



# TOWN OF YARMOUTH

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TOWN  
ADMINISTRATOR  
Robert L. Whritenour, Jr.  
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DIRECTOR OF  
HUMAN RESOURCES  
Sarah O'Reilly

## Notice of Meeting

Name of Committee or Board: Personnel Board

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Date of Meeting: October 12, 2021

Time: 4:00 pm

Place: Yarmouth Town Hall, Conference Room B

Agenda Items:

- I. Public Comment
- II. September 14, 2021 Meeting Minutes Review and Approval
- III. Discussion re: education and experience section of manual; discussion re: physical skills/demands rating and possible manual update votes
- IV. Civil Engineer Position review, grading and possible vote
- V. Highway Mechanic/Heavy Equipment Operator review, grading and possible vote
- VI. Highway Senior Mechanic/Heavy Equipment Operator review, grading and possible vote
- VII. Staff and/or Chair business
- VIII. Personnel Board proposed Meeting: Tuesday, November 9, 2021
- IX. Adjourn

~~August 19, 2011~~ October 12, 2021

**CIVIL ENGINEER**  
**(Town of Yarmouth, Massachusetts)**

**Definition:**

Supervisory and professional civil engineering work relating to the planning, design, construction, and maintenance of assigned engineering and land survey projects; all other related work as required.

Performs highly responsible work requiring the exercise of significant independent judgment in leading the technical activities for all assigned engineering projects.

**Supervision:**

Works under the administrative direction of the ~~DPW Director~~ Town Engineer. Position is expected to be self-directing.

~~Supervises the work of contract and town employees when assigned to certain engineering projects. Provides supervisory oversight of road construction projects directing or coordinating work and communications with contractors, subcontractors, utility companies and other Engineering staff on behalf of the Town and abutting property owners.~~

Supervises the work of contract and town employees when assigned to certain engineering projects.

**Job Environment:**

~~Some w~~Work is performed under both typical office conditions and ; ~~some work is performed~~ outdoors with exposure to variable weather conditions and hazards associated with construction sites, land surveying and other engineering projects. Personnel can be required to work before and after normal working hours during construction projects.

Operates computers and standard office equipment, light equipment, use of engineering and surveying equipment.

Makes frequent contacts involving complex information and requiring discretion with other town departments, committees and boards, utilities, businesses, local, state, and federal agencies, and with the general public.

Has access to some department-related confidential records such as bid proposals and negotiating positions.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

## **Essential Functions:**

Designs and prepares plans, specifications, cost estimates, project schedules, environmental permits and contract documents for a variety of town engineering/drainage projects. Attends regulatory hearings to present required documents and plans as required.

Implements municipal technical standards for public infrastructure.

Manages overall design and administration of assigned municipal infrastructure projects.

Mediates and resolves disputes associated with municipal infrastructure projects, involving the public, businesses, utilities, contractors, state and local agency officials, and other town departments.

Coordinates, inspects and Ssupervises the design, ~~storm sewer~~ scheduled maintenance and inspection of drainage systems, sidewalks, roads, revetments and other town facilities. Supervises the work of Town and contract employees while assigned to these projects. Approves contractor payments and recommends changes in contract specifications.

Assists in the maintenance of engineering records; utilizes software programs to manage and track Town infrastructure; inputs data on road projects.

Completes limited field surveys ~~typically requiring less than a week of field time and assists the Town Surveyor in completing field surveys as time allows~~ including but not limited to staking.

Supports in reviewingReviews commercial, residential and subdivision plans & permits for compliance with local regulations and gives approval to most engineering matters. When the Town Engineer is not available, Attends Site Plan Review committee meetings as a representative of the Engineering Division.

Provides inspections during site construction projects to observe compliance with applicable rules, regulations and by-laws.

Is assigned to oversee and monitor public works projects.

Reviews assigned engineering projects in the town which affect the public infrastructure (e.g. traffic, drain, ~~water, sewer, septic,~~ and paving).

Supports the goals of the assigned office, department and the Town of Yarmouth through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of the Town. Provides instruction and mentoring to subordinate employees. Provides advice and support to supervisors.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related work as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education :**

Bachelor of Science degree in civil or environmental engineering~~Civil Engineering~~ required;

**Experience:**

Three years of full-time professional technical experience in Civil Engineering, or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge in the application of civil engineering skills to public works construction projects; general knowledge of local, state, and federal laws and regulations governing the municipal infrastructure; general knowledge of the bidding process. Knowledge of industry safety procedures (work zone, confined space, trench excavation, etc.). Thorough knowledge of CAD. Gains through on the job learning or training, working knowledge of basic land survey techniques and modern civil engineering software applications and tools.

