



## TOWN OF BOXBOROUGH MEETING MINUTES

**BOARD/COMMITTEE:** Personnel Board

**MEETING DATE:** January 12, 2023

**TIME:** 4:00 PM ET

**PLACE:** Grange Meeting Room, Town Hall

**Members Present:** Sheila Bauer (Chair), Bill Litant, Lee Slade (Acting Clerk)

**Others Present:**

**Town Administrator:** Mike Johns (partial attendance)

**Assistant Town Administrator:** Rajon Hudson

**FinCom Representative:** Maria Neyland

### DISCUSSION ITEMS

1. Chair Sheila Bauer confirmed attendance by all Board members, then called the meeting to order at 4:04 PM.
2. Chair called for a motion to approve minutes of the meeting of December 19, 2022, with modification to Item 9 to indicate that the Board is requesting a modest budget for 2024, but no increase over 2023. Motion by Slade, second by Litant. Minutes approved by voice vote, 3-0. Slade to correct minutes and send minutes to Becky Harris to post, copying Rajon Hudson.
3. Assistant Town Administrator Hudson reported the following:
  - a. On Monday, the Select Board voted to approve Personnel Board recommendation for 2.9% wage increase for 2024.
  - b. One round of interviews has been conducted for DPW and Fire Administrative Assistant position. Additional interviews are scheduled. Town Administrator will interview staff-recommended candidate.
  - c. ATA Hudson has provided a placeholder warrant item for pending Board items. No language written yet. After discussion, it was confirmed that:
    - i. Warrant items language is due to ATA on February 6.
    - ii. Select Board will consider and vote on February 13. The February 13 meeting will serve as a public meeting for the warrant items and will be so posted. Chair Bauer to request of Select Board. Two weeks public notice required.

**ACTION:** Chair Bauer to coordinate joint public meeting with Select Board for February 13 including public notice.
    - iii. Final language of warrant items is due to Town Administrator March 27. It will go to print on March 30.

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4. FinCom Representative Maria Neyland reported the following:
  - a. The budget process is going very well. The budget includes the 2.9% wage increase recommended by the Personnel Board and approved by the Select Board.
  - b. An Administrative Assistant position for the accounting office may be added to the budget. This position and grade are already in the Classification Schedule.
5. The Board discussed the updated job description for DPW Buildings & Grounds Maintenance Lead. Slade commented that the job description describes the position very clearly. The Board had no comments or further recommendations on the description. Although this is now a union position, the Board agreed to grade the position. Slade and Bauer will independently grade the position for approval at the next meeting.

**ACTION:** Chair Bauer and Slade to grade DPW position for January 25 meeting.
6. The Board discussed recommendations and required changes to the draft job description for Associate Town Planner. Slade will provide to ATA Hudson a version with tracked consolidated recommendations. ATA Hudson will work with the Town Planner to update the description and forward to Slade by January 20 to allow Slade and Bauer to grade the position prior to the next meeting. Although this position is planned and budgeted as a 19-hour per week position, it will be graded as a full-time position and the salary prorated. Once this position is approved, a warrant item will be required to add it to the Classification and Compensation Schedule.

**ACTION:** Slade to send ATA Hudson tracked consolidated recommendations.

**ACTION:** ATA Hudson to provide updated job description by January 20.

**ACTION:** Once received, Chair Bauer and Slade to grade ATP position for January 25 meeting.
7. Town Administrator Mike Johns joined the meeting at 5:10 PM and remained through its adjournment.
8. The Board considered modifications to the Personnel Administration Plan as proposed by Town Administrator.
  - a. Adjustments to FY2023 Classification & Compensation Schedule are requested for two positions, Reserve Police Officer, and Part-time Dispatcher. Town Administrator Johns clarified that these temporary and part-time positions must be paid considering competitive pressures. Chair Bauer requested a job description for each so that they can be graded to confirm the proposed salary rates and included in the Classification Schedule. These descriptions need to be provided to the Board by January 20 to allow time for the Board to review, approve, and grade them and include them in the warrant for Town Meeting. Maria Neyland asked ATA Hudson to confirm that the proposed salary rates for these two positions are included in the budget.

