Parks and Recreation.

The employee works under the general direction of the Director of Parks and Recreation or assignee and exercises considerable independent judgment in carrying out responsibilities.

ILLUSTRATIVE EXAMPLE OF WORK

Supervises and participates in the operation of the Parks and Recreation repair garage, oversees and participates in the maintenance of all equipment, the care of the garage and all of its tools and equipment and the keeping of related records;

Evaluates condition of all motorized and non-motorized equipment and attachments; provides advice on retention or disposal of equipment and specifications for new equipment;

Check equipment in the field, troubleshoots and makes emergency field repairs;

Diagnoses mechanical and electrical problems and performs a variety of mechanical and electrical repairs on all types of automotive and mechanical equipment; overhauls and tunes engines; adjusts and replaces parts including valves, pistons and main bearing assemblies; repairs to transmission, differentials, spring and axle assemblies; repairs or replaces hydraulic systems;

Fabricates parts and makes modification of equipment under direction of the supervisor;

Performs related work as required;

Obtains State registration and prepares vehicles for State Inspections;

Performs maintenance to the town Parks and Recreation building;

Performs work relating to the satisfaction of OSHA and insurance company regulations, policies, and recommendations.

Thorough knowledge of the methods, materials, tools and techniques used in the repair of light and heavy duty automotive, construction and landscape equipment;

Thorough knowledge of the occupational hazards and safety precautions of the trade;

Lead Mechanic – Parks & Recreation *(continued)*

Knowledge of welding and brazing techniques;

Ability to plan, layout and supervise the work of others. Ability to diagnose defects in automotive equipment;

Ability to perform a variety of maintenance and repair activities on light and heavy duty automotive and construction equipment;

Ability to judge the condition of automotive equipment and to advise on replacement policies;

Ability to establish and administer a preventative maintenance program for all town Parks and Recreation vehicles, equipment, attachments, and trailers;

Ability to devise, install, and supervise an effective shop record keeping system;

Ability to meet with inspectors and to keep garage area safe and in compliance.

MINIMUM EDUCATION AND EXPERIENCE

Considerable experience in automotive repair work including some experience in the maintenance and repair of heavy duty trucks and construction and landscaping equipment.

Completion of approved course work in automotive mechanics at a high school, vocation school or trade school level or equivalent work experience.

NECESSARY SPECIAL REQUIREMENT

Possession of valid Rhode Island CDL, LTD Loader and Backhoe License.

MAINTENANCE ANALYST

NATURE OF WORK

This is a comprehensive position; encompassing all of the various departmental functions in Vehicular Maintenance including responsibility, for record keeping, purchasing of materials and supplies, and light vehicular maintenance.

An employee in this class is responsible for applying specialized knowledge and skill to purchasing repair parts, record keeping and maintenance of cars, trucks and heavy equipment. Work is performed under the direction of the Public Works Director, Superintendent, or the Lead Mechanic.

ILLUSTRATIVE EXAMPLES OF WORK

Purchase spare parts and supplies;

Maintain vehicle service records;

Write equipment specifications;

Maintain an inventory of parts and equipment;

Perform vehicular maintenance;

Perform repairs requiring welding such as may be required on heavy equipment;

Perform typing and data entry as necessary to accomplish the responsibilities of this position without clerical support.

KNOWLEDGE, ABILITIES AND SKILLS

A working knowledge of office procedures;

Familiarity with Town purchasing procedures and practices;

Ability to carry out oral and written instructions;

Ability to meet the public courteously;

Ability to perform a variety of maintenance and repair tasks on all vehicles and equipment;

Ability to keep accurate, neat and legible records;

Ability to develop specification and bid documents for the procurement of vehicles and equipment;

Ability to read and interpret work orders and repair manuals;

Skill in the use of tools and equipment used in the automotive repair trade;

Use a variety of mechanical hand and power driven tools and equipment;

Use a typewriter and/or computer;

Ability to develop and implement management systems for tracking and scheduling periodic maintenance, inventory control, and seasonal repair and maintenance tasks.

MINIMUM EDUCATION AND EXPERIENCE

Education: Graduation from high school or equivalency.

Reading and writing skills must be to an advanced degree.