*Ability:* Ability to make decisions and find solutions to engineering problems; ability to supervise technicians related to the construction field; and create a good working environment; ability to interact well with the public (either on an individual basis or in a larger forum); ability to read and interpret plans, specifications, and related technical documents; ability to communicate effectively both orally and in writing. ~~Ability to operate a keyboard, light field equipment and survey equipment.~~

*Skill:* Proficiency in the use of computers including word processing, spreadsheets, and engineering, drafting and design software. Strong interpersonal and communication skills with individuals and groups.

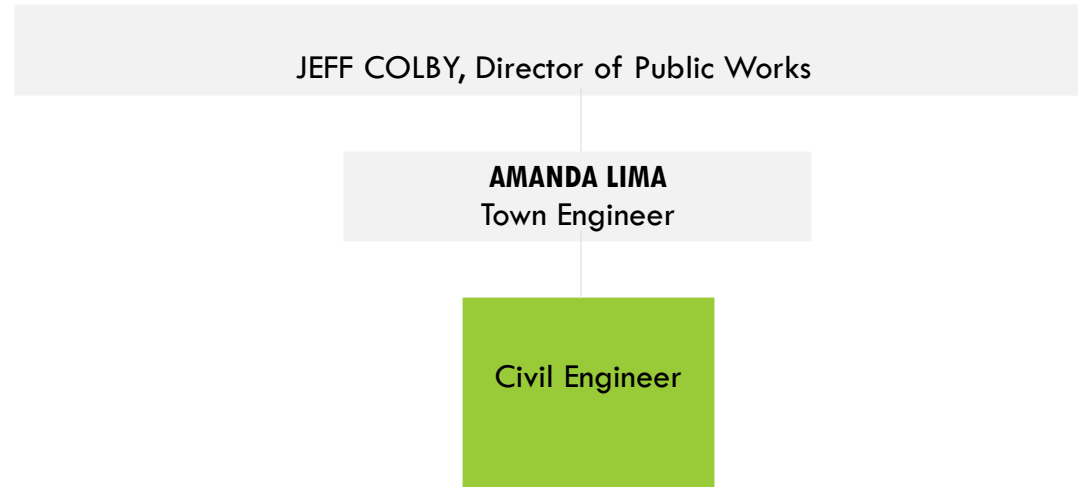
**Special Requirements:**

- ~~• Certification as Septic System Inspector, Soil Evaluator and Competent Person (trench excavation and confined space).~~
- Massachusetts Class D motor vehicle operator's license required.
- Engineer in Training (EIT) required.
- License as a Professional Engineer in the State of Massachusetts preferred.
- OSHA 10 hour construction certification preferred.

**Physical Requirements:**

Minimal physical effort generally required when performing duties in office; light to moderate physical effort demanded in making inspections. Must be able to traverse uneven terrain while conducting field inspections and surveys. Occasionally required to climb and reach. Must be able to access all levels at a construction site. May be required to walk and stand for extended periods. Vision [and hearing](#) must be correctable to "normal" ranges. Must be able to distinguish colors and judge distances and spatial relationships. Ability to operate a computer and keyboard.

ENGINEERING  
DIVISION  
ORGANIZATION  
CHART



October 12, 2021

**SENIOR MECHANIC /HEAVY EQUIPMENT OPERATOR  
(Town of Yarmouth, Massachusetts)**

**Definition:**

Skilled maintenance and repair work on automotive, specialty heavy equipment and certain electrical and mechanical equipment; all other related work as required.

Exercises a considerable degree of independent judgment in repair methods and replacement of parts.

**Supervision:**

Works under the general direction of the Highway Supervisor.

From time to time supervises up to 3 employees temporarily assigned to the maintenance shop; may supervise 1 full time employee on a regular basis; assists in training maintenance staff in proper use of equipment.

**Job Environment:**

Work is performed both under typical shop conditions with frequent exposure to gasoline, dust, dirt and fumes and outdoors under variable and extreme weather conditions; often exposed to hazardous materials; work environment is generally very noisy.

Operates various repair equipment, including hand tools, power tools, diagnostic instruments, brake lathe, tire changer, balance machine, oxyacetylene torches, pneumatic tools, as well as office equipment including a computer and phone; operates heavy and light motor vehicles when needed.