**ACTION:** ATA Hudson to collaborate with the Police Chief to develop job descriptions for these two positions and provide to Board by January 20.

**ACTION:** ATA Hudson to confirm proposed salary rates for the two positions are included in budget.

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- b. The Board discussed several versions of the proposed modifications to the Personnel Administration Plan related to Section 2. Promotions or Reclassifications. TA Johns opined that the purpose of this change is to ensure that a promoted or reclassified employee receives a non-nominal salary adjustment appropriate to the change in role. Currently, an employee may receive only a very nominal adjustment due to the overlapping salary ranges in certain grades. After discussion, it was agreed to provide the language originally proposed by the Interim Town Administrator with a minimum salary adjustment of 4% rather than 5%.

**ACTION:** ATA Hudson will finalize and resubmit the language for the Board to review and approve at the next meeting. Language like the following is anticipated:

*“When an employee is promoted to a position in a higher grade or the position they hold is reclassified to a position in a higher grade, the employee’s salary shall be increased to the first step which provides them with an increase in pay of at least 4% above their base pay prior to the promotion or reclassification. If the employee’s department head recommends a higher step increase, they must do so in writing as warranted by the employee’s qualifications and performance, subject to the approval of the Town Administrator.”*

- c. The Board discussed the previously proposed language of Article XI. Leaves of Absence, Section 1 Sick Leave: Sick Leave Bank policy. The Board provided several comments to the proposed policy that were discussed with and agreed by TA Johns and ATA Hudson, including elimination of a special levy, clarification of the mechanics to repay the Bank any days compensated to the employee by insurance, modification of the members of the Appeal Panel, and a few minor grammatical recommendations.

**ACTION:** Slade to provide ATA Hudson a copy of the language with tracked consolidated comments.

**ACTION:** ATA Hudson will finalize and resubmit the language for the Board to review and approve at the next meeting.

9. The Board cursorily discussed the language modifying Article X. Vacations: Section 2 and Section 3 as previously proposed by the Interim Town Administrator. The Board generally concurred with the intent of the modifications.

**ACTION:** ATA Hudson to submit an updated version of the language for consideration by the Board for action at its next meeting.

10. The agenda item related to the approval of wage adjustment for 2024 was included by the Clerk Slade in error. This item was resolved at the meeting of December 19, 2022, and was not revisited.
11. No members of the public attended the meeting.
12. Chair Bauer informed the Board that she had prepared and submitted the Annual Activity Report of the Personnel Board to the Town Administrator.
13. Chair Bauer reiterated to the Board her desire to step down as Chair. Litant moved and Chair Bauer seconded that Lee Slade be elected Chairman. Slade accepted nomination. The motion passed 3 - 0.

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**ACTION:** Chair Bauer to inform Town Clerk of this change.

14. Chair Bauer set the next meeting for Wednesday, January 25 at 4:00 PM in person in Town Hall.

15. Chair Bauer introduced items of new business.

- a. Chair Bauer raised the concern that Article IV, Section 5 of the Plan regarding quorum may become problematic for the Board at our current size and may merit modification. Maria Neyland encouraged the Board to consider proposing this change at Town Meeting. The Board agreed to address this issue at the next meeting.
- b. The Board unanimously agreed that to be most effective, the Board requires two additional members for a total of five. Recruitment efforts are underway by Board members.

**ACTION:** Slade will invite one promising candidate to the next meeting.

16. With no other business before the Board, Chair Bauer called for a motion to adjourn. Litant moved to adjourn, Slade seconded. The motion passed 3-0 by voice vote. Chair Baur adjourned the meeting at 5:55 PM.