Experience: Experience involving maintenance and repair of a variety of motorized vehicles.

Experience involving purchasing procedures and related clerical experience.

Experience maintaining records.

Experience interpreting equipment specifications.

NECESSARY SPECIAL REQUIREMENT

Possession of valid Rhode Island CDL, LTD Loader and Backhoe License.

MAINTENANCE CUSTODIAL - POLICE DEPARTMENT

NATURE OF WORK

This is a varied, semi-skilled manual work in the cleaning, maintenance and minor repair of the police station and grounds.

Employees in this class are responsible for performing a variety of manual tasks requiring some basic skill in carpentry, painting, and plumbing. Work is reviewed by an administrative superior for conformance to instructions and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Cleans and prepares surfaces to be painted, paints interior walls, windows, parking lines, outside window frames.

Changes lighting fixtures and bulbs.

Using a variety of hand tools performs minor building repairs including minor construction.

Mows, rakes and maintains all outside grounds.

Removes brush and trees from parking areas.

Sweeps, mops and polishes floors.

Cleans restrooms and replenishes supplies.

Empties wastebaskets and ashtrays.

Strips and waxes floors.

Snow removal.

Operates a variety of custodial equipment such as scrubbers, polisher, vacuum cleaners, push brooms and mops, lawn mowers and snow blowers.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of cleaning materials, methods, equipment and procedures

Ability to assume responsibility for the cleanliness and custodial care of a small public building.

Ability to understand and follow oral and written instructions.

Ability to carry and move moderately heavy loads and to climb ladders.

Ability to operate and properly care for light custodial equipment.

Ability to serve a wide variety of building users courteously and efficiently.

Ability to perform a variety of semi-skilled trades duties.

MINIMUM EDUCATION AND EXPERIENCE

One years experience in building and grounds maintenance work involving a variety of trade tasks and custodial maintenance work.

MAINTENANCE WORKER

NATURE OF WORK

This is varied, semi-skilled manual work in the maintenance and repair of public buildings and grounds.

Employees in this class are responsible for performing a variety of manual tasks requiring some skill and dexterity in several trade areas, such as carpentry, painting, plumbing and masonry. Work is performed according to standard trade practices learned through previous experience or training and requires the exercise of some independent judgment in carrying out assigned tasks. Work is reviewed by a technical or administrative superior for conformance to instructions and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Cleans and prepares surfaces to be painted or plastered; paints interior and exterior walls and ceilings of municipal buildings; plasters interior ceilings;

Constructs partitions, shelves, cabinets, forms and other wood fixtures; builds stairways; repairs and maintains floors, roofs, stairways and furniture;

Lays block and brick; finishes cement;

Installs lighting fixtures, switches and outlets; installs wiring in public buildings;

Lays pipe; removes trees and brush from town park areas; constructs fencing around park areas;

Operates a variety of hand tools and power equipment used in building trades; Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the principles, practices, tools, and materials used in a variety of building maintenance trades, including carpentry, electrical work, plumbing and painting;

Ability to perform a variety of semi-skilled tasks in the building maintenance field without close supervision;

Ability to operate a variety of hand and power tools employed in the building and grounds maintenance trade safely and efficiently;

Ability to lift and carry heavy loads and to perform heavy manual labor for a reasonable length of time;

Ability to understand and follow oral instructions;

Ability to acquire a Rhode Island Class 2-Motor Vehicle Operator's License.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in building or grounds maintenance work involving a variety of trade areas.

PARK MAINTENANCE SUPERVISOR - (Working Foreman)

Nature of Work

This is supervisory work in the maintenance of outdoor recreation areas and primary recreation buildings as well as numerous outbuildings throughout the parks and recreation system.

An employee in this class is responsible for assigning, reviewing, and participating in the work of a crew of laborers engaged in a variety of semi-skilled manual tasks. Work requires the application of considerable knowledge of turf maintenance and a working knowledge of several building maintenance trades and the exercise of considerable independent judgment in planning, organizing, and reviewing work activities within the scope of specific projects.

Work is performed under the direction of the Director of Parks and Recreation.

