



Town of Upper Marlboro

Job Description

Class Title: Public Works Crewmember

Department: Public Works

Direct Report: Director, Foreman

Classification Description Summary

Public works crewmember performs a wide variety of manual, skilled, and semi-skilled tasks at a various location throughout the Town of Upper Marlboro. A public works crewmember is responsible for the repair and maintenance of Town's buildings, vehicles, machinery, equipment, public rights-of-way, parks and playgrounds, and other grounds and facilities of the Town of Upper Marlboro. Public Works crewmembers also collect Bulk Trash & Yard Waste on a weekly basis, and routine litter patrol Town-wide. Crewmembers also handle snow removal from streets, sidewalks, and other Town property. Crewmembers also assist with special events.

Essential Functions & Working Conditions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receive assignments from Director of Public Works/Foreman.
- Instruct, assign and perform work duties with various crew members and direct and coordinate the crew tasks.
- Ensure work is completed using Standard Operating Procedures.
- Make observation of defects, document and recommend repairs to be performed.
- Monitor, order, and prepare supplies. Manage inventory, including chemical inventory, within departmental budget allowances.
- Update the Supervisor daily on the progress and status of assigned projects.
- Instruct and train maintenance workers on job-related matters.
- Establish and review safe work zone areas.
- Determine and organize crews to appropriately respond to snow and ice control needs.
- Operate a wide variety of light and heavy equipment, to include hand tools, power tools, patrol trucks, front-end loaders, brush chippers, etc.
- Report any needs (equipment, resources, etc) issues, equipment damage or delays to the Public Works/Stormwater Supervisor.
- Recommend equipment needs for budget process.
- Update Public Works/Foreman Supervisor on street, facility and infrastructure conditions for future repairs, projects or assignments.
- Operate and assemble a variety of equipment, and also train maintenance workers on the safe operation of that equipment. Assist Public Works/Foreman supervisor in the instruction and training of equipment to Stormwater and Public Works workers.
- Meet with public regarding service requests – resolve, recommend or provide information to the public.

- Ongoing public property support, such as; snow and ground maintenance, landscaping, trash and debris removal
- Assist with residential request for bulk and yard waste removal
- Providing annual maintenance to Town rights-of-way

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- High School Diploma or GED

Experience/Abilities

- Knowledge of materials, equipment, tools and techniques of building, street, and parks/grounds maintenance
- Agile truck and heavy equipment operating skills i.e. dump truck, backhoe, tractor, and various implements and attachments.
- Ability to lift and carry large, bulky objects up to 50 lbs.
- Ability to work long hours in extreme cold and heat.
- Ability to follow and communicate oral and written instructions.
- Ability to work independently with little supervisory or as part of multi-person crew.
- Ability to safely operate all vehicles, equipment, and machinery.
- Some knowledge of safety precautions to be observed in working around heavy equipment.
- Skill in the use of small hand tools.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to safely use various tools and equipment and perform various maintenance and repair tasks as described above.
- Ability to effectively utilize computer applications and technology related to the work.

License or Certificate

- Valid Maryland Driver's License required.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Environment

Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Physical

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. The office work area is adequately lighted, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous wastes or materials.

Employees may be required to work irregular hours or weekends on special projects or emergencies.