Respectfully submitted,



Lee Slade

Acting Clerk

**Related Materials:**

- Minutes of meeting of December 19, 2022
- Proposed Plan modifications and related materials
- Proposed position description: **DPW Buildings & Grounds Maintenance Lead**
- Proposed position description: **Associate Town Planner**

Draft 8/4/22

Draft 8/9/22

Consolidated Comments from the Personnel Board 1/12/23

**SICK LEAVE BANK**

There is hereby created a Sick Leave Bank (the “Bank”) to provide offsetting pay for a limited time to those participating Town employees (the “Participant”) who have exhausted their personal accrued leave time, in all ~~of~~ its forms, and suffer from a disabling injury or illness. The Bank is a voluntary, participative arrangement entered into by Town employees seeking to provide some measure of relief to ill or disabled peers and does not represent an obligation upon the Town to create time upon the records of the Bank for use by Participants beyond the time contributed by Participants or as otherwise established within this policy.

**Administration of the Bank:** The records of time contributed to and drawn from said Bank shall be maintained by the Town Officer charged with maintaining such records. ~~Approvals and disapprovals of membership and withdrawals shall be administered by the Town Administrator subject to any appeal process established herein.~~

**Eligibility for the Bank:** All employees eligible to receive and accrue sick leave are eligible to apply to enroll in and participate in the Bank. ~~Any such employee represented by a bargaining unit is only eligible to apply to and enroll in the Bank if the entity bargaining on their behalf has negotiated for the inclusion of this policy within their Collective Bargaining Agreement.~~

**Initial Membership Application:** Applications for enrollment in the Bank shall be on a form to be designed by the Town Administrator and will only be accepted for consideration during the so-called “Open Enrollment” period established annually for employees to enroll in and/or change their enrollments in the Town’s various insurance programs. ~~However, upon creation of the Bank, there shall be a period of thirty (30) days thereafter in which employees may apply to become a Participant in the Bank.~~

**Initial Membership Deposit:** Applications for enrollment shall provide authorization for the Town to withdraw an initial deposit of at least two (2) days of sick leave from the accrued sick leave time of the applicant for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.

**Annual Membership Deposit:** Annually, during the Open Enrollment Period, Participants must provide authorization for the Town to withdraw an additional deposit of at least two (2) days ~~hours~~ of sick leave from the accrued sick leave time of the Participant for transfer to the Bank and may authorize up to four (4) days of sick leave time to be transferred to the Bank.

**Opt-Out Provision:** Any Participant may remove himself or herself from the Bank at any time; however, once removed, the employee may not withdraw any sick leave contributed to the Bank

at the time they initially joined or that they contributed to the Bank as part of any subsequent contribution.

**Loss of Deposits:** Deposits of sick leave time become the sole property of the Bank and are not returned to the Participant for their sole use, except in accordance with the application for a withdrawal as outlined below.

**Application for Withdrawals:** A Participant, or their designee, ~~may~~ shall apply to withdraw time from the Bank ~~using upon~~ a form to be designated by the Town Administrator. Said form shall require a certification from a qualified medical or mental health professional as to the disabling injury or illness, an indication as to how long the condition may persist, and a certificate of the Town Officer maintaining the Bank of any and all time the applicant has remaining of their personal accrued leave time, in all forms, which must be fewer than eighty (80) hours of total leave time at the time of application.

**Maximum Withdrawal & Use Thereof:** No Participant may be granted more than an initial grant of twenty (20) days of leave from the Bank in any twelve-month calendar year period. Any such grant of leave may not be drawn against until all other available leave time on the books of the Participant has been fully exhausted.

**Accruals of Sick Leave:** Under no circumstances may a Participant, while using time derived from the Bank, accrue any type of leave.

**Refunds for Monies Recovered:** Any Participant who subsequently receives any form of reimbursement for any Town offered disability or Worker's Compensation policy covering any illness or disability originally covered by a withdrawal of time from the Bank ~~shall pay to the Town the value of the duplicate coverage and the Treasurer shall give credit to the Bank for the number of days for which the Town was reimbursed.~~ will reimburse the Bank for the value of the duplicate coverage.

**Appeals:** Should an application for withdrawal be denied, the Participant may appeal to a three-member ~~panel~~ board which shall be established to hear the matter within 72 business hours. The Town Administrator shall appoint one person to the panel, the Participant shall appoint one member to the panel, ~~and the Chair of the Personnel Board or their~~ and those two members shall appoint a third party who shall ~~designee shall~~ decide the matter within 48 hours of appointment.

