

TOWN OF BRANFORD

AND

THE BRANFORD TOWN SUPERVISORS

**Local 818-60,
Council 4, AFSCME**

Expires June 30, 2021

TABLE OF CONTENTS

		<u>PAGE</u>
ARTICLE 1	AGREEMENT	4
	PREAMBLE	4
ARTICLE 2	RECOGNITION	4
ARTICLE 3	MANAGEMENT RIGHTS	5
ARTICLE 4	UNION SECURITY	6
ARTICLE 5	PROBATIONARY PERIOD	7
ARTICLE 6	SENIORITY	7
ARTICLE 7	LAYOFF & RECALL	9
ARTICLE 8	HEALTH & SAFETY	10
ARTICLE 9	JOB VACANCIES	10
ARTICLE 10	WAGES	11
ARTICLE 11	MEAL PERIODS	11
ARTICLE 12	HOLIDAYS	12
ARTICLE 13	VACATIONS	13
ARTICLE 14	SICK LEAVE	14
ARTICLE 15	PERSONAL LEAVE	15
ARTICLE 16	BEREVEMENT LEAVE	15
ARTICLE 17	FAMILY, MEDICAL, MILITARY AND LEAVE OF ABSENCE	16
ARTICLE 18	GRIEVANCE PROCEDURE	16
ARTICLE 19	NO STRIKES	18
ARTICLE 20	DISCHARGE & DISCIPLINE	18
ARTICLE 21	UNION REPRESENTATION	18
ARTICLE 22	PERSONNEL FILES & EVALUATIONS	19
ARTICLE 23	MEDICAL BENEFITS	19
ARTICLE 24	HOURS OF WORK	22
ARTICLE 25	COMPENSATORY TIME OFF IN LIEU OF OVERTIME	22

ARTICLE 26	NO DISCRIMINATION	22
ARTICLE 27	RETIREMENT DISABILITY/FLEX SPENDING	22
ARTICLE 28	MISCELLANEOUS	23
ARTICLE 29	WORKERS COMPENSATION	23
ARTICLE 30	LONGEVITY	24
ARTICLE 31	SEPARABILITY/EFFECT ON LEGISLATION	24
ARTICLE 32	DURATION	25
APPENDIX A	WAGES	
APPENDIX B	MEDICAL BENEFITS	

ARTICLE 1 AGREEMENT

This Agreement entered into by and between the Town of Branford (hereinafter referred to as the "Town") and Local 818-60 of Council 4 AFSCME, AFL-CIO (hereinafter referred to as the "Union").

PREAMBLE

The welfare of the Town of Branford and its employees is dependent upon the quality of service the Town renders the public. Improvements in this service, as well as productivity and efficiency, are promoted by willing cooperation between the Town management and the organization of its employees. An obligation rests upon the management, upon the Union and upon each employee to render honest, efficient and productive service. The spirit of cooperation between the management and the Union, and the employees represented thereby, being essential to efficient operation, all parties will so conduct themselves to promote this spirit.

ARTICLE 2 RECOGNITION

Section 1 – Pursuant to the Certification dated May 24, 2012, the Town recognizes the Union as the sole and exclusive collective bargaining representative of the following employees:

- (a) Full-time Town of Branford supervisory employees in the following classifications: Building Official, Library Director, Assistant Director of Parks and Recreation, Highway Supervisor, Assistant Finance Director, Director of Animal Control Shelter, Assessor, Solid Waste Supervisor, Town Engineer, Town Planner, Director of Senior Center and the Inland Wetlands Environmental Director.

Section 2

- (a) The words "full-time employee" shall refer only to an employee who regularly and customarily is scheduled to work at least 40 hours per week on a year-round basis and who is designated by the Town as a "regular full-time employee"
- (b) The words "part-time employee" shall refer only to an employee who regularly and customarily is scheduled to work less than 40 hours per week on a year-round basis and who is designated by the Town as a "part-time employee". The Town may hire non-bargaining unit part-time employee.

Prior to hiring a part-time non-bargaining unit employee to assist a bargaining unit employee the Town will notify the Union. Part-time employees will not be hired to replace full-time positions in the bargaining unit.

- (c) The Town may hire non-bargaining unit temporary employees. A temporary employee is an employee who is hired to assist a bargaining unit employee with a special project, to replace an employee on leave or vacation, for a period not to exceed one hundred twenty (120) calendar days. A temporary employee shall be informed that he/she is a temporary employee at the time of hire.

ARTICLE 3 MANAGEMENT RIGHTS

No provision of this Agreement will be deemed to limit or curtail the Town in any way in the exercise of the rights, powers and authority which the Town had prior to acquiring an obligation to bargain collectively under the Act; and the Town will continue to retain said rights, powers and authority, whether exercised or not, unless and only to the extent that, the specific provisions of this Agreement explicitly curtail or limit such rights, powers or authority. Accordingly, all management functions, responsibilities and rights, which the Town has not expressly modified or restricted by a specific provision of this Agreement, are retained and vested exclusively in the Town. More specifically, the Town reserves the right in accordance with its sole and exclusive judgment and discretion to establish and administer policies and procedures related to all operations and services of the Town, to reprimand, suspend, discharge or otherwise discipline employees for cause; to hire, promote, transfer, layoff and recall employees to work; to determine the size and composition of the work force, the number of employees, the duties to be performed, and the qualifications required; to direct employees; to schedule and assign work; to determine the hours of employment for its employees; to maintain the efficiency of the employees; to obtain from any source and to contract for materials, services, supplies and equipment, to subcontract work, including work currently performed by members of the bargaining unit, as long as the intent in doing so is not to erode the bargaining unit or to replace any bargaining unit members or positions; to determine hours of operation; to establish, expand, reduce, alter, combine, consolidate or abolish any job classifications, department, operation or service to control and regulate the use of supplies, equipment and other property of the Town; to sell, lease, or otherwise dispose of any of its facilities and/or equipment; to extend, limit, or curtail its operations; to determine the number, location and operation of departments and other units of the Town, to determine and to make or change Town rules, regulations, policies and practices not inconsistent with the terms of this Agreement; and generally to manage the Town and to attain and maintain full operating efficiency and optimum public service, except as expressly modified or restricted by a specific provisions of this Agreement. The enumeration of certain management prerogatives listed above shall not be deemed to exclude other management rights not specifically enumerated above, whether exercised or not.

ARTICLE 4 UNION SECURITY

Section 1

- (a) Agency Shop. During the term of this Agreement and any extension thereof, all present Employees and all new employees by the thirtieth (30th) calendar day after the date of employment by the Town shall, as a condition of continued employment, either (i) tender to the Union an amount equal to the regular monthly dues uniformly required by the Union's Constitution and Bylaws as a condition of retaining membership in the Union in good standing, or (ii) tender to the Union a monthly service fee in an amount set by the Union in accordance with applicable law.
- (b) Check Off. During the term of this Agreement and any extension thereof, the Town will deduct from the first regular bi-weekly paycheck issued to each Employee who authorizes such deduction, such regular monthly membership dues or service fees, and such initiation fees and reinstatement fees as may be fixed by the Union in accordance with applicable law. Such monies are so deducted shall be remitted to the Council 4, AFSCME, AFL-CIO not later than the fifteenth (15th) day of the following month, together with a list of names of Employees from whose wages such deductions have been made.

Section 2 – The Union shall notify the employees and the Town written notice prior to the effective date of any change in the Union dues and /or service fees.

Section 3 – The Town's obligations to make such deductions shall terminate automatically upon termination of the employee who signed the authorization or upon his or her transfer to a job not covered by this Agreement, except that deductions shall be resumed if an employee, terminated by layoff, is rehired during the life of the contract then in existence.

Section 4 – Hold Harmless. The Union shall indemnify and hold the Town harmless against any and all claims, demands, and suits or other forms of liability which may arise or be alleged by reason of any action taken by the Town pursuant to this Article.

Section 5 – The Town shall provide each employee an electronic copy of this Agreement within thirty (30) calendar days after the date of the signing of this Agreement. New employees shall be provided an electronic copy of this Agreement at the time of hire. Two (2) original copies of this Agreement shall be provided to Council 4, AFSCME, AFL-CIO.

ARTICLE 5 PROBATIONARY PERIOD

Section 1 – No employee shall attain seniority under this Agreement until he or she has been continuously on the payroll for a period of one hundred and fifty (150) calendar days. During such period (s)he shall be on a probation and may be laid off, disciplined, or terminated, with or without cause, by the Town in its sole discretion and neither the employee nor the Union shall have recourse to the grievance procedure set forth in this Agreement. Upon completion of his or her probationary period, an employee's seniority shall date back to the original date of employment.

Section 2 – The Town may, in its discretion, extend the probationary period of an employee, for a period of up to thirty (30) calendar days. The Town will notify the Union President if an employee's probationary period is being extended.

Section 3 – An employee who receives a transfer or promotion within the bargaining unit shall be given a probationary period of ninety (90) calendar days. If the employee fails to satisfactorily complete the probationary period, he/she will be returned to his/her former position, or equivalent position.