Town of Upper Marlboro

Job Descriptions

Position Title: Director of Finance & Human Resources

Department: Town Management

Direct Report: President, Town Treasurer, and Town Administrator

Classification Description Summary

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; coordinates and supervises various accounting activities; assists in the preparation of annual audit and year end closing; and provides highly responsible staff assistance to management staff. Also manages the human resources and benefits for Town staff.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Manages the day-to-day and long-term financial operations of the Town.
- Responsible for preparing and initiating payroll, reporting and paying all payroll taxes.
- Administer general accounting system for revenues, expenditures and journal entries.
- Close monthly accounting and reconcile all bank and other accounts.
- Drafts annually budget documents (financial budget, taxes, fees).
- Coordinates with the auditor and prepares audit documentation.
- Compile and prepare monthly, quarterly and annual reports.
- Collect all revenue streams for Town including, but not limited to, fees, taxes and liens.
- Supervises the fiscal operation of the Town and prepares an annual budget for the Town Council's.
- Completes monthly treasurer report for required Town public meetings.
- Recommends, implements and monitors internal financial controls and financial policies across departments.
- Prepares grant applications, ensures compliance with Federal regulations and prepares reports.
- Maintains fixed asset records for all Town equipment, property, and the fleet assets.
- Recommends, implements and monitors all Town investments, and interest-bearing accounts.
- Administers retirement and health benefits program.
- Researches and recommends changes to the employee benefits program to the Town Manager.
- Maintains personnel medical files.
- Assists with Town risk management and training.
- In conjunction with the Town Administrator, serves as the Town's Privacy Official in matters related to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) in connection with the Town sponsored health plan for employees.

- Participation in the Maryland Government Finance Officers Association is required. Participation in other related professional organizations is encouraged, as funds are available.
- Perform other duties as assigned.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software including Microsoft Office, automated payroll services and financial software.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.
- Master's degree preferred.

Experience

- Two (2) years of increasingly responsible professional-level municipal/governmental accounting experience.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



Town of Upper Marlboro

Job Description

Position Title: Code Enforcement Officer

Department: Public Safety

Direct Report: The Chief of Police

Classification Description Summary

Under supervision of the Chief of Police, the Code Enforcement Officer is charged with parking enforcement, commercial & residential property standards enforcement, and maintenance of parking meter equipment for the Town of Upper Marlboro. Working hours are generally 9am-5pm, Monday-Friday, but are subject to change and flexibility, with advanced notice, to ensure the best interest and operation of the Town.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Respond to and investigate alleged violations of minimum housing standards and applicable nuisance, health and safety codes, ordinances, regulations, and requirements; interview complainant and witnesses; document activities; collect photographic and other evidence of violations.
- Inspect single and multi-family homes, industrial and commercial buildings, and vacant lots and properties to ensure compliance with applicable nuisance, health and safety codes, ordinances and regulations, issue notices of violation, as necessary.
- Conduct investigations to determine the approved conditional uses of property; research ownership and take action to enforce Town ordinances.
- Patrol the Town to detect hazardous or unpermitted sign installations.
- Advise property owners, contractors, and other responsible parties of code violations and changes needed to conform with standards; conduct follow-up inspections to determine if code deficiencies have been resolved; issue courtesy notices and notices of violation.
- Schedule, conduct, and document abatements.
- Prepare appropriate notes and records to assist Code Enforcement Officer with possible future judicial proceedings; may testify in hearings and court cases.
- Explain ordinances, parking regulations, laws, rules, regulations, and codes to citizens, businesses, and other entities.
- Provide a monthly report to the Chief of Police regarding code and parking enforcement activities.
- Perform proactive education and outreach programs to encourage community participation in code enforcement operations and reduce code enforcement violations.
- Coordinate activities with federal, state, and local agencies.
- Maintain a variety of accurate and detailed databases, logs, records, reports and files regarding inspection activities, code violations and resulting actions; prepare correspondence, documentation, routine reports and weekly status reports as required.
- Patrol the Town for parking violations, and issue parking citations as needed.

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- Attend Court and testify regarding parking and code violations as needed.
 - Oversee and coordinate with the Town Public Works and Police assistance regarding the maintenance of parking meters.
 - Perform routine parking meter coin collections with at least one other Town staff assisting.
 - Represent the Town on a County or State level meetings related to Code Enforcement, including be an active member of the MML Code Enforcement and Zoning Officials Association
 - Maintain a list of vacant properties and rental properties to be updated on a quarterly basis.
 - Perform other related duties as required.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Explain various codes to the public.
- Conduct field investigations and determine if codes have been violated.
- Advise property owners, contractors, and other responsible parties of code violations and changes needed to conform with standards.
- Respond to requests, inquiries and complaints from the general public.
- Research and apply federal, state, and local laws and ordinances.
- Disseminate lesson plans, teaching materials, and goals for community education.
- Maintain accurate and detailed logs and records of work performed.
- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Work in a team-based environment to achieve common goals.
- Meet the physical requirements to perform the assigned duties safely and effectively.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use and operate office equipment including computers, and applicable software applications such as word processing, spreadsheets, and databases

Education/Training

- A High School diploma or GED
- Must possess a valid Maryland Class C driver license
- Associate degree or higher is preferred but not required

Experience

- Five (5) years of progressively responsible management, administrative, or staff experience in local government.
- Broad base understanding on issues material to organizational programs, processes, and influences.