~~**Special Levies:** Should the level in the Sick Leave Bank be insufficient to provide the time required to fund an approved application, the Town Administrator may issue a special levy requiring a Participant to contribute at least one additional day, but no more than three additional days, of their sick leave time to the Bank. A levy made upon any Participant shall be binding upon all Participants equally. However, no such levy may force any Participant into a negative balance position and the Town Administrator may allow any Participant unable to respond to a special levy to do so when able.~~

**Extraordinary Circumstances:** In extraordinary circumstances of illness or disability during a ~~period of time~~ a period in which an employee was not eligible to apply for membership in the Bank, the Town Administrator may make a one-time call for contributions of sick leave time in

any amount to a specific employee who shall be identified in the call for voluntary contributions. Any employee granted time under these provisions shall not be eligible to accrue leave time during any such ~~period of time~~period and any voluntary contribution made in excess of that needed to meet the needs of the employee shall be transferred to the permanent records of the Bank.

DRAFT

**ARTICLE 3: AMENDING THE PERSONNEL ADMINISTRATION PLAN**

Submitted by: Town Administrator  
 Amount: N/A  
 Required Vote: Majority

To see if the Town will vote to amend the Personnel Administration Plan by deleting the words and/or amounts noted in strikethrough, and inserting the words and/or amounts shown in bold print as follows:

- (a) FY2023 Classification & Compensation Schedule  
 Per Diem and Intermittent Employees & Stipends

Hourly (All Non-exempt)	FY 23 Rate
Part Time Dispatcher	<del>19.84</del> <b>22.50</b>
Special Reserve Police Officer	<del>21.86</del> <b>25.00</b>

- (b) ARTICLE VI. THE PAY PLAN

Section 2. Promotions or Reclassifications

~~a. When an employee is promoted to a position in a higher class, the employee's salary shall be increased to the minimum rate for the higher class. In the case of overlapping ranges, the promoted employee shall be increased to the step immediately above the employee's present salary.~~

~~b. When an employee is promoted, or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the minimum rate for the higher grade. In the case of overlapping ranges, the promoted or reclassified employee shall be increased to the step immediately above the employee's current salary step.~~

**grade**

**When an employee is promoted to a position in a higher ~~class~~ or the position they hold is reclassified to a position in a higher grade, the employee's salary shall be increased to the first step which provides them with an increase in pay of at least 5% above their base pay prior to the promotion or reclassification.**

- (c) ARTICLE X. VACATIONS

Section 2. Regular reduced-hours **and regular part-time** employees shall be entitled to vacation according to Section 1 except that the resulting days shall be multiplied by the average number of hours worked each week and then divided by forty (40).

Section 3. ~~Regular part-time, p~~ Per diem, and intermittent employees do not accrue vacation time

- (d) ARTICLE XI. LEAVES OF ABSENCE



## Section 1 SICK LEAVE

### **h. Sick Leave Bank**

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**Administration of the Bank: The records of time contributed to and drawn from said Bank shall be maintained by the Town Officer charged with maintaining such records. Approvals and disapprovals of membership and withdrawals shall be administered by the Town Administrator subject to any appeal process established herein provided, however, that if the Town Administrator shall become a Participant in the Bank, the Chair of the Select Board shall act in the stead of the Town Administrator with respect to any decision required to be made with respect to the Town Administrators participation in the bank.**

**Eligibility for the Bank: All employees eligible to receive and accrue sick leave are eligible to apply to enroll in and participate in the Bank. Any such employee represented by a bargaining unit is only eligible to apply to and enroll in the Bank if the entity bargaining on their behalf has negotiated for the inclusion of this policy within their Collective Bargaining Agreement.**

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**Continuing Accruals of Sick Leave:** Under no circumstances may a Participant, while using time derived from the Bank, accrue any type of leave.

**Refunds for Monies Recovered:** Any Participant who subsequently receives any form of reimbursement for any Town offered disability or Worker's Compensation Policy covering any illness or disability originally covered by a withdrawal of time from the Bank will reimburse the Bank for the value of the duplicate coverage.