Section 4 – Days lost from work in excess of a total of five (5) days for any reason during any probationary period shall not be counted as employment for purposes of computing the probationary period.

ARTICLE 6 SENIORITY

Section 1 – Definitions:

(1) Bargaining Unit Seniority: shall be defined as being equal to the length of time an employee has been continuously employed by the Town beginning with his/her last date of hire.

(2) Job Classification Seniority: shall be defined as the employee's length of continuous service with the Town within his/her present job classification beginning with the date and hour on which the employee began to work in such job classification after last being hired.

Section 2 – Accrual of Seniority:

(1) Seniority shall not accrue to probationary employees during the probationary period. However, at the successful completion of the probationary period, the employee's seniority shall be considered to commence from the date first worked after hire.

(2) Seniority shall accrue and not be lost during an employee's vacation.

(3) Seniority shall accrue during a family and medical leave. Seniority shall not accrue during all other leaves of absence or during the period an employee is on layoff.

Section 3 – Loss of Seniority:

An employee's seniority shall be lost when (s)he:

- (1) terminates voluntarily;
- (2) is discharged for cause;
- (3) fails to report to work within fourteen (14) calendar days after receipt of notice of recall directed to his/her last known address;
- (4) fails to report to work upon the termination of a FMLA leave or any other authorized leave of absence;
- (5) takes employment elsewhere during a contractual leave of absence without the express consent of the Town;
- (6) is absent from work for a period of two (2) consecutive work days without proper notification of absence to the Town, unless due to extraordinary circumstances acceptable to the Town;
- (7) if the employee is absent as a result of illness, accident or injury on the job for a period equal to nine (9) months over a rolling twenty-four (24) month period; or
- (8) is laid off in excess of contractual recall rights.

An employee whose seniority is lost for any of the reasons outlined in this paragraph, shall be considered a new employee if (s)he is again employed by the Town. The failure of the Town to rehire such employee shall not be subject to the grievance provisions of this Agreement.

Section 4 – Application:

(1) Bargaining unit seniority shall apply in the computation and determination of eligibility for all benefits where length of service is a factor pursuant to this Agreement.

(2) Classification seniority shall apply in layoffs and recalls and scheduling of vacations.

Section 5 – The Town shall prepare and maintain a seniority list showing Town seniority on or after July 1st of each fiscal year. The Town will provide the seniority to the Union.

ARTICLE 7 LAYOFF AND RECALL

Section 1 – Layoff:

The principle of seniority within job classifications shall apply in all layoffs due to lack of work in accordance with the provisions set forth below:

(1) Probationary employees and temporary employees within the job classification affected shall be the first to be laid off without regard to their individual periods of employment.

(2) If there are no probationary employees or temporary employees to be laid off, then the determinations as to who shall be laid off shall be governed by seniority within the job classification determined by the Town. If, as between two or more employees the factors of skill and ability and past documented work performance are equal, as determined by the Town, then the factor of seniority shall govern.

(3) In the event employees are scheduled to be laid off in one classification and there exists a vacant position(s) in another classification which the employee(s), in the judgment of the Town, has or have the ability to perform, such vacant position(s) shall be offered to employee(s) scheduled to be laid off in accordance with their bargaining unit seniority. In such circumstances, if the employee does not satisfactorily perform in said vacant position, in the judgment of the Town, (s)he shall resume his/her laid off status.

(4) Employees shall receive at least two (2) weeks advance notice prior to a reduction in hours.

Section 2 – Recall:

(1) Full-time employees who are laid off for lack of work shall be given preference in recall for a period not to exceed twelve (12) months.

(2) Such preference of recall shall be offered to full-time employees within their former job classification. If the employees are recalled within the above period after the date of layoff, they shall be reinstated and shall not lose their seniority. However, employees who were in their probationary period at the time of layoff shall be put back to work as a probationary employee.

ARTICLE 8 HEALTH AND SAFETY

Section 1 – Both parties to this Agreement hold themselves responsible for mutual, cooperative enforcement of safety rules and regulations.

The Town is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. The Town will provide employees with protective equipment to be utilized when directed. The Town will maintain safety and health practices consistent with legal requirements. If an employee is ever in doubt about how to safely perform a job, it is the employee's responsibility to ask their direct supervisor or his/her designee for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the direct supervisor or his/her designee. If an employee is injured, a report of accident form must be completed. Further, a Claim for Workers' Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Section 2 – Should an employee complain that his/her work requires him/her to be in unsafe or unhealthy situations, in violation of acceptable safety rules, the matter shall be considered immediately by Representatives of the Town and the Union. If the matter is not adjusted satisfactorily, a grievance may be processed according to the grievance procedure in this Agreement.

ARTICLE 9 JOB VACANCIES

Section 1 – Whenever a vacancy occurs in a bargaining unit position which the Town elects to fill, a notice of such vacancy shall be posted on a bulletin board located in Town Hall in addition to buildings where bargaining unit employees are assigned and remain posted for five (5) consecutive working days. A copy will be given to the Union President. Any employee who wishes to apply for such vacancy shall notify the Human Resources Director or her/his designee in writing within the five (5) working day posting period. The Union President may place into application the name of any employee who is absent from work during the posting period. It is understood, however, that the Town may fill the position immediately and without posting in the event of an emergency. It is further agreed that the determination of an individual's qualifications for the position rests exclusively within the discretion of the Town.

ARTICLE 10 WAGES

The wage schedule is set forth in Appendix A.

Employees on payroll as of ratification and approval and retroactive to July 1, 2017 – 2.5%;

Employees on payroll as of ratification and approval and retroactive to July 1, 2018, if necessary – 2.5%;

July 1, 2019 – 2.5%;

July 1, 2020 – 2.5%.

Employees who fill a vacancy after July 1, 2018 will receive a minimum of: 80% of the applicable job rate upon entering the position; 85% of the job rate after one (1) year in the position; 90% of the job rate after two (2) years in the position; and an employee shall receive 100% of the job rate on the third anniversary of his/her start date in the position. However, the First Selectman, in his discretion, can deviate from the minimum progression by providing an employee with a greater percentage of the job rate at any time prior to being in the position for three (3) years. The amount received by an employee based upon a percentage of the job rate, as set forth above, will change when a general wage increase is applied to the applicable job rate.

ARTICLE 11 MEAL PERIODS

Section 1 – The Town will determine the time and length of employees unpaid meal period.

Section 2 – The Town agrees to provide a meal allowance for the Highway Supervisor only for emergency work performed outside of his/her regular working hours and only when the Highway Supervisor needs to take a meal break with the permission of the Director of Public Works for breakfast, lunch, or dinner.

- Up to \$5.00 will be provided for breakfast;
- Up to \$10.00 will be provided for lunch;
- Up to \$15.00 will be provided for dinner.
- Original receipts must be provided in order to be reimbursed for meals.

ARTICLE 12 HOLIDAYS

Section 1 – The Town provides all bargaining unit employees with holiday pay for the following holidays:

- * New Year's Day
- * Martin Luther King Day
- * President's Day
- * Good Friday
- * Memorial Day
- * Independence Day
- * Labor Day
- * Columbus Day
- * Veterans Day
- * Thanksgiving Day
- * Day after Thanksgiving Day
- * Christmas Eve Day (1/2 day)
- * Christmas
- * New Years' Eve Day (1/2 day)

Section 2 – To be eligible for holiday pay, an employee must work or be on paid leave status on the work day immediately preceding and immediately following the holiday. If an employee uses a sick day on the scheduled work day immediately preceding or immediately following a holiday, the Town may require the employee to provide a doctor's note.

Section 3 – Holidays falling on a Saturday will be observed on a Friday. Holidays falling on a Sunday will be observed on a Monday.

Section 4 – A holiday observed during an employee's approved vacation period shall not be deducted from his/her vacation time.

Section 5 – The Director of the Animal Control Shelter shall celebrate Easter Sunday instead of Good Friday and shall be given a day off on the actual day of the week that Christmas Eve, Christmas Day, and New Year's Day fall on the calendar. Furthermore, the Director shall only work a half-day on the actual day of the week that Christmas Eve and New Year's Eve fall on the calendar.

ARTICLE 13 VACATIONS

Section 1 – Newly hired full-time employees shall earn 1.5 days per month up to a maximum of fifteen (15) days. On the July 1st following the employee's first anniversary date of hire, he/she shall be credited with fifteen (15) days of vacation. Earned Vacation days may not be taken during the first ninety (90) calendar days of employment.

Section 2 – On July 1st following the employee's fifth (5th) anniversary date of hire shall be entitled to vacation of twenty (20) days annually.

Section 3 – Earned vacation will be paid out upon separation of employment.

Section 4 – The minimum vacation leave shall be one-half (1/2) of the employee's normal work day.

Section 5 – If an employee wishes to be paid a vacation advance, (s)he must notify the Human Resources Director, in writing, at least ten (10) business days prior to the last work day prior to beginning vacation leave.