Errors could result in damage to costly equipment or in failure of equipment under operating conditions, potentially causing injury to self or other employees.

Has occasional contacts with vendors, parts suppliers, and with the public.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations 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.)*

Performs skilled maintenance and repair to small equipment, vehicles and heavy equipment; cleans and maintains shop; drives light and heavy trucks.

Responsible for maintaining written or computerized maintenance records.

Performs, plans and records preventative maintenance operations in compliance with state and federal regulations; greases and oils vehicles; changes tires and batteries; does body work entailing blacksmithing, painting or welding tasks.

Replaces brakes, wheel bearings, universal joints, starters, and injectors in diesel engines; packs hydraulic cylinders.

Charges and replaces batteries; checks electrical and heating systems; lubricates equipment; Changes oil.

Operates trucks, sanders, heavy equipment and other snow removal equipment.

Oversees the operation and maintenance of the maintenance shop. Informs the Highway Supervisor of daily and weekly tasks that need to be performed within the shop area. Performs supervisor duties including: assigns work, ensures completion of work, ensures shop cleanliness and safety, answers questions, and reports performance.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related work as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:**

High school diploma or equivalency; training in mechanic and automotive repair work at the journeyman level; five years' experience in maintenance and repair of varied equipment such as is characteristic of municipal operations; or any equivalent combination of education and experience.

**Special Requirements:**

Class A Massachusetts Commercial Driver's License with air brake endorsement is required. Massachusetts Hoisting Engineer's License, with endorsements 2A, 3A and 1D is required.

**Knowledge, Ability and Skill:**

*Knowledge.* Thorough knowledge of the tools, techniques, equipment, and procedures used in motor equipment repair and maintenance. Knowledge of repair methods for heavy, diesel, specialty, and electrical equipment.

*Skill.* Skill in welding. Skill in operating all equipment listed above.

*Ability.* Ability to operate drill press, grinder, torches, saws, and a variety of other hand tools.



**Physical Requirements:**

Frequent moderate to strenuous physical effort required to perform function under shop conditions. Frequently required to stoop, bend, squat, and kneel. Frequently required to lift heavy objects, up to 50 pounds. Eyesight and hearing at or correctable to Anormal ranges. Ability to distinguish colors.

October 12, 2021~~December 4, 2002~~

**MECHANIC /HEAVY EQUIPMENT OPERATOR  
(Town of Yarmouth, Massachusetts)**

**Definition:**

Skilled maintenance and repair work on automotive, specialty heavy equipment and certain electrical and mechanical equipment; operates heavy equipment in performing a variety of routine and repetitive tasks as a member of a crew on an assigned location; all other related work as required.

Exercises a considerable degree of independent judgment in repair methods and replacement of parts.

**Supervision:**

Works under the general direction of the ~~Assistant-Highway Supervisor~~Superintendent.

~~Exercises a considerable degree of independent judgment in repair methods and replacement of parts.~~

**Job Environment:**

Work is performed under typical shop conditions with frequent exposure to gasoline, dust, dirt and fumes and/or outdoors under variable and extreme weather conditions; often exposed to hazardous materials; work environment is generally very noisy.

Operates various repair equipment, including hand tools, ~~and~~ power tools, diagnostic instruments, brake lathe, tire changer, balance machine, oxyacetylene torches, pneumatic tools, as well as office equipment including a computer and phone; operates heavy and light motor vehicles when needed.

Errors could result in damage to costly equipment or in failure of equipment under operating conditions, potentially causing injury to self or other employees.

Occasional contact with the public when working in the field.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations 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.)*

Performs ~~skilled~~regular maintenance and repair to small equipment, vehicles and heavy equipment; ~~;~~ cleans and maintains shop; drives light and heavy trucks.

Responsible for maintaining written or computerized maintenance records.

Performs, plans and records preventative maintenance operations in compliance with state and federal regulations; greases and oils vehicles; changes tires and batteries; does body work entailing blacksmithing, painting or welding tasks.

Replaces brakes, wheel bearings, universal joints, starters, and injectors in diesel engines; packs hydraulic cylinders.

Charges and replaces batteries; checks electrical and heating systems; lubricates equipment; Changes oil.

Operates trucks, sanders, heavy equipment and other snow removal equipment.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

High school diploma or equivalency; training in mechanic and automotive repair work at the journeyman level; three years experience in maintenance and repair of varied equipment such as is characteristic of municipal operations; or any equivalent combination of education and experience.