**Appeals:** Should an application for withdrawal be denied, the Participant may appeal to a three-member board which shall be established to hear the matter within 72 business hours. The Town Administrator shall appoint one person to the panel, the Participant shall appoint one member to the panel, and those two members shall appoint a third party who shall decide the matter within 48 hours of appointment.

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**Extraordinary Circumstances:** In extraordinary circumstances of illness or disability during a period of time in which an employee was not eligible to apply for membership in the Bank, the Town Administrator may make a one-time call for contributions of sick leave time in any amount to a specific employee who shall be identified in the call for voluntary contributions. Any employee granted time under these provisions shall not be eligible to accrue leave time during any such period of time and any voluntary contribution made in excess of that needed to meet the needs of the employee shall be transferred to the permanent records of the Bank.

Or take any other action related thereto.

**The Select Board recommends (5 Yes – 0 No – 0 Recused/Absent)**

Section(s) (a) is a needed increase in the wage scale to better attract candidates for these positions, (b), and (c) are necessary clarifications to the plan while (d) the establishment of the optional sick bank leave gives an opportunity for employees to share and borrow accrued days donated by plan participants. This is one way the town is trying to provide non-salary incentives and benefits to recruit and retain employees in a most challenging job market.

**The Finance Committee will defer their recommendation to Town Meeting.**

**The Personnel Board will defer their recommendation to Town Meeting.**

**Ms. Lipari moved to pass over this article. Motion was seconded.**

**Discussion on the motion to pass over Article 3:** Select Board recommends to pass over unanimously.

Mr. Johns reported that after meeting with the Personnel Board earlier this week, there is a desire to meet collaboratively and work on these changes together and bring them back to Annual Town Meeting.

Recommendation from the Personnel Board chair Sheila Bauer is to pass over.

Recommendation from the Fin Com is also unanimous to pass over.

Cheryl Mahoney of Liberty Square Rd. expressed her support of the details of this article.

**Action on the motion to pass over Article 3: motion carried unanimously.**

## Town of Boxborough, MA

**POSITION: Buildings & Grounds Maintenance Lead**

**DEPARTMENT: Public Works**

**FLSA STATUS: Exempt**

**REPORTS TO: DPW Director**

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### **GENERAL SUMMARY:**

Position is responsible for the planning, coordination, management, care and maintenance of all municipal facilities, including buildings, grounds, parking facilities and playing fields. The position has charge of and performs a variety of tasks in connection with the maintenance and repair of municipal buildings and property. Work is performed according to general practices, policies, statutes, local bylaws, and objectives outlined by administration, but the use of a considerable amount of independent judgment is required in the organization of work and in the planning and directing of others. This position also performs the tasks of a DPW Skilled Laborer as needed.

### **SUPERVISION SCOPE**

Provides supervision of all staff and outside contractors providing maintenance and repair of Town buildings, grounds, and fields. Serves as the team lead on job sites and is responsible for determining methods and practices to be used to perform the required work in a safe, efficient, and effective manner.

### **SUPERVISION RECEIVED**

The position works under the direction of the Director of Public Works in accordance with the applicable provisions of federal, state, and local laws, rules, regulations, and policies.

### **SUPERVISION EXERCISED**

Directly supervises regular, seasonal, and temporary full-time and part-time staff engaged in the maintenance and improvement of the Town buildings, grounds, and equipment, Trains and supervises staff and oversees job assignments. Trains and supervises staff in the proper use of equipment and tools required to complete the work and provides performance feedback as needed. Supervises hired contractors such as electricians, plumbers, HVAC, mechanics, and technicians. Schedules staff and is accountable for the quality and quantity of work done by subordinates and contractors, to assure accomplishment of the assigned work in a prescribed manner. Provides orientation and training for all new employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans and directs the maintenance of materials, equipment, personnel, and project timelines to provide for the care and maintenance of all municipal buildings, grounds, fields, trails, cemeteries, and the like
- Mows, trims, edges, fertilizes, and waters lawns, playing fields and other landscaped areas; weeds, prunes, mulches, fertilizes; prepares soil for planting; seeds and re-sods lawn areas; plants trees, seedlings, and shrubs; plans and implements spring and fall opening and closure/clean-up