Illustrative Examples of Work

Plans, supervises, and participates in the maintenance of recreation buildings, play fields, waterfront property, playgrounds, and passive recreation areas; assesses needs; develops work plans, schedules, and staffing patterns; maintains records of time worked by employees;

Develops a list of material needs for all projects and obtains cost estimates for such material;

Supervises and participates in grass cutting; manicuring ball diamonds; planting grass, trees, and shrubs; laying sod and trimming trees and shrubbery; supervises and participates in the cutting and removal of trees and brush from park areas;

Submits a daily log of all work performed, status of projects and projection of work for next day;

Supervises and participates in the plastering and painting of interior and exterior walls and ceilings;

Schedules, supervises, and participates in the refuse removal effort at all sites;

Supervises and participates in a variety of semi-skilled plumbing, electrical, and carpentry tasks;

Supervises and participates in the operation of light power and hand equipment, such as small tractors, mowers, saws, drills, and line painters; schedules and supervises the routine maintenance of all equipment;

Supervises and participates in the operation of heavy equipment such as tractors, trucks, and rollers in site improvements, landscaping and maintenance efforts;

Performs related work as required within the career field.

Knowledge, Abilities, and Skills

Considerable knowledge of the planting and care of grass, shrubbery, flowers, and trees;

Knowledge of play field and court dimensions and the ability to lay out and establish new play fields including all fencing requirements;

Some knowledge of the principles, practices, tools and materials used in a variety of building maintenance trades, including carpentry, electrical work, plumbing and painting;

Ability to plan, assign, and supervise the work of a crew of semi-skilled laborers;

Ability to diagnose problems and develop and implement an immediate and lasting resolution to them;

Ability to develop long-range plans to meet the seasonal needs for the variety of programs using facilities;

Ability to operate a variety of hand and power tools employed in grounds and building maintenance trades safely and efficiently and to train employees in the operation of these tools;

Ability to lift and carry heavy loads and to perform heavy manual labor for extended periods of time.

Minimum Education and Experience

Considerable experience in grounds or building maintenance work, including some experience in supervisory capacity.

RECEPTIONIST/SWITCHBOARD OPERATOR

NATURE OF WORK

This is repetitive office work in the operation of the central telephone switchboard at the Town Hall/Library.

An employee in this class is responsible for answering all incoming calls and transferring these calls to the various departments. Work requires alertness and accuracy in placing, answering and transferring calls as well as familiarity with the names and locations of personnel throughout the departments. The employee must respond promptly and accurately to all calls in a courteous and pleasant manner. Work is reviewed by the Town Manager for adherence to established standards of efficiency, accuracy and courtesy.

ILLUSTRATIVE EXAMPLES OF WORK

Answers all incoming local and long distance calls and makes proper connection to person or office requested; places outgoing long distance calls; records messages;

Acts as receptionist giving routine, non-technical information upon request and referring all other questions to the proper persons;

Performs a variety of routine clerical tasks; opens and sorts mail; types a variety of reports, letters or other documents from rough copy, general instructions or established procedures; files records, reports and other documents; retrieves files;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to operate a switchboard under stress with accuracy and in a calm and efficient manner;

Ability to answer calls and questions with a clear, well-modulated and pleasant voice, and to use correct grammatical construction and choice;

Ability to remember names, location and functions of the offices and personnel served by the switchboard within a reasonable period of training;

Ability to deal courteously and effectively with the public;

Ability to operate an electric typewriter.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in general office work with experience dealing with the public.

Graduation from an approved high school including or supplemented by courses in typing, business English and general commercial subjects.

SAFETY COMPLIANCE AND TRAINING OFFICER

STATEMENT OF DUTIES

Responsible for assisting Town departments and the Interlocal Risk Management Trust in determining appropriate safety standards, managing and developing training programs, investigating work-related accidents and implementing injury prevention programs.

Develops OSHA standard fire and safety training programs for municipal personnel.

Employee performs such other duties and functions as assigned him/her by the supervisor.

SUPERVISION

Employee works under the general direction of the Superintendent of Public Works, planning and carrying out regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing work activities, including work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Employee has limited access to department personnel data.

JOB ENVIRONMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual situations and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of public works practices. Judgment is used in analyzing specific situations to determine appropriate actions. Assignments typically involve evaluation of conditions; inspecting, testing or evaluating compliance with established departmental or regulatory standards; analyzing and evaluating facts or determining the methods to accomplish the work.