Section 6 – All requests for vacation must be in writing and approved by the First Selectman or his designee.

Section 7 – The First Selectman or his designee will determine the annual vacation schedule, taking into consideration the business needs and work demands of the department as well as the desire of employees for specific vacation leave. A conflict in scheduling vacation leave among multiple employees will be resolved by the First Selectman or his designee.

Section 8 – Vacation time may be used by employees in addition to, or in lieu of sick leave, with the approval of the First Selectman or Human Resources Director.

Section 9 – An employee who becomes ill while on vacation may charge such illness time to sick leave rather than vacation. If the illness exceeds three (3) normal work days, the employee must contact the First Selectman or his designee or the Town Human Resources Department to report the illness and the intention of utilizing sick leave.

Section 10 – Employees must take a minimum of ten (10) vacation days each fiscal year. Any carryover of any of these ten (10) vacation days must be due to special circumstances and must be approved in the discretion of the First Selectman or the Human Resource Director. Further, any approved carryover must be taken within two (2) months of the new fiscal year by August 31st. Any earned vacation over ten (10) days may be carried over to a maximum accumulation of twenty (25) days.

ARTICLE 14 SICK LEAVE

Section 1 – Full-time employees shall be entitled to paid sick leave days per year, at their regular rate of pay.

Section 2 – Employees can accrue one (1) sick day per month up to a maximum of twelve (12) days per year.

Section 3 – To be eligible for benefits under this article, an employee who is absent due to illness or injury must notify the Town at least one (1) hour before the start of his/her shift.

Section 4 – The Town may request a doctor's certificate from the employee's physician for an absence(s) if the Town suspects sick leave abuse or prior to an employee's return to work to determine whether the employee can perform the essential functions of his/her position, with or without a reasonable accommodation. The Town shall not make this decision in an arbitrary and capricious manner.

Section 5 – An employee absent on sick leave shall be required to call the Town daily for the period of such absence and inform the Town of his/her condition and expected date of return.

Section 6 – Employee can accumulate up to seventy (70) sick days. Employees must have fifty (50) accrued sick days for a period of one (1) year prior to retirement in accordance with CMERS to be paid out a total of twelve (12) accrued sick days. Employees hired after November 12, 2014, will not be eligible for a payout of accrued sick days.

Section 7 – Sick days may be used by an employee under the following circumstances:

(A) For (i) an employee's illness, injury or health condition, (ii) the medical diagnosis, care or treatment of an employee's mental illness or physical illness, injury or health condition, or (iii) preventative medical care for an employee;

(B) For (i) an employee's child's or spouse's illness, injury or health condition, (ii) the medical diagnosis, care or treatment of an employee's child's or spouse's mental or physical illness, injury or health condition, or (iii) preventative medical care for a child or spouse of an employee; and

(C) Where an employee is a victim of family violence or sexual assault (i) for medical care or psychological or other counseling for physical or psychological injury or disability, (ii) to obtain services from a victim services organization, (iii) to relocate due to such family violence or sexual assault, or (iv) to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Section 8

If an employee's need to use paid sick leave is foreseeable, the Town requires advance notice, not to exceed seven (7) days prior to the date such leave is to begin, of the intention to use such leave. If an employee's need for such leave is not foreseeable, the Town may require an employee to give notice of such intention as soon as practicable. If such leave is permitted under Section (1) or Section (2) described above, documentation signed by a health care provider who is treating the employee or the employee's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation. If such leave is permitted under Section (3) described above, a court record or documentation signed by the employee or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the employee shall be considered reasonable documentation.

Section 9

Abuse of sick leave or false sick leave claims may subject the employee to disciplinary action, up to and including termination of employment.

ARTICLE 15 PERSONAL DAYS

Full-time non-probationary employees shall be allowed to take up to two (2) personal days per fiscal year. Further, the Town will provide full-time non-probationary employees two (2) additional personal days annually in return for a reduction of two (2) sick days annually from the number of sick days set forth in Article 14. Advance notice of forty-eight (48) hours must be provided to the First Selectman, the Human Resource Director or the Department Head prior to taking personal time unless such notice cannot be given due to an emergency.

ARTICLE 16 BEREAVEMENT

Full-time employees shall be granted up to but not exceeding three (3) days of leave as compensation for actual work days lost during the three (3) days following the death of an immediate family member as hereinafter defined. For the purposes of this Article, "immediate family" shall mean an employee's spouse, children, parent, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law or individuals who reside in the employee's residence. If the service/burial is out of state, a full-time employee shall be granted up to but not exceeding four (4) days of leave as compensation for actual work days lost during the four (4) days following the death of an immediate family member.

Full-time employees shall be granted up to one (1) day of leave as compensation for actual work days lost during the day following the death of a grandparent, aunt, uncle, niece or nephew.

A full-time employee shall be paid at his/her regular straight-time base hourly rate, not to exceed eight (8) hours. Full-time employees shall only be paid for scheduled work days.

Employees taking funeral leave may be required to provide proof of death prior to receiving compensation for funeral leave.

ARTICLE 17

FAMILY, MEDICAL, MILITARY AND LEAVE OF ABSENCE

Section 1 – Family and Medical Leave (FMLA) – The Town will comply with the terms of the Federal Family and Medical Leave Act.

Section 2 – Military Leave – Military Leave shall be granted to employees according to applicable law.

Section 3 – Jury Duty – Leave for Jury Duty shall be granted to employees according to applicable law.

Section 4 – Leave of Absence – If requested in writing, the Town may grant an unpaid leave of absence in its sole discretion.

ARTICLE 18

GRIEVANCE PROCEDURE

Section 1 – A grievance is defined as an allegation by the Union or by any employee, or by the Town that an express provision of this Agreement has been violated. All grievances shall be in writing, as set forth in Section 2.

Section 2 – All grievances must be filed and processed in accordance with the following exclusive procedures.

- (a) A grievance shall be presented in writing to the Human Resource Director or his/her designee, within five (5) work days of the alleged grievance, or within five (5) work days after the event reasonably should have been known. The grievance shall set forth a brief description of the dispute and the section or sections of this Agreement claimed to have been violated. A meeting will be held within ten (10) work days with the Human Resource Director to discuss the grievance. An answer to the grievance shall be provided within seven (7) work days after presentation of the grievance.

- (b) If the grievance is not settled under Section (a), it shall be presented to the First Selectman or his designee within five (5) work days of the Human Resource Director's answer. A meeting will be held within ten (10) work days with the First Selectman or his designee. The First Selectman or his designee shall answer in writing within seven (7) work days thereafter.
- (c) If the Union is not satisfied with the response of the First Selectman or his designee, it may file an appeal to the Board of Mediation and Arbitration within ten (10) work days of the date the decision of the First Selectman or its designee was due.

Section 3 – Any grievance not first presented within the time periods set forth above shall be deemed waived and shall not be subject to the grievance procedure as set forth above. A grievance not timely appealed in accordance with the time limits above, shall be deemed resolved according to the last disposition of the matter, unless the parties agree to waive the time limits in writing.

Section 4 – If the Town believes that an employee, or the Union, has violated any provisions of this Agreement, the Town may present a written grievance to the Union within ten (10) calendar days of the occurrence. The parties shall meet within five (5) calendar days in an effort to resolve the grievance.

Section 5 – The grievance procedure provided for herein shall constitute the sole and exclusive method for adjustments and settlement between the parties of any and all grievances.

Section 6 – It is the function of the arbitrator to interpret the Agreement. S(h)e shall make and issue decisions only regarding matters expressly submitted to her/him within the written terms of this Agreement. Her/His decision or award, not inconsistent with the terms of this Agreement, shall be final and binding upon the parties hereto. The arbitrator has no authority or power to add to, subtract from, disregard, or alter any of the written terms of this Agreement. The arbitrator's power and authority shall be limited to the application and interpretation of this Agreement as applied to the subject of the particular involved.

Section 7 – The arbitrator shall have the authority to order or deny reinstatement of an employee with or without back pay. In the event there is an award of any back pay, any earnings by the employee during this period of unemployment (including any unemployment insurance) shall be offset and deducted from this award. Employees who have been discharged shall have the duty to seek work so as to mitigate the claims of back wages. Their failure to do so shall be considered by the arbitrator.

Section 8 – The cost of the arbitration, which shall include the fees and expenses of the arbitrator, if any, and the cost of the transcript, if the parties mutually agreed to order one, shall be borne equally by the parties. Each party shall pay any fees and wages of its own

representatives and witnesses for time lost, and the cost of the transcript where there is no mutual agreement to order it. However, one (1) officer of the Union and one (1) grievant may attend arbitration with no loss of wages.

Section 9 – No individual workers may initiate any arbitration proceeding or move to confirm or vacate an award.

Section 10 – For purposes of this Article, a “working day” shall be defined as a day in which the Branford Town Hall is open for regular business.