- Inspects assigned areas; corrects and/or reports safety hazards; cleans and maintains grounds, cemeteries, athletic fields, campsites, paved areas and paths; grooms and prepares ball fields and other park facilities for public use
- Performs snow removal and salting of facilities and access ways
- Performs minor trade repairs to such items as doors, windows, glass, benches, picnic tables, receptacles, switches, lighting, sinks, faucets, spigots, irrigations systems and the like
- Prepares meeting rooms, election and Town Meeting facilities, and assembles furniture for municipal facilities
- Monitors quality, timeliness, and effectiveness of contractors to ensure compliance with contracts
- Develops and implements a preventative maintenance plan for generators, HVAC systems, boilers, hot water tanks, booster pumps, irrigation systems, thermostats, and the like performing minor tasks of cleaning, checking fluid levels, changing filters, belts, and the like as scheduled
- Continually scans facilities to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress, and identify additional needs.
- Advises on all capital and operational budgetary needs
- Plans for, orders, and provides inventory control and management of material and supplies
- Completes maintenance and activity reports
- Performs functions of a DPW Skilled-Laborer including, but not limited to, plowing and sanding of roadway surfaces; building and repair of drainage systems; repair of sidewalks, roadways, and signage; and serves as occasional back-up as a Transfer Station attendant
- Oversees the care and performs minor maintenance of the equipment and tools used in the performance of the assigned tasks

### **OTHER DUTIES AND RESPONSIBILITIES**

The duties listed above are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

High School Diploma or GED together with three years of related experience in a DPW environment involved with facilities management of Town assets and managing employees and/or maintenance crews.

**Or**

Any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills, and ability.

**Preference is given to those with advanced training in the facility maintenance field.**

### **REQUIRED LICENSING AND CERTIFICATION**

Requires a valid MA Class B Commercial Driver's License (CDL) with airbrake endorsement.

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the methods, materials and equipment used in building, custodial, grounds and playing field maintenance.
- Knowledge of building operating systems such as generators, HVAC, irrigation systems, plumbing, electrical, carpentry, masonry repairs and roadway maintenance and construction.
- Knowledge in the use and maintenance of vehicles for which the position is required to be licensed.
- Knowledge in the use and maintenance of hand tools and light power equipment.
- Skilled in troubleshooting machinery and equipment.
- Skilled in interpersonal communications including presenting oral reports.
- Ability to direct and supervise the work of others in the performance of tasks.
- Ability to collaborate effectively with outside contractors, Town employees, and the public.
- Ability to be flexible in changing work priorities which can shift quickly due to system failures or weather events.

### **TOOLS AND EQUIPMENT USED**

Lawn tractors and mowers, chain saws, snow blowers, weed whips, power brooms and the like.

### **PHYSICAL REQUIREMENTS**

Work requires significant physical effort. Work frequently requires talking, listening, standing, walking, bending/stooping, shoveling, raking, and driving for extended periods. While performing the duties of this job, the employee is required to handle or feel objects, tools, and/or controls. Work requires reaching with hands and arms, carrying/lifting (normally up to 60 pounds) and pushing/pulling.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Frequently carries and/or lifts items, weighing more than 60 pounds.

Essential position functions require ability to review documents for general understanding and analytical purposes, ability to climb ladders and access roofs or excavations to look at projects, and to operate vehicles and motorized equipment.

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

### **WORK ENVIRONMENT**

Work is performed predominately outside, where there is exposure to weather extremes and noise, and often requires working around equipment with moving mechanical parts.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Requires entry access to other Town departments for the purposes of facility maintenance and coordination with contractors to oversee maintenance projects and activities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position unless such accommodations would pose an undue hardship on the Town.