Errors may result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, or legal repercussions. Work involves the supervision of a variety of hazardous situations, many under emergency conditions.

ESSENTIAL FUNCTIONS

This position functions as the designated safety employee of the Town responsible for planning, organizing and monitoring the implementation and maintenance of a Town-wide municipal safety program and oversight of specific public works maintenance and safety projects;

Examples of essential duties – Duties may include, but are not limited to, the following:
Plans, organizes, coordinates and monitors Town-wide employee safety programs;

Conducts safety inspections and audits to identify hazards and take or recommend corrective action;

Recommends safety procedures and policies that meet state and federal requirements, and monitors those systems to ensure continued compliance;

Provides technical advice to department in establishing safety standards and in ensuring compliance with State and Federal OSHA requirements; advises departments and employees on changes in laws and regulations related to safety in the workplace;

Investigates work-related accidents and injuries, determines causes and recommends corrective action to prevent recurrence;

Assists departments in determining proper safe work practices and procedures, identifies appropriate safety equipment for new and existing positions and processes;

Develops safety training programs that meet or exceed the requirements of SB 198 and all other related RI/OSHA employee safety standards; conducts safety workshops or job-site training sessions; maintains resources to assist departments in providing safety training;

Staffs the Town-wide Safety Committee and provides assistance to departmental Injury and Illness Prevention Program (IIPP) Coordinators;

Plans and develops comprehensive written programs for individual OSHA safety standards;

Compiles monthly and annual statistics, prepares and presents written and verbal reports; assists with written safety standards and policies;

Develops safety promotional events that highlight priority concerns for employee health and safety;

Assesses risk factors and develops and implements prevention and mitigation plans that reduce risk in an effective and efficient fashion;

Performs such duties as necessary to meet Interlocal Risk Management Trust Safety Standards and/or guidelines;

Performs related duties as assigned;

Performs such duties as assigned by the Superintendent of Public Works to include but not limited to participation in snow removal and ice control activities; receipt and response to citizen complaints; perform vehicle maintenance on an as-needed basis; perform such other duties as the Town requires.

EMPLOYMENT STANDARDS

Knowledge of:

- federal and state safety regulations (OSHA);
- principles and techniques of accident prevention and individual safety including hazardous materials handling;
- research methodology, report writing, and basic statistics;
- computer word processing, database management and spreadsheet software programs;
- federal and state regulations relating to air pollution, water treatment and integrated waste management;

- effective safety education programs and training methods;
- methods of oral and written report presentation.

Ability to:

- read, interpret and correctly apply appropriate laws, codes and regulations;
- judge risk and assemble effective and efficient response plans;
- investigate and analyze accidents and safety hazards, determine proper course of action, and communicate and implement recommendations;
- detect unsafe conditions and practices;
- organize, assemble and interpret statistical data;
- establish and maintain cooperative working relationships with all Town employees and the general public;
- present workshops and tail-gate training sessions;
- interact with members of federal and state regulatory agencies dealing with air pollution, water treatment and integrated waste management;
- plan and schedule training;
- use independent judgment to identify and analyze problems and recommend and implement solutions;
- focus on multiple tasks simultaneously;
- see adequately to read text, correspondence, charts, forms and fine print;
- address a group of 20 or more persons without the use of a microphone;
- use a copy machine, calculator, telephone, and write or use a computer;
- ability to work indoors using near vision for prolonged periods;
- posses a CDL;
- organize and implement safety and disaster preparedness promotional events.

EDUCATION AND EXPERIENCE

A candidate for this position should have knowledge of the principles and practices of occupational safety enforcement, compliance and/or training as acquired in attendance at OSHA Compliance and Safety Courses or their equivalent; a High School Degree or its equivalent; and familiarity with the skills and disciplines to accomplish the mission of the Department of Public Works.

SANITATION EQUIPMENT OPERATOR/LABORER - (Driver/Collector)

NATURE OF WORK

This is semi-skilled work in the operation of a heavy diesel-powered packer truck, recycling truck, and manual labor, the collection of refuse.