ARTICLE 19 NO STRIKES

Section 1 – During the life of this Agreement or any extension thereof, the Union, on behalf of its officers, agents and members, agrees that so long as this Agreement or any extension thereof is in effect, there shall be no strikes, slowdowns, walkouts, sit-downs, sit-ins, picketing, leafleting, work stoppage, boycotts or any activities which interfere, directly or indirectly, with the Town’s operations.

Section 2 – The Town agrees that it will not lock out employees during the life of this Agreement or any extension thereof.

ARTICLE 20 DISCHARGE AND DISCIPLINE

Section 1 – The Town shall have the right to maintain discipline and efficiency of its operations. It shall have the right to discharge, suspend or discipline an employee for just cause.

Section 2 – Notice of discharge or suspension shall be given in writing to the employee and a copy thereof shall be given to the Union President.

ARTICLE 21 UNION REPRESENTATION

Section 1 – The Town recognizes and will deal with a total of four (4) designated officers and stewards of the Union in all matters relating to grievances and interpretations of this Agreement. The Town agrees to meet with the designated officers and stewards to address the above.

Section 2 – A written list of officers, negotiating committee members and Union stewards shall be furnished to the Town immediately after their designation and the Union shall notify the Town promptly of any change.

Section 3 – Four (4) members of the Union designated as the negotiating committee shall suffer no loss of pay for time spent in contract negotiations.

Section 4 – Upon giving the Town prior notice, a duly authorized representative of the Union shall have access to a room designated by the Town during normal business hours to confer with authorized representatives of the Town or union members for purposes of contract administration. Such visits shall take place during the employee's break time and shall not interfere with the operation of the Town. The Town may require the Union to give it twenty-four (24) hours prior notice for access by Union representatives.

ARTICLE 22 PERSONNEL FILES AND EVALUATIONS

An employee may review and copy his/her personnel file and all evaluation forms upon the employee's written request.

ARTICLE 23 MEDICAL BENEFITS

Section 1 – Following thirty (30) calendar days of employment the Town shall make available to its full-time employees and their dependents Medical and Prescription Drug coverage and Dental coverage (hereinafter referred to as "health insurance plan(s)") as defined in Appendix B. The medical coverage shall include: Preventive Care, Medical Office Visits, Allergy Service, Diagnostic Lab and X-ray, Rehabilitative Therapy, Hospitalization, Surgery, Emergency and Urgent Care, Home Health Care, Ambulance, Durable Medical Equipment, Skilled Nursing, Prosthetics, Generic and Brand drugs.

The dental component of the health plan has a deductible of \$25/\$75 which is applied to all three categories, Diagnostic and Preventive Services, Basic Services and Major Services. Diagnostic and Preventive Services, as well as Basic Services will be covered at 80%. Major Services are covered at 50%. There is a \$1,000 per member maximum per year.

All eligible employees and dependents will have the choice of enrolling in the following medical options: Century Preferred \$25 Co-Pay Plan or a \$1,500/\$3,000 deductible HDHP as of November 12, 2014. The Town will contribute each applicable plan year \$625 to an employee's account with single coverage and \$1,750 to an employee's account with single plus one or family coverage. Effective September 13, 2018, employees who are not covered by the \$1,500/\$3,000 HDHP and who choose to be covered by the Century Preferred \$25 Co-Pay Plan, rather than the \$1,500/\$3,000 HDHP, will have to "buy up" by paying the difference in the Town's cost associated with the \$1,500/\$3,000 HDHP, including applicable deductible funding, and the total cost of the Century Preferred \$25 Co-Pay Plan. Employees who choose to be covered by the HDHP, but legally cannot have a HSA, will be covered by an IRS approved Health

Reimbursement Arrangement ("HRA"), meaning they will be reimbursed up to \$625 to an employee's account with single coverage and \$1,750 of the applicable deductible for out-of-pocket medical expenses incurred when utilizing the HDHP.

Effective July 1, 2019, a \$2,000/\$4,000 HDHP will be implemented and will replace the \$1,500/\$3,000 HDHP. Employees who choose to be covered by the Century Preferred \$25 Co-Pay Plan will have to "buy up" by paying the difference in the Town's cost associated with the \$2,000/\$4,000 HDHP, including applicable deductible funding, and the total cost of the Century Preferred \$25 Co-Pay Plan. Effective July 1, 2019, the Town will contribute 50% of the applicable deductible to the employee's HSA for either single coverage or single plus one or family coverage in July of each fiscal year. Employees must be enrolled in the HDHP for the entire plan year. The Town's contribution towards the applicable deductible for new employees who select the HDHP will be prorated based upon the month in which the employee begins employment. Employees who choose to be covered by the HDHP, but legally cannot have a HSA, will be covered by an IRS approved Health Reimbursement Arrangement ("HRA"), meaning they will be reimbursed up to 50% of the applicable deductible for out-of-pocket medical expenses incurred when utilizing the HDHP.

The Town of Branford shall provide medical, prescription drug and dental benefits, as described above, through alternative carriers or through self-insurance, as long as benefits are provided on a reasonably equivalent basis. All references to specific vendors will be made generic. Employees will be notified of any change in carrier or plan administration thirty (30) days prior to said change or as soon as practicable.

Section 2 – All members of the bargaining unit shall contribute, by authorized payroll deduction, to the premium cost of the health insurance plans, according to the following schedule. Such contributions will be deducted by the Town on a pre-tax basis.

- a. Effective July 1, 2017, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

HDHP	11%
Century Preferred	18%

- b. Effective July 1, 2018, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

HDHP	12%
Century Preferred	Buy-up

- c. Effective July 1, 2019, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

HDHP	13%
Century Preferred	Buy-up

- d. Effective July 1, 2020, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

HDHP	14%
Century Preferred	Buy-up

Section 3 – Life Insurance is provided to all employees after three (3) months of service in the amount of \$70,000.

Section 4 – Employees may elect to waive, in writing, the health insurance coverage provided above and in lieu thereof may receive an annual payment from the Town of \$1,000 for waiving coverage for each fiscal year during which the employee continues to elect not to participate in such coverage. Such payment will be issued in equal payments of \$500 in December and June of each fiscal year, and will be subject to normal employment tax withholding and deductions. To receive such payment, an eligible employee must complete and submit a form provided by the Town no later than June 1 of each fiscal year indicating his/her intent not to participate in the Town-provided insurance coverage. Further, such employees must present evidence to the Town that they are covered under another insurance program.

Employees may elect to resume health insurance coverage due to the occurrence of one of the following conditions for which documentation and a request for reinstatement must be submitted to the Human Resource Director in writing:

1. Involuntary termination of the alternative health benefits plan coverage;
2. Ineligibility of the employee and/or dependent(s) under the alternative plan;
3. The employee acquires a new dependent through marriage, birth or adoption and the new dependent is not covered by the alternative plan;
4. Coverage under the alternative plan is substantially reduced or the cost of the plan to the employee substantially increases. Upon receipt of such request and documentation, insurance coverage provided by the Town shall be reinstated as soon as possible, including waiting periods, which may be prescribed by the applicable plan. Employees who are reinstated to insurance coverage provided by the Town shall reimburse, the Town, by payroll deduction the prorata share of any waiver payment made; or
5. The open enrollment period.

ARTICLE 24 HOURS OF WORK

Full-time employees will be scheduled to work forty (40) hours per week. Work schedules shall not be changed by the Town without at least one (1) week advance notice to the employees affected by the change.

ARTICLE 25 COMPENSATORY TIME OFF IN LIEU OF OVERTIME

In lieu of overtime pay after forty (40) hours worked in a workweek, the positions of Assistant Director of Parks and Recreation, Assistant Finance Director, Highway Supervisor and the Solid Waste Supervisor shall receive compensatory time off in the amount of one and one-half (1 ½) hours for each hour worked beyond forty (40) hours. Sick time is not included in the calculation of forty (40) hours worked in a workweek. Compensatory time off must be taken within eight (8) weeks of being accrued at a time that is approved by the employee's Department Head. If the time is not able to be taken within eight (8) weeks of being accrued, or an extended period of time determined by the First Selectman or his designee, the employee shall be paid in accordance with wage and hour law based upon his/her hourly rate at the time compensatory time was earned.

ARTICLE 26 NO DISCRIMINATION

Section 1 – Neither the Town nor the Union shall discriminate in terms of employment or membership, respectively, on the basis of race, color, national origin, religion, sex, age, marital status, union affiliation, sexual orientation or disability. An alleged violation of this Article shall be filed in accordance with the grievance procedure but may not be processed to arbitration.

Section 2 – The Town will not interfere with, restrain or coerce the employees covered by this Agreement because of membership in, or activity on behalf of, the Union. The Town will not discriminate in respect to hire, tenure of employment or any term or condition of employment against any employee covered by this Agreement because of membership in or activity on behalf of, the Union, nor will it discourage or attempt to discourage membership in the Union or attempt to encourage membership in another Union.

ARTICLE 27 RETIREMENT/DISABILITY/FLEX SPENDING

Section 1 – Full-time employees are eligible to participate in the Connecticut Municipal Employee Retirement System ("CMERS").