#### **Special Requirements:**

Class A Massachusetts Commercial Driver's License with air brake endorsement is required. ~~Class C~~ Massachusetts Hoisting Engineer's License, with endorsements 2A 3A, and 1D3B is required.

#### **Knowledge, Ability and Skill:**

*Knowledge.* Thorough knowledge of the tools, techniques, equipment, and procedures used in motor equipment repair and maintenance. Knowledge of repair methods for heavy, diesel, specialty and electrical equipment.

*Skill.* Skill in welding. Skill in operating all equipment listed above.

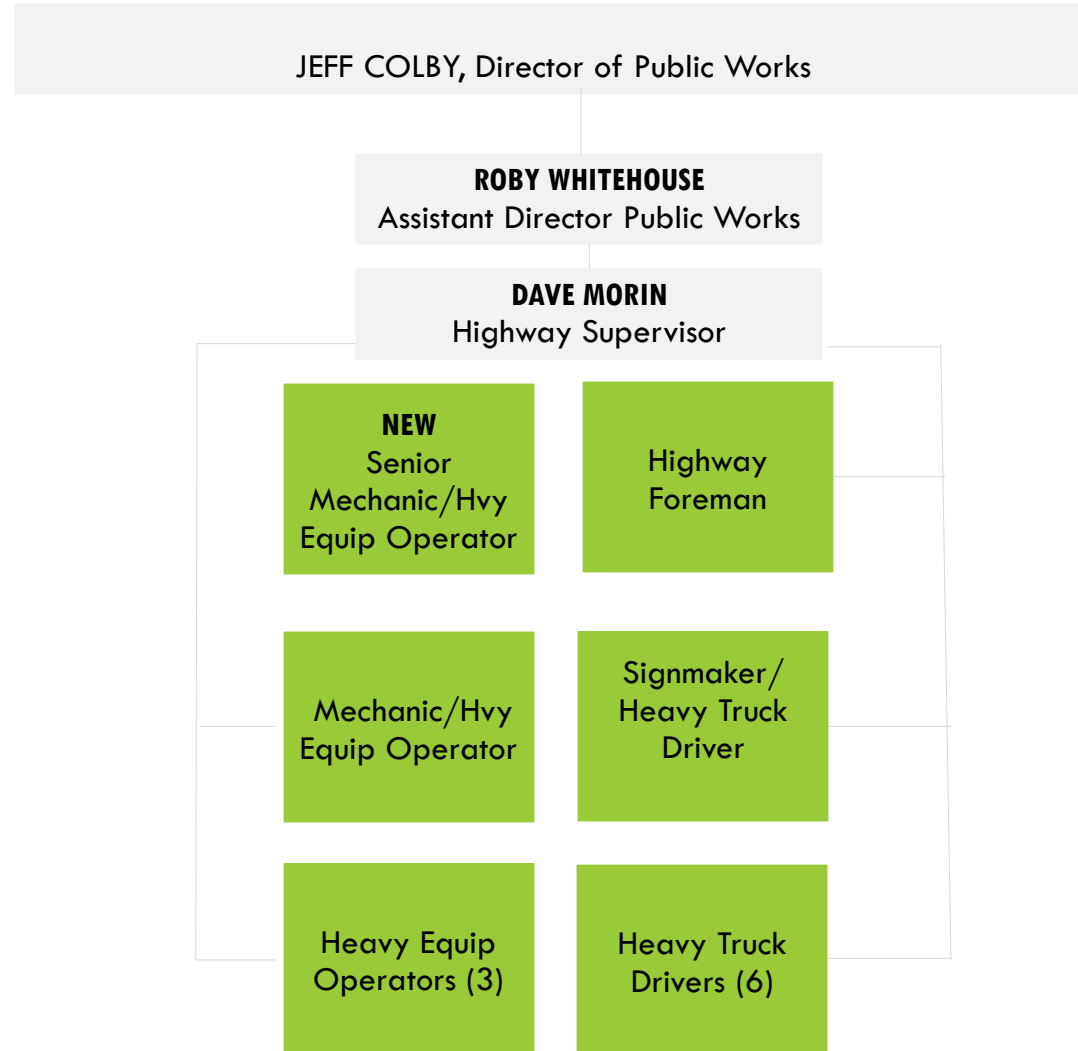
*Ability.* Ability to operate drill press, grinder, torches, saws, and a variety of other hand tools.