Employees in this class are responsible for driving a refuse collection truck along an assigned route and loading refuse onto the truck. Supervision is received from a superior who assigns collection routes and responds to unusual problems.

Participates in public education regarding recycling and solid waste by using stickers or notifying management of non-compliance.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a diesel-powered packer truck, picks up refuse on an established route;

Carries refuse containers from the sidewalk and load onto the sanitation packer truck and operates packer compactor;

Hauls refuse to landfill;

Detects and reports equipment malfunctions to supervisor;

Drives a truck in snow plowing operations on a voluntary basis;

Occasionally picks up heavy refuse such as appliances and furniture;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the operation and maintenance requirements of diesel powered packer trucks and related heavy automotive equipment;

Some knowledge of the hazards and safety precautions in equipment operation;

Ability to operate a packer compactor safely and efficiently;

Ability to understand and carry out oral instructions and to work independently in the performance of assigned duties;

Ability to perform heavy manual labor for a reasonable length of time and under adverse conditions;

Skill in the safe and efficient operation of diesel-powered packer trucks;

Ability to deal with the public.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in the operation of heavy trucks and/or related automotive equipment.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Rhode Island CDL Motor Vehicle Operator's License.

SPECIAL DUTIES CLERK

GENERAL STATEMENT OF DUTIES:

To perform important staff or technical work as an assistant to a department or division head. To review work of subordinates.

SUPERVISION RECEIVED: From department or division head.

SUPERVISION EXERCISED: Over a clerical staff assigned to immediate department or division head.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assists a department or division head by performing a variety of duties related to directing, planning and coordinating the functions of that agency; takes charge of office in absence of supervisor; handles important correspondence; compiles information required on statistical and technical reports for transmittal to State or Federal Departments; applies any changes in State law which relate to the function of that particular department or division; responsible for office procedures, budgets, purchasing and maintenance of records. Performs related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT
KNOWLEDGE, SKILLS AND CAPACITIES

Working knowledge of the principles and practices of office management.

Ability to organize and supervise the work of subordinates engaged in performing fiscal and clerical duties for the head of a department or division.

Ability to interpret, understand and apply rules and regulations.

Skill in use of a typewriter and other office equipment.

EDUCATION AND EXPERIENCE

Education: Graduation from high school supplemented by business courses.
Experience: Employment in a position requiring supervision of a clerical or fiscal staff, involving some experience in analyzing office methods. Accounting or legal office experience.

Or: Any combination of education and experience that substantially equals the above.

SANITATION SUPERVISOR - (Working Foreman)

NATURE OF WORK

This is supervisory and semi-skilled work in the operation of the town's refuse collection program.

An employee in this class is responsible for assigning, reviewing and participating in the work of a small group of sanitation equipment operator/ laborers. Work requires the application of general supervisory skills and considerable technical knowledge in maintaining work operations within the scope of established policy guidelines. Work is reviewed through observation and conferences with the Public Works Director.

ILLUSTRATIVE EXAMPLES OF WORK

Organizes, supervises and participates with a small crew of sanitation equipment operator/laborers engaged in the collection of refuse and recyclables;

Supervises and participates in the operation of large diesel packer trucks, recycling trucks including roll-offs;

Occasionally operates snow removal equipment on a voluntary basis;

Evaluates work performance; resolves informal grievances;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods, tools and equipment of refuse collection operations;

Considerable knowledge of the hazards and safety precautions in the operation of refuse collection trucks;

Ability to assign, supervise and review the work of a small crew of equipment operator/laborers engaged in the collection of refuse;

Ability to establish effective working relationships with associates, subordinates and the public;

Ability to perform heavy manual labor for a reasonable length of time and under adverse conditions;

Skill in the safe and efficient operation of. diesel powered packer trucks.

MINIMUM EDUCATION AND EXPERIENCE

Considerable experience in the operation of refuse collection equipment or related work.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Rhode Island CDL Motor Vehicle Operator's License

TOWN-WIDE MAINTENANCE WORKER

NATURE OF WORK

This is varied, semi-skilled manual work in the maintenance and repair of public buildings and grounds.