Section 2 – Full-time employees may voluntarily participate in any other retirement, disability coverage or tax deferred savings plans provided in the discretion of the Town for as long as the Town provides the plan and the full-time employee is eligible to participate in accordance with the plan document.

ARTICLE 28 MISCELLANEOUS

Section 1 – The Town will designate a tree warden either in or out of the bargaining unit. If an employee in the bargaining unit is designated as the tree warden (s)he will receive a stipend of \$100 per week.

Section 2 – Town policies and procedures are set forth in the Employee Policy Manual. However, a policy or procedure set forth in this Agreement will supersede any conflicting policy or procedure set forth in the Employee Policy Manual.

ARTICLE 29 WORKERS COMPENSATION

Section 1 – An employee injured or disabled in the performance of his/her duties who qualified under the Workers' Compensation Act and its most recent amendments for benefits is entitled to the difference between compensation benefit and his normal daily wage as set forth in Section 2.

Section 2 – Provided, however, that the Town's responsibility for benefits in Section 1 shall commence after the employee's workers' compensation claim has been accepted and shall continue until the employee reaches maximum medical improvement or, based upon a physician's examination which may be subject to an Independent Medical Examination, a determination is made that as a result of the employee's injury, the employee will never be able to perform the essential functions of his/her position; however, the period of time that the Town will supplement workers' compensation payments shall not exceed nine (9) months over a rolling twenty-four (24) month period. The Town shall be entitled to reimbursement for any payment made under this Section should the employee have recourse against a third party in accordance with the procedures contained in the Workers' Compensation Law. It is understood that at any time during the nine (9) month period, if it is determined that the employee will not ever be able to return to full duty, his/her employment will be separated.

Section 3 – Such disabled employee shall be entitled to all other provisions of the Workers' Compensation Act including medical, surgical, pharmaceutical and hospital care, if he qualifies for Workers' Compensation.

Section 4 – Any employee, at the Town's discretion, shall have an examination by a physician, selected by the Town certifying the employee's ability to perform his duties.

Section 5 – Any employee suffering any illness or injury on the job must immediately report same to the First Selectman or his designee.

Section 6 – Both the employee and the Town recognize and agree that the purpose of Workers' Compensation and other Town-funded or governmental-funded disability programs are to maintain an employee during a period of job-connected disability. It is intended by both parties that under no circumstances would a disabled employee's daily wages ever exceed the daily wage of a similar employee with the same position on active service. Therefore, it is recognized that while the Town obliges itself to so equal a disabled employee's daily wage, that contribution is offset by Workers' Compensation, Town paid disability insurance (if any), light duty payments, Social Security payments, and any other form or program not paid for by the individual.

ARTICLE 30 LONGEVITY

Section 1 – Effective December 1, 2014, full-time employees shall be paid longevity pay based upon the following schedule:

<u>Length of Service</u>	<u>Amount</u>
5 to 9 years of continuous service	\$250.00
10 years to 14 years of continuous service	\$500.00
15 years to 19 years of continuous service	\$750.00
20 years or more of continuous service	\$1,000.00

December 1 in any year shall be used to determine an employee's length of service and payment under this provision shall be made by the Town during the month of December.

Employees hired after November 12, 2014 will not be entitled to receive longevity payments.

ARTICLE 31 SEPARABILITY/EFFECT OF LEGISLATION

It is understood and agreed that all Agreements herein are subject to all applicable laws now or hereafter in effect, and to the lawful regulations, rulings and orders of regulatory commissions of agencies having jurisdiction. If any provision of this Agreement is held to be in contravention of any existing or subsequently enacted laws or regulations of the United States or of the State of Connecticut, such provision shall be null and void and the


parties shall meet to negotiate a revised provision in compliance with law, but all other provisions of this Agreement shall continue in full force and effect.

ARTICLE 32 DURATION

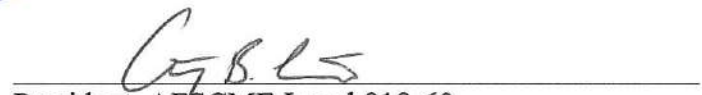
Section 1 – This Agreement shall be effective upon execution and shall remain in full force and effect until June 30, 2021, and from year to year thereafter unless the Union gives the other party written notice by registered or certified mail of its desire to terminate or modify the same in accordance with Municipal Employees Relations Act.

Section 2 – Total Agreement – This working Agreement contains the full and complete agreement between the Town and the Union on all bargainable issues.

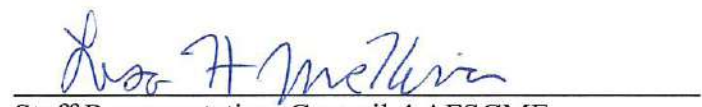
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and deals by their duly authorized officers and representatives this as of the day and year first above written.


James Cosgrove, First Selectman


Date


President, AFSCME Local 818-60


Date


Staff Representative, Council 4 AFSCME


Date

APPENDIX A WAGES

JOB TITLE	2016/2017 ANNUAL SALARY	2017/2018 ANNUAL SALARY	2018/2019 ANNUAL SALARY	2019/2020 ANNUAL SALARY	2020/2021 ANNUAL SALARY
Highway Supervisor	\$ 65,457.00	\$ 67,093.43	\$ 68,770.76	\$ 70,490.03	\$ 72,252.28
Director Animal Control Shelter	\$ 59,848.00	\$ 61,344.20	\$ 62,877.81	\$ 64,449.75	\$ 66,060.99
Building Official	\$ 83,234.00	\$ 85,314.85	\$ 87,447.72	\$ 89,633.91	\$ 91,874.76
Town Planner	\$ 103,970.00	\$ 106,569.25	\$ 109,233.48	\$ 111,964.32	\$ 114,763.43
Assistant Director Park and Recreation	\$ 64,976.00	\$ 66,600.40	\$ 68,265.41	\$ 69,972.05	\$ 71,721.35
Assistant Finance Director	\$ 86,471.00	\$ 88,632.78	\$ 90,848.59	\$ 93,119.81	\$ 95,447.80
Solid Waste Supervisor	\$ 62,743.00	\$ 64,311.58	\$ 65,919.36	\$ 67,567.35	\$ 69,256.53
Assessor	\$ 85,733.00	\$ 87,876.33	\$ 90,073.23	\$ 92,325.06	\$ 94,633.19
Library Director	\$ 82,347.00	\$ 84,405.68	\$ 86,515.82	\$ 88,678.71	\$ 90,895.68
Town Engineer	\$ 107,971.00	\$ 110,670.28	\$ 113,437.03	\$ 116,272.96	\$ 119,179.78
Director of Senior Center	\$ 87,369.00	\$ 89,553.23	\$ 91,792.06	\$ 94,086.86	\$ 96,439.03
Inland Wetlands Environmental Director	\$ 68,760.00	\$ 70,479.00	\$ 72,240.98	\$ 74,047.00	\$ 75,898.17

*New hires will receive a minimum of 80% of the applicable job rate upon entering the position; 85% of the job rate after one (1) year in the position; 90% of the job rate after two (2) years in the position; and 100% of the job rate after three (3) years in the position. However, the First Selectman, in his desecration, can deviate from the minimum progression by providing an employee with a greater percentage of the job rate prior to being in the position for three (3) years.

Town of Branford AFSME Supervisors APPENDIX B

This is a brief summary of the benefits covered under the Lumenos plan. It is not intended to be a complete list of benefits

Option III OV \$25; HI Cost Diagnostic \$75; ER \$100; OP \$150 \$500 IP; UC \$75				Option V \$1,500/\$3,000			
Includes Health Care Reform Mandates Preventive Care covered 100%				LUMENOS HEALTH SAVINGS ACCOUNT			
COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:		COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:	
Annual Deductible (individual/2-member family/3+ member family)		\$400/\$800/\$1,000		Annual Deductible (single/family)		\$1,500 / \$3,000	
Coinurance	Not Applicable	30% after deductible		Coinurance	Not applicable		20%
Coinurance Maximum (individual/2-member family/3+ member family)		\$2,400/\$4,800/\$7,200		Out of Pocket Plan Year Maximum (single/family)	\$1,500 / \$3,000	\$4,000/\$8,000	
Cost Share Maximum (deductible + Coinurance share maximum)		\$2,800/\$3,600/\$8,200		Lifetime Maximum	Unlimited	Unlimited	
Office Visit Copayment	\$25 per visit	Deductible & Coinurance		PREVENTIVE CARE			
Hospital Copayment	\$500 per admission	Deductible & Coinurance		Well child care	No cost share		Deductible & Coinurance
Urgent Care Copayment	\$75	Not Covered		Adult Physical examinations	No cost share		Deductible & Coinurance
Emergency Room Copayment – waived if admitted	\$100	\$100		Other Preventive Screenings:			
Outpatient Surgery Copayment	\$150	Deductible & Coinurance		Routine gynecological care: pap smear & pelvic exam	No cost share		Deductible & Coinurance
Lifetime Maximum	Unlimited	Unlimited		Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share		Deductible & Coinurance
PREVENTIVE CARE				Routine Hearing & Vision screening	No cost share		Deductible & Coinurance
Well Child Care (including immunizations)				Immunizations and Vaccinations (other than those needed for travel)	No cost share		Deductible & Coinurance
♦ 6 exams, birth to age 1	No Copayment	Deductible & Coinurance		HOSPITAL SERVICES			
♦ 6 exams, ages 1 - 5				All Inpatient Admissions	Deductible		Deductible & Coinurance
♦ 1 exam every 2 years, ages 6 - 10				Specialty Hospital – (Rehab) 100 days per member per Calendar Year –additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible		Deductible & Coinurance
♦ 1 exam every year, ages 11 - 21				Outpatient Surgery in a licensed ambulatory surgical center	Deductible		Deductible & Coinurance