License or Certificate

- Is there a test or cert that needs to be obtained

Physical Demands and Working Environment

The conditions herein 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 job functions.

Environment

Work is performed primarily in a field setting with travel from site to site and exposure to an outdoor field environment and all types of weather and temperature conditions; may work irregular hours; exposure to potentially hostile individuals and environments, noise, dust, grease, smoke, fumes, and gases; work at heights or in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; and to verbally communicate to exchange information.



Town of Upper Marlboro

Job Descriptions

Position Title: Director of Public Works
Department: Public Works
Direct Report: Town Administrator, President

Classification Description Summary

Directs all field activities of the Public Works Department involving the construction, maintenance and repair of roads and public right-of-ways; or involving the collection and disposal of residential and commercial refuse, residential bulk and yard waste and/or recyclables; or a combination of both.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Oversees all functions performed in a Public Works Department.
- Reviews work orders and service requests, determines priority status, staffing, equipment and supply needs and makes work assignment accordingly.
- Evaluates the efficiency and cost effectiveness of organizational structure, systems and procedures and recommends/implements changes as needed.
- Coordinates, supervises, and in some instances train a large work unit of skilled equipment operators, semi-skilled and unskilled laborers, section supervisors and crew leaders engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & reviews work orders.
- Oversees department payroll request and timesheets
- Interprets rules, policies and procedures for staff members.
- Counsels with and corrects employees as needed.
- Inspects field projects and completed work assignments of subordinates to insure deadlines and expected standards are met.
- Investigates and resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares and maintains a variety of records and reports pertaining to work center operations, costs and productivity.
- Prepares and delivers presentations to upper-level management and/or the community.
- Determines staff and equipment needs.
- Maintains contracts and other legal documents.
- Reviews and approves cost estimates, proposals, and invoices.
- Attends and/or chairs various departmental and community meetings.
- Lead others in conformance with established policies and procedures and recommend crew and individual behavior improvement needs and performance recognition.
- Performs related duties as required.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Responsible for all employees assigned to the Public Works Department. Directly supervises other supervisors of a lesser grade and/or crew leaders, and indirectly supervises equipment operators, skilled and unskilled labors.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Associates or bachelor's degree from an accredited college or university with major course in a Public Works related field.
- Master's degree preferred but not required.

Experience

- Ten (10) years increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal
- Knowledge of municipal environmental enforcement including
- Three (3) years in a lead or supervisory capacity.

License or Certificate

- Possession of an appropriate, valid driver's license
- CDL license preferred
- Valid POST management certificate.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Environment

Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Physical

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. The office work area is adequately lighted, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous wastes or materials.

Employees may be required to work irregular hours or weekends on special projects or emergencies.



Town of Upper Marlboro

Job Descriptions

Position Title: Foreman

Department: Public Works

Direct Report: Director of Public Works

Classification Description Summary

Directs designated field activities of the Public Works Department involving the construction, maintenance and repair of roads and public rights-of-way; or involving the collection and disposal of residential and commercial refuse, residential bulk and yard waste and/or recyclables; or a combination of both. Oversees the Public Works Department in the absence of the Director. Performs related duties as required.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Oversees designated functions performed in a Public Works Department.
- Manages the Town's pet waste program.
- Oversees the maintenance of the Department's vehicle, small tools, landscaping tools, and machinery.
- Coordinates, supervises and in some instances trains a large work unit of skilled equipment operators, semi-skilled and unskilled laborers, engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & reviews work orders.
- Interprets rules, policies and procedures for lower-level staff members.
- Counsels with and corrects employees as needed.
- Inspects field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Assists in the investigation and or resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares and maintains a variety of records and reports pertaining to work center operations, costs and productivity.
- Determines staff and equipment needs.
- Attends and/or chairs various departmental and community meetings in concert or in lieu of director.
- Performs related duties as required.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Assists the Director with overseeing employees in the Public Works Department. Directly supervises employees of a lesser grade and/or crew members, and indirectly supervises equipment operators, skilled and unskilled labors.