Employees in this class are responsible for performing a variety of manual tasks requiring some skill and dexterity in several trade areas, such as carpentry, painting, plumbing and masonry. Work is performed according to standard 'trade practices learned through previous experience or training and requires the exercise of some independent judgment in carrying out assigned tasks. Work is reviewed by a technical or administrative superior for conformance to instructions and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Cleans and prepares surfaces to be painted or plastered; paints interior and exterior walls and ceilings of municipal buildings; plasters interior ceilings;

Constructs partitions, shelves, cabinets forms and other wood fixtures, builds stairways, repairs and maintains floors, roofs, stairways and furniture;

Lays block and brick, finishes cement; Installs lighting fixtures, switches and outlets; Installs wiring in public buildings;

Lays pipe, removes trees and brush from town park areas, and constructs fencing around park areas;

Operates a variety of hand tools and power equipment used in building trades; Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the principles, practices, tools and materials used in a variety of building maintenance trades., including carpentry, electrical work, plumbing and painting;

Ability to perform a variety of semi-skilled tasks in the building maintenance field without close supervision;

Ability to operate a variety of hand and power tools employed in the building and grounds maintenance trade safely and efficiently;

Ability to lift and carry heavy loads and to perform heavy manual labor for. a reasonable length of time;

Ability to understand and follow oral instructions;

Ability to acquire a Rhode Island Class 2 Motor Vehicle Operator's License.

MINIMUM EDUCATION AND EXPERIENCE

Some experience in building or grounds maintenance work involving a variety of trade areas.

TRANSFER STATION ATTENDANT/OPERATOR

NATURE OF WORK

This is skilled work that involves the daily operation of the transfer station and the operation heavy equipment to crush the boxes and perform maintenance cleanup tasks.

The employee must be able to communicate orally and effectively with the driver collectors and the waste hauler in order to efficiently coordinate the dumping and pickup times of the solid waste, yard waste and bulk. Assignment to this classification presumes the operation of the hopper compaction unit and the operation of backhoes, loaders, graders and street sweepers. When not engaged in the operation of the transfer station packing unit or crushing boxes the employee may haul materials to the state landfill or other disposal facility as needed or perform manual labor as required.

Assignments shall be from oral or written instructions which can be carried out with minimum supervision.

ILLUSTRATIVE EXAMPLES OF WORK

Runs loads of garbage through the transfer station, and advises the Driver/Collectors when to come in to empty;

Checks citizens for residency and has them sign a log book; Directs the residents to the proper container for disposal; Covers all the open containers every night for DEM compliance; Insures that the Igloo is kept clean and free of litter and debris;

Helps cut the grass and performs maintenance functions to town owned responsibilities.

Operates backhoes, loaders, sweepers and tractors to compact containers and maintains the transfer station.

Drives a dump truck to plow snow.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the operation of the Transfer Station Packing Unit;

Skill in the safe and efficient operation of heavy equipment;

Some knowledge of the occupational hazards and safety-precautions applicable to the Transfer Station, and heavy equipment;

Report Transfer Station malfunctions to the office for reporting;

Ability to understand and carry out oral instructions and to work independently in the performance of assigned duties;

Ability to deal with the public;

MAXIMUM EDUCATION AND EXPERIENCE

Graduation from High School or G.E.D. diploma.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid CDL motor vehicle operator's license. Possession of a valid hoisting engineer's license.

HEALTH INSURANCE BENEFIT PREMIUM WAIVER
(VOLUNTARY)

I, _____ waive health insurance benefit premiums as follows:

☐ Medical Insurance

☐ Dental Insurance

that are listed in Article 29.1 of the contract between Council 94 on behalf of Local 3484 and the Town of Coventry.

By waiving my health insurance benefit premiums, I agree to have added to my wages every pay period, health insurance benefits provided up to a total of no more than $4,300 per year for those eligible for family coverage and $2,000 for individual *(Council 94, AFSCME, Local 3484 Collective Bargaining Agreement section 28.1)*.

I understand that the Town of Coventry has no responsibility to provide me or my family health insurance benefit premiums while this waiver is in effect.

I understand that employer paid health insurance benefit premiums are not taxable.

I understand that the addition to my wages of the one-half the cost of the health insurance benefit premiums is taxable and may increase my payroll taxes.

Employee _____ Date _____

Town Manger _____ Date _____

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