Adult Exams; ♦ STANDARD HCR ADULT PREVENTIVE CARE AGE 22+ 1 EXAM PER YEAR	No Copayment	DIAGNOSTIC SERVICES		
		Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
Periodic, routine health examinations Routine eye exams (1 exam every 2 years)	No Copayment \$25 per visit	THERAPY SERVICES		
		High Cost Diagnostic Tests	Deductible	Deductible & Coinsurance
Periodic, routine health examinations Routine eye exams (1 exam every 2 years)	No Copayment \$25 per visit	Outpatient Rehabilitation Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 30 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.		
		MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
Routine OB/GYN visits (1 visit per Calendar Year) Mammography (1 exam every calendar year)	No Copayment No Copayment	Medical Emergency/Urgent Care Services Emergency Room Treatment Emergency cost share waived if the Member is admitted directly to the Hospital from the emergency room		
		Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Hearing screening	No Copayment	Allergy Injections – Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
		PHYSICIAN MEDICAL/SURGICAL SERVICES Medical Office Visits	Deductible	Deductible & Coinsurance
MEDICAL CARE Office visits	\$25 per visit \$25 per visit	PHYSICIAN MEDICAL/SURGICAL SERVICES Medical Office Visits		
		Ambulance- Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible & Coinsurance
Outpatient mental health & substance abuse - prior authorization required after the 40 th visit OB/GYN care	\$25 per visit \$25 per visit	MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES Services of a Physician or Surgeon (Other than a medical office visit)		
		Maternity care – initial visit subject to copayment, no charge thereafter	Deductible	Deductible & Coinsurance
Diagnostic lab and x-ray High-cost outpatient diagnostic – prior authorization required	No Charge	MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES Services of a Physician or Surgeon (Other than a medical office visit)		
		Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance

<i>The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans</i>	\$75 per visit		Outpatient Treatment for Mental Health Care and Substance Abuse Care	Deductible	Deductible & Coinsurance
Allergy services <i>Office visits/testing</i>	\$25 per visit		Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
<i>Injections—80 visits in 3 years</i>	\$25 per visit		Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or a Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
HOSPITAL CARE – Prior authorization required					
Semi-private room <i>(General/Medical/Surgical/Maternity)</i>	\$500 per admission				
Inpatient mental health & substance abuse	\$500 per admission				
Skilled nursing facility – up to 120 days per calendar year	\$500 per admission				
Rehabilitative services – up to 60 days per person per calendar year	No Charge				
Outpatient surgery – in a hospital or surgi-center	\$150 per visit				
EMERGENCY CARE					
Walk-in centers	\$25 per visit	Deductible & Coinsurance			
Urgent care – at participating centers only	\$75	Not Covered			
Emergency care – copayment waived if admitted	\$100	\$150 per visit			
Ambulance	No Charge	No Charge			
OTHER HEALTH CARE					
Outpatient rehabilitative services					
50 visit maximum for Chiro., PT, OT and ST per year.	\$25 per visit				
Durable medical equipment / Prosthetic devices Unlimited maximum per calendar year	Covered	Deductible & Coinsurance			
OTHER MEDICAL SERVICES					
Skilled Nursing Facility					
Up to 120 days per Calendar Year					
Private Duty Nursing					
Limited to \$15,000 per Plan Year					
Immunizations and Vaccinations for Travel					
Prescription drugs – <i>(when purchased from network pharmacy)</i>					
Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.					
Mail Order Prescription Drugs:					

Diabetic supplies & equipment	Covered	The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90 day supply.	Deductible	Deductible & Coinsurance per prescription
Infertility services (State Mandated benefit levels)	Covered			
Home health care	No Charge			
PHARMACY Retail 30 day supply Mail Order 90 days: 2 times Retail				
Tier 1: Generic Drugs	\$5	Diabetic drugs and supplies	Deductible	Deductible & Coinsurance
Tier 2: Listed Brand-Name Drugs	\$20	Human Organ and Tissue Transplant	Deductible	Deductible & Coinsurance
Tier 3: Non-Listed Brand-Name Drugs	\$35	Unlimited Maximum Home health care	Deductible	Deductible & Coinsurance
Annual Maximum per Calendar Year	\$750	Nursing and therapeutic services limited to 200 visits per calendar year	Deductible	Deductible & Coinsurance
		Home health aide services limited to 80 visits that are (applicable to the 200 visits limit)	Deductible	Deductible & Coinsurance
		In the Home Hospice Medical Social Services under the direction of a Physician Up to \$420	Deductible	Deductible & Coinsurance

Rx edits include: age/gender, duplicated therapy; Drug to drug interaction; Step Therapy ; Quantity Limits; Refill too soon

Town of Branford AFSME Supervisors **APPENDIX B1 After Ratification Effective July 1, 2019**
This is a brief summary of the benefits covered under the Lumenos plan. It is not intended to be a complete list of benefits

Option III OV \$25; Hi Cost Diagnostic \$75; ER \$100; OP \$150 \$500 IP; UC \$75 Includes Health Care Reform Mandates Preventive Care covered 100%				Option V \$2,000/\$4,000 LUMENOS HEALTH SAVINGS ACCOUNT			
COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:	COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:		
Annual Deductible (individual/2-member family/3+ member family)	Not Applicable	\$400/\$800/\$1,000	Annual Deductible (single/ family)	Not applicable	\$2,000 / \$4,000		
Coinurance			Coinurance				
Coinurance Maximum (individual/2-member family/3+ member family)			Out of Pocket Plan Year Maximum (single/ family)				
Cost Share Maximum (deductible + Coinsurance share maximum)			Lifetime Maximum				
Office Visit Copayment	\$25 per visit \$500 per admission \$75 \$100	Deductible & Coinsurance Deductible & Coinsurance Not Covered \$100	PREVENTIVE CARE				
Hospital Copayment			Well child care	No cost share	Deductible & Coinsurance		
Urgent Care Copayment			Adult Physical examinations	No cost share	Deductible & Coinsurance		
Emergency Room Copayment – waived if admitted			Other Preventive Screenings:				
Outpatient Surgery Copayment	\$150 Unlimited	Deductible & Coinsurance Unlimited	Routine gynecological care: pap smear & pelvic exam	No cost share		Deductible & Coinsurance	
Lifetime Maximum			Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share	Deductible & Coinsurance		
PREVENTIVE CARE			Routine Hearing & Vision screening	No cost share	Deductible & Coinsurance		
			Well child care	Immunizations and Vaccinations (other than those needed for travel)	No cost share	Deductible & Coinsurance	
Well Child Care (including immunizations)				HOSPITAL SERVICES			
♦ 6 exams, birth to age 1	No Copayment	Deductible & Coinsurance	All Inpatient Admissions	Deductible		Deductible & Coinsurance	
♦ 6 exams, ages 1 - 5			Specialty Hospital – (Rehab)				
♦ 1 exam every 2 years, ages 6 - 10			100 days per member per Calendar Year –additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible	Deductible & Coinsurance		
♦ 1 exam every year, ages 11 - 21			Outpatient Surgery in a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance		
Adult Exams;	DIAGNOSTIC SERVICES						

♦ STANDARD HCR ADULT PREVENTIVE CARE AGE 22+ 1 EXAM PER YEAR	No Copayment		Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
Periodic, routine health examinations	No Copayment		High Cost Diagnostic Tests		
Routine eye exams (1 exam every 2 years)	\$25 per visit		MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
			THERAPY SERVICES		
	No Copayment		Outpatient Rehabilitation		
	\$25 per visit		Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.	Deductible	Deductible & Coinsurance
Routine OB/GYN visits (1 visit per Calendar Year)	No Copayment		Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Mammography (1 exam every calendar year)	No Copayment		Allergy Injections – Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
Hearing screening	No Copayment		MEDICAL EMERGENCY/URGENT CARE SERVICES		
			Emergency Room Treatment	Deductible	Deductible & Coinsurance
MEDICAL CARE			Emergency cost share waived if the Member is admitted directly to the Hospital from the emergency room		
Office visits	\$25 per visit		Ambulance- Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible & Coinsurance
Outpatient mental health & substance abuse - prior authorization required after the 40 th visit	\$25 per visit		PHYSICIAN MEDICAL/SURGICAL SERVICES		
OB/GYN care	\$25 per visit		Medical Office Visits	Deductible	Deductible & Coinsurance
Maternity care – initial visit subject to copayment, no charge thereafter	\$25 per visit		Services of a Physician or Surgeon (Other than a medical office visit)	Deductible	Deductible & Coinsurance
Diagnostic lab and x-ray	No Charge		MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
High-cost outpatient diagnostic – prior authorization required			Outpatient Treatment for Mental Health Care and Substance Abuse Care	Deductible	Deductible & Coinsurance
The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans	\$75 per visit				