**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Recommended: July 15, 2022**

**Revised: September 1, 2022 (Version 1)  
January 25, 2023 (Version 2)**

**Approved (Name): Personnel Board**

**Approved (Date): January 25, 2023**

DRAFT

## Town of Boxborough, MA

**POSITION:** Associate Planner

**DEPARTMENT:** Land Use and Permitting

**FLSA STATUS:** Exempt

**REPORTS TO:** Director/Planner

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### **GENERAL SUMMARY:**

The Associate Planner is responsible for performing professional and paraprofessional assignments to provide staff support to the Town Planner/Director of Land Use & Permitting. The position assists with various phases of department projects which include providing support in project research, supporting staff at various public meetings, performing demanding technical assignments, and providing overall office support coordination. The position provides excellent customer service to internal and external customers on a daily basis. Work is often project oriented involving a full scope of activities and accountability.

### **SUPERVISION SCOPE**

The Associate Planner reports directly to the Director of Land Use and Permitting. The Associate Planner is required to work independently at times, within established policies and procedures and the requirements of federal, state and local law (as applicable).

### **SUPERVISION RECEIVED**

The position works under the direction of the Director of Land Use and Permitting in accordance with the applicable provisions of federal, state and local, laws, rules, regulations and policies.

### **SUPERVISION EXERCISED**

Directly supervises consultants and department reviewers engaged in the various Town permitting processes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides technical assistance and information to staff and the public in the administration of specific planning, program areas, and bylaws.
- Reviews building plans and zoning permit applications to ensure compliance with requirements such as use, density, placement, and parking ratios.
- Schedules staff meetings and is accountable for the quality and quantity of work done by consultants and peers, to ensure adequate detail is provided to the Director of Land Use and Permitting and relevant Town boards and committees.
- Provides orientation and training for new board members.
- Performs routine office tasks in designated program areas, including data entry, file management, copying, and answering emails and telephone calls.
- Develops and maintains automated tracking systems, hard copy files and records.
- Prepares staff reports and recommendations, such as special use permits, site plan reviews, and variances.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares public notices and property owner verifications.
- Investigates violations of planning regulations and bylaws, including making site visits, under the direction of the Director of Land Use and Permitting.

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- Attends public meetings, assisting other planning staff as appropriate.
- Frequently interacts and communicates with the public, government officials, other staff members and boards, and third parties transacting business with the Town;
- Performs other work as required or assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

The duties listed above are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

A Bachelors Degree in Planning, Landscape Architecture, Civil or Environmental Engineering, or related field;

**Preference is given to those with experience in Massachusetts General Laws or with at least one year of experience in the field of planning in a municipal setting.**

### **REQUIRED LICENSING AND CERTIFICATION**

The Associate Planner must possess a valid Class D drivers license. No certifications are required.

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of planning principles and practices.
- Demonstrated research, analytical, data collection, and organizational skills.
- Knowledge of effective writing techniques.
- Ability to organize information in spreadsheets.
- Statistical, algebraic or geometric knowledge, and ability to apply such knowledge in practical situations.
- Advanced knowledge of computer hardware and software programs, including Microsoft Office, and Internet applications, including ESRI ArcMap, social media applications, and Google Workspace, public survey/online scheduling software;
- Ability to perform field work as needed.
- Ability to work on several projects simultaneously and meet specified deadlines.
- Ability to work independently or in a team environment as needed.
- Ability to maintain professionalism in various situations.
- Skilled in handling frequent interruptions and exercising critical thinking.
- Ability to read, comprehend and interpret manuals, ordinances, written policies, statutes, rules, regulations, memos, letters, reports, maps and legal documents.
- Ability to communicate effectively verbally and in writing.

### **TOOLS AND EQUIPMENT USED**

ESRI ArcMap, Microsoft Office Suite, social media applications, public survey/online scheduling software, and other computer software as needed to perform the tasks above.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an office-based job in a dynamic municipal office. While performing the duties of the Associate Planner, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; lift/move objects weighing up to 25 pounds; and move throughout the municipal offices.

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

### **WORK ENVIRONMENT**

Work is performed predominately indoors in a traditional office setting. Where there is need for outdoor site visits, the Associate Planner may face exposure to weather extremes, and noise, and be required to work in proximity to equipment with moving mechanical parts.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

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

**Recommended: January 12, 2023**

**Revised: January 20, 2023 (Version 2)**

**January 26, 2023 (Version 3)**

**January 31, 2023 (Version 4)**

**Approved (Name):**

**Approved (Date):**