#### **Physical Requirements:**

Frequent moderate to strenuous physical effort required to perform function under shop conditions. Frequently required to stoop, bend, squat, and kneel. Frequently required to lift heavy objects, up to 5100 pounds. Eyesight and hearing at or correctable to normal ranges. Ability to distinguish colors.



# HIGHWAY DIVISION ORGANIZATION CHART



MINUTES OF MEETING  
September 14, 2021, 4:00 p.m.  
Yarmouth Town Hall – room B

Members present: Betty-Jane Burkhardt, Chair, Dianne McElroy, Alice Bowen, and Sharon Ladley

Absent: Brian Gardiner

Others present: Sarah O'Reilly, Director of HR, Jane Cain, Director of Library, Jeff Colby Director of Public Works

The meeting was called to order by Chairman Burkhardt at approximately 4:03 p.m.

Roll call was taken.

Agenda items were taken out of order to better accommodate attendees.

Youth Services Supervisor

The request for reclassification for Library Youth Services Supervisor was reviewed. After some discussion, Ms. McElroy made a motion and Ms. Ladley seconded to approve the points. A roll call vote was taken and the members unanimously voted to approve the position of Library Youth Services Supervisor, at a Grade 11, with the following ratings:

<b>Youth Services Supervisor</b>									
<b>Factor #</b>	<b>Degree</b>	<b>Points</b>	<b>Factor #</b>	<b>Degree</b>	<b>Points</b>	<b>Factor #</b>	<b>Degree</b>	<b>Points</b>	
1	4	60	7	3	50	13	XXXX	XXXXXX	
2	3	45	8	1	5		3	XXXXXX	
3	3	50	9	2	15	14A.	1	5	
4	3	30	10	1	5	14B.	1	5	
5	3	20	11	1	5	14C.	2	10	
6	3	60	12	3	15	<b>TOTAL</b>		<b>380</b>	
							<b>GRADE</b>	<b>11</b>	

Circulation Supervisor

The request for reclassification for Library Circulation Supervisor was reviewed. After some discussion, Ms. Bowen made a motion and Ms. Ladley seconded to approve the points. A roll call vote was taken and the members unanimously voted to approve the position of Library Circulation Supervisor, at a Grade 11, with the following ratings:

<b>Circulation Supervisor</b>								
<b>Factor #</b>	<b>Degree</b>	<b>Points</b>	<b>Factor #</b>	<b>Degree</b>	<b>Points</b>	<b>Factor #</b>	<b>Degree</b>	<b>Points</b>
1	4	60	7	3	50	13	XXXX	XXXXXX
2	3	45	8	1	5		3	XXXXXX
3	3	50	9	2	15	14A.	1	5
4	3	30	10	1	5	14B.	1	5
5	3	20	11	1	5	14C.	2	10
6	3	60	12	3	15	<b>TOTAL</b>		<b>380</b>
							<b>GRADE</b>	<b>11</b>

There was discussion regarding the physical skills and physical demands section of the rating manual and it was determined that as the Personnel Board is an advisory board that the Chair would draft a memo to the Town Administrator requesting direction regarding beginning use of the Physical Demands section of the manual.

Ms. Burkhardt shared a job description template that she put together listing all the components of a job description to be provided to those looking to create new job descriptions. It was agreed that this was a tool that would be used going forward.

There was discussion about electing a chair and vice-chair for the Personnel Board. Ms. Burkhardt was nominated to continue as chair and members of the board voted 3-0 to have her continue with another term with Ms. Burkhardt abstaining.

There was discussion about electing a vice-chair and Ms. Ladley and Ms. Bowen were both nominated. Ms. Ladley agreed to accept the nomination and members of the board voted 3-0 in favor of having Ms. Ladley serve as vice chair, with Ms. Ladley abstaining.

The minutes for August 10, 2021 were reviewed. Ms. Ladley made a motion to accept the minutes, seconded by Ms. Bowen. A roll call vote was taken and the minutes were approved, 3-0 with Ms. Ladley abstaining.

The next meeting was confirmed for Tuesday, October 12, 2021 at 4:00pm at Yarmouth Town Hall.

A motion was made by Ms. Bowen to adjourn, seconded by Ms. McElroy and the meeting was adjourned at approximately 5:30 p.m.

Respectfully submitted,

Sarah O'Reilly  
 Director of Human Resources, Town of Yarmouth

SO