Allergy services <i>Office visits/testing</i>		\$25 per visit	Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
	Injections—80 visits in 3 years	\$25 per visit			
HOSPITAL CARE – Prior authorization required			Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or a Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
Semi-private room (General/Medical/Surgical/Maternity)		\$500 per admission			
Inpatient mental health & substance abuse		\$500 per admission	OTHER MEDICAL SERVICES Skilled Nursing Facility	Deductible	Deductible & Coinsurance
Skilled nursing facility – up to 120 days per calendar year		\$500 per admission			
Rehabilitative services – up to 60 days per person per calendar year		No Charge			
Outpatient surgery – in a hospital or surgi-center		\$150 per visit			
EMERGENCY CARE			Private Duty Nursing Limited to \$15,000 per Plan Year	Deductible	Deductible & Coinsurance
Walk-in centers		\$25 per visit			
Urgent care – at participating centers only		\$75	Immunizations and Vaccinations for Travel	Deductible	Deductible & Coinsurance
Emergency care – copayment waived if admitted		\$100			
Ambulance		No Charge	Prescription drugs – (when purchased from network pharmacy)	After Deductible:	Deductible & Coinsurance per prescription
OTHER HEALTH CARE		No Charge			
Outpatient rehabilitative services			Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.	Deductible	Deductible & Coinsurance per prescription
50 visit maximum for Chiro, PT, OT and ST per year.		\$25 per visit			
Durable medical equipment / Prosthetic devices Unlimited maximum per calendar year		Covered	Mail Order Prescription Drugs: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90 day supply.	Deductible	Deductible & Coinsurance per prescription
Diabetic supplies & equipment		Covered			

Infectivity services (State Mandated benefit levels)	Covered	Deductible & Coinsurance			
Home health care	No Charge	Deductible & Coinsurance	Diabetic drugs and supplies	Deductible	Deductible & Coinsurance
PHARMACY Retail 30 day supply Mail Order 90 days: 2 times Retail			Human Organ and Tissue Transplant		
Tier 1: Generic Drugs	\$5	Coinsurance	Unlimited Maximum	Deductible	Deductible & Coinsurance
Tier 2: Listed Brand-Name Drugs	\$20	Coinsurance	Home health care		
Tier 3: Non-Listed Brand-Name Drugs	\$35	Coinsurance	Nursing and therapeutic services limited to 200 visits per calendar year	Deductible	Deductible & Coinsurance
Annual Maximum per Calendar Year	\$750	Coinsurance	Home health aide services limited to 80 visits that are (applicable to the 200 visits limit)	Deductible	Deductible & Coinsurance
	Rx edits include: age/gender; duplicated therapy; Drug to drug Interaction; Step Therapy ; Quantity Limits; Refill too soon		In the Home Hospice Medical Social Services under the direction of a Physician Up to \$420	Deductible	Deductible & Coinsurance

TOWN OF BRANFORD

TOWN PLANNER

Location/Dept:	Town Hall/Planning Department
Reports to:	First Selectman
Position Status:	Full Time, Exempt, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purposes of this position are to plan, organize, conduct and supervise a comprehensive planning and development program for the community including: zoning enforcement and administration, planning, subdivisions, open space, and grants. The Town Planner is responsible to plan, organize, implement comprehensive current and long range planning program and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Manages and supervises planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, or

other plans and codes to meet the Town's needs and any inter-governmental agreements or requirements.

- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the Town and makes recommendations.
- Evaluates land use proposals to insure compliance with applicable Town, State or Federal laws. Approves, signs permits, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
- Supervises and makes field visits to potential development and construction sites and evaluates compliance with regulations and determines if enforcement is warranted.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to permits, maps, blueprints, overlay, and sketches pertinent to community development programs and projects.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of planning groups composed of Town, Regional or State groups.
- Prepares and writes grant application components relating to geographic, maps, site plans, etc.
- Works with Economic Development Coordinator to recruit new businesses and retain businesses in Town.
- Responds to local citizens inquiring about Town planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Assists Town staff in the enforcement of local ordinances and in interpreting Town codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Approves and signs permits, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
- Appears in court to defend or advance the Town's position when necessary
- Prepares specifications for consulting services and oversees, supervises and coordinates consulting services in planning, including the review and updating of the Town's Plan of Conservation and Development.
- Provides staff assistance to and coordinates the activities of appropriate Boards and Commissions or supervises staff that work with boards and commission including the preparation of commission related correspondence, approvals, denials, bond agreements and releases, etc.
- Evaluates environmental information such as coastal reviews and recommends mitigation measures to reduce adverse impacts of development.

- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees.
- Prepares and administers operating budget for department; presents budget to appropriate Boards, First Selectman and RTM. . Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Submits oral and written reports to Town officials and state agencies.
- Attends meetings of the Planning and Zoning Commission.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of the planning regulations and state statutes, familiarity with other applicable land use related codes, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish implementation of planning and zoning regulations.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies.

Supervision Given: Supervises administrative staff person, Zoning Enforcement Officer and Assistant Town Planner, developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master's degree in urban and regional planning, community development or related degree from an accredited college or program and have over seven (7) years of experience in planning or community development and over three (3) years of supervisory experience or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: Valid CT Drivers License. AICP (American Institute of Certified Planners) designation preferred

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of land use management, planning, and zoning enforcement; thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions, land use and development; thorough knowledge of land use boards' and commissions' procedures; knowledge of GIS systems and computer applications appropriate for office; knowledge of labor relations.

Ability: Ability to develop short term and long range comprehensive plans for land use administration; ability to read and interpret site plans, drawings and specifications; ability to perform technical research and analysis in the field of planning, land use and development; ability to administer and coordinate municipal planning department; ability to analyze, interpret and explain complex planning/zoning regulations, ordinances, reports and studies; ability to deal effectively with Town staff and officials, developers, attorneys, and the public; ability to write and administer grants with appropriate staff; ability to work with and provide policy recommendations to boards and commission; ability to multitask ; ability to assign, train, and supervise technical, professional and clerical staff; ability to prepare and administer an operating budget for the department; ability to prepare and present technical and narrative reports in oral and written form.

Skill: Excellent verbal and written communication skills; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; aptitude for working with drawings and development proposals; skill in using the mentioned office equipment; skills associated with the supervision and training of staff

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or developers via telephone and at the counter; frequently required to perform inspections of outdoor development projects which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to inspect complaints from citizens or review progress of developments

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with developers, contractors, property owners, business owners, real estate agents, title searchers, engineers, architects, public utility agencies, Town Attorney, Town

staff, Town Officials from other towns, many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and a high level of patience and resourcefulness to explain regulations to others.

Errors in judgment or omissions could result in delay of services, legal ramifications and potential liability

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Inspect Development Projects		X		
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
TOWN ENGINEER

Location/Dept:	Town Hall
Reports to:	First Selectman
Position Status:	Full Time, Exempt, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purposes of this position are to provide for the professional engineering services of the Town by ensuring technical competence and compliance with all current codes and criteria by review of private developments, design of small public works projects, review and/or design of road and sidewalk programs, supervision of contractors designing and implementing large capital projects, implementation of storm water management programs, flood management programs, serve as engineer to Sewer Authority. The Town Engineer is responsible to plan, organize, implement and supervise the Engineering department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Review plans, drainage calculations, traffic studies, geotechnical reports, and other technical data submitted by developers of subdivisions and other private development projects for conformance with town standards and good engineering practices. Provide technical advice and reports to the Town Planning and Zoning Commission and Inland Wetlands Commission.
- Design and prepare plans, specifications, and bid documents for construction or reconstruction of town infrastructure such as roads, sidewalks, LOCIP funds, park improvements, implementation of storm water management regulations and storm drainage systems. Reviews construction bids and makes necessary recommendations based on lowest responsible bids, competency of vendors and consultants.
- Develop and maintain inventory of infrastructure for Town including records of roads and easements and sanitary sewer systems. Responsible for the preparation of sanitary sewer, water storm drainage and street system maps, data bases and comprehensive plans.
- Supervise engineering, surveying, and other professional consultants working for the town on capital projects.
- Determine applicable codes, regulations and requirements for assigned projects.
- Provides engineering expertise in project management for the construction of municipal

public works projects. Serve as project manager on assigned projects to ensure contractor compliance with time and budget parameters for the project.