This classification receives direction from, and reports to the Public Works Director-Street and Roads, who is consulted on complex or unusual matters.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Associates or bachelor's degree from an accredited college or university with major course in a Public Works related field.

Experience

- Five (5) years increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal.
- Municipal environmental enforcement including.
- Two (2) years in a lead or supervisory capacity.

License or Certificate

- Possession of an appropriate, valid driver's license
- CDL license preferred
- Valid POST management certificate.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Environment

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Employees may be required to work irregular hours or weekends on special projects or emergencies.



Town of Upper Marlboro

Job Descriptions

Position Title: Town Clerk

Department: Management

Direct Report: President and Town Administrator

Classification Description Summary

Under administrative direction of the President/Mayor, Board of Town Commissioners, and Town Administrator, plans, organizes, provides oversight to and participates in all Town Clerk functions, including retaining custody of and maintaining the Town's official records and history; coordinating the conduct of Town elections; directs, manages, supervises, and coordinates assigned activities and operations of the Town's Office, including the preparation of agenda and meeting materials and minutes for Town Board of Commissioners meetings; coordinate assigned activities with other divisions, departments, and outside agencies, including responding to requests for public records; and provide highly responsible and complex administrative support and technical assistance to the Mayor and Town Commissioners.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for all services and activities of the Town Clerk's Office.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Town policy, appropriate service and staffing levels.
- Maintain custody of official records and archives of the Town; ensure the maintenance and availability of records and information needed to provide an accurate account of government actions; ensure historical Town records are collected and preserved; oversee the development and implementation of the Town's record management procedures and guidelines; serve as the corporate secretary and maintain custody of the Town Seal.
- Plan, direct, coordinate, and review the work plan for the Town's Office; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of department annual budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Direct the preparation, review, and editing of agenda packets and official records for all Town Board of Commissioner meetings; ensure the recording of Town Board of Commissioners meeting actions are accurate and timely.

- Provide and manage the official notification and follow up of Town agenda items including ordinances, resolutions, agreements, deeds, and easements to the public regarding public hearings including legal advertising of notices.
- Assist in managing the collection and deposit of Town fees, penalties and revenues except general taxes and special assessments
- Administer municipal elections in accordance with local, state, and federal regulations; and accept, verify and maintain filings from candidates for office.
- Attest, publish, index and file ordinances and resolutions.
- Execute official Town documents; administer and file oaths of office and oaths of allegiance.
- Serve as liaison with other Town departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues; provide guidance and direction to other departments in the development of reports, resolutions and other materials for submittal to the Town Board of Commissioners.
- Serve as staff to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Town Administrator.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures of the Town Clerk's Office as appropriate.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field; incorporate new developments as appropriate.
- Aid internal and external customers; respond to and resolve difficult and sensitive inquiries and complaints; retrieves documents as necessary in response to requests for information.
- Perform related duties as required.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Education/Training

- Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records and information management, or a related field.
- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Experience

- Three (3) – Five (5) years of increasingly responsible professional and technical experience that includes substantial experience in a Town Clerk's Office or other public agency with similar duties as the Clerk.
- Two (2) years of administrative and project management.
- Minimum one year of supervisory responsibility.

License or Certificate

- Possession of, or ability to obtain a Certified Municipal Clerk (CMC) accreditation within two years of employment.
- A Master Municipal Clerk (MMC) accreditation and Certified Records Manager (CRM) designation preferred.
- Possession of a valid appropriate drivers' license.

Physical Demands and Working Environment

The conditions herein 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 job functions.

Environment

Works is performed primarily in a standard office setting.

Physical

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.