- Issue Excavation Permits, sanitary sewer connection permits, reviews utility permits, manage storm water permits and program, administer Call Before You Dig program, and floodplain management program.
- Inspect the construction of public improvements by private developers. Perform limited inspection of private construction projects to ensure compliance, recommend bond reductions and releases, and respond to residents' complaints.
- Supervises the Town GIS system and cooperates with other departments in upgrading the system for maximum utilization.
- Serve as engineering staff to Sewer Authority, overseeing consultant engineers, state and federal regulatory compliance, capital projects, advising on sewer use fee, assisting with review of procedures for sewer connection approvals, etc
- Provide assistance to the public concerning questions, concerns, complaints, and problems, frequently involving road or drainage issues, as well as assistance in locating maps, plans, and other information on file to respond to concerns.
- Assists in the evaluation of transportation and traffic impacts of development proposals. May prepare traffic, utility and other studies and reports. Assists in intersection signal and canalization design. Assists in the development of pavement management systems. Coordinates sidewalk inspection, maintenance and enforcement programs
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Submits oral and written reports to Town officials and state agencies. Represent the town at various regional and state agencies.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible professional, technical, administrative and management duties requiring a strong knowledge of civil engineering, construction management, and the planning and development process and related codes; and a substantial exercise of

judgment and initiative to effectively and efficiently manage the town's engineering services.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies.

Supervision Given: Supervises administrative staff person and Assistant Town Engineer developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a bachelor's degree in civil engineering or related degree from an accredited college or program and have over Seven (7) years of related experience and over 3 years of supervisory experience or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: Connecticut Professional Engineer License (P.E). Valid CT Drivers License. A Connecticut Land Surveyor License (L.S.) is desirable

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of civil engineering principals, practices and methods and the principles of public works construction projects, practices and design; thorough knowledge of federal, state and local environmental permit process; thorough knowledge of storm water management and drainage designs and principles; knowledge of highway right of way permits and drainage easements; knowledge of surveying; knowledge of laws regarding municipal land use regulations; knowledge of planning and development process and how it relates and interacts with civil engineering principles; knowledge of Waste Water Treatment Plant Regulations; knowledge of municipal government operations; knowledge of municipal construction bidding process; knowledge of appropriate computer systems such as AutoCAD, GIS, hydraulic and hydrology software.

Ability: Ability to read and interpret plans, designs, maps, drawings and specifications; ability to inspect and evaluate municipal civil engineering construction projects at all phases of completion; ability to enforce regulations firmly and courteously; ability to write and administer grants; ability to design municipal construction projects; ability to prioritize and delegate; ability to assign tasks, train, and supervises staff; ability to prepare and administer an operating budget for the division; ability to conduct research to understand new engineering methods; ability to multitask; ability to prepare and present technical and narrative reports in oral and written form; ability to use computer systems such as AutoCAD, GIS, hydraulic and hydrology software; ability to use surveying equipment

Skill: Excellent verbal and written communication skills; aptitude for working with drawings, plans and maps; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; conflict resolution skills; aptitude for working with paperwork and details; skill in using the mentioned equipment; skills associated with the supervision and training of staff.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or developers via telephone and at the counter; frequently required to perform inspections of outdoor development or public works projects which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to inspect complaints from citizens or review progress of developments and projects

Requires the operation of a motor vehicle, measuring/surveying devices, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with developers, contractors, property owners, business, real estate agents, title searchers, engineers, architects, public utilities, Town Attorney, Town staff, Town Department heads, Town Officials of other towns, many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and a high level of patience and resourcefulness to explain regulations to others.

Errors in judgment or omissions could result in delay of services, damage to building or equipment legal ramifications, potential liability and public safety compromised

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Inspect Development/PW Projects		X		
Other-near heavy equipment		X		
Other-adjacent to traffic		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is

used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

**TOWN OF BRANFORD
SOLID WASTE SUPERVISOR**

Location/Dept:	Transfer Station, Landfill, Public Works Complex and Town Hall
Reports to:	Public Works Director and Solid Waste Management Commission
Position Status:	Full Time, Exempt, Salary
Weekly Hours:	40 (Includes some Weekends and Evenings)
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purpose of this position is to administer and enforce the solid waste regulations , maintain environmental compliance, and serve at the direction of the Public Works Director and Solid Waste Management Commission. This position involves the management of public works affiliated facilities and contracts, including but not limited to the Town's transfer station and compost site; solid waste, landfill, municipal solid waste, recycling and household hazardous waste contracts for residential, municipal and school facilities. The Solid Waste Supervisor is required to exercise judgment in administering and enforcing the department regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction.

Essential Job 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.)

- Develops, coordinates, implements, enforces and maintains solid waste programs, including recycling, composting, and household hazardous waste, for residential, commercial and industrial areas, municipal departments and schools.
 - Oversees programs, computer system and supervises staff or contractors at the Town Public Works Facilities including the transfer station, recycling center, compost site, and landfill. Coordinates programs and facilities with related departments. Maintains familiarity with all applicable permits and regulations. Oversees the registering of commercial solid waste haulers and incidental commercial users of Town solid waste facilities.
 - Prepares for review and approvals, and manages annual operating budget and capital budget as needed. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
 - Writes and reviews bid specifications and contracts. Negotiates and acts as contract
-

administrator for all operations, collection, hauling, and disposal contracts concerning solid waste, including recycling and composting. Markets materials as appropriate.

- Manages the closure plan for the Town landfill.
- Analyzes and adjusts programs to improve efficiency and effectiveness of operations. Researches, evaluates, and develops procedures, and formulates short and long range plans to meet solid waste needs. Prepares reports reflecting status and impact of recycling and other solid waste programs.
- Develops and oversees educational and public relations programs to encourage sound implementation of the solid waste hierarchy: waste reduction, reuse and recycling including composting, waste-to-energy and land filling.
- Provides public information as required through public appearances, interviews, school presentations, letters, brochures, flyers, press releases, electronic means and other methods as needed.
- May serve as Alternate to the Bristol Resource Recovery Facility Operating Committee; may serve as Town Representative on the Municipal Planning Committee of HazWaste Central; may serve as Town Representative to regional entities as needed. May act as Town liaison to the Branford Litter Committee and other municipal committees as directed.
- Builds and maintains a working relationship with the Department of Energy and Environmental Protection through communications with staff and familiarity with regulatory processes.
- Attends Solid Waste Management Commission meetings; formulates and assists in updating Town ordinances pertaining to solid waste and policies related to operations. Is required to attend evening meetings.
- Responds to citizen complaints and concerns about solid waste.
- Writes and administers grants concerning solid waste programs.
- Submits oral and written reports to Town officials and state agencies.
- Appears before Town Boards and Commissions as required.
- Supervises staff as assigned.
- Prepares and implements safety plans and protocols for operations.
- Inspects garbage and recyclables and writes enforcement letters.
- Develops departmental policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with the Public Works Director, Human Resources and First Selectman such personnel actions as hiring, termination and discipline. Makes recommendations concerning hiring and firing for action by Human Resources and/or First Selectman.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
 - Continue professional development; keeping current with trends.
 - Assists other department staff as needed to promote a team effort to serve the public.
-

- All other duties as assigned

Supervision:

Supervision Scope: Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of solid waste regulations and environmental regulations and state statutes. Position involves various contract management responsibilities, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish implementation of solid waste programs and effectively assigning and delegating work to staff.

Supervision Received: Works under the direction of the Public Works Director and the Solid Waste Management Commission following professional standards, procedures and policies.

Supervision Given: Supervises Transfer Station staff, administrative staff and other staff as assigned. Recommends revisions/updates to staff job descriptions, assigns tasks, provides instructions as needed, monitors performance and enforces Town and Departmental Rules and Requirements.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a minimum Associates Degree in environmental science or a related field and more than 5 years of related operations and management in solid waste or environmental firms work experience; or any equivalent combination of education, work experience and training.

Special Requirements:

Must have and maintain: Valid CT Drivers License, Connecticut DEP Transfer Station and Landfill Operator's License and a Connecticut Public Weigher License or receive within one year from date of hire. CDL not required but preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices, concepts, laws governing solid waste management, recycling, and landfills; knowledge of local ordinances and regulations and State Statutes relating to solid waste management, recycling, and landfills; knowledge of computer applications appropriate for office and transfer station; knowledge of recycling markets, knowledge of contracting and bidding process; knowledge of labor relations.

Ability: Ability to work effectively with diverse stakeholders; ability to develop and administer budgets; ability to perform technical research and analysis of solid waste management issues; ability to investigate and enforce solid waste management regulations and local ordinances with

firmness and tact; ability to analyze, interpret and explain solid waste regulations, laws, ordinances, reports and studies; ability to prepare, administer and negotiate contracts concerning solid waste related matters; ability to comprehend matters related to contracts and public works facility regulations; ability to prepare and present technical and narrative reports in oral and written form; ability to resolve conflicts in an effective manner; ability to supervise staff and effectively delegate assignments; ability to multi-task and prioritize projects.

Skill: Strong verbal and written communication skills; good public relations and conflict resolution skills; excellent customer service skills, effective skills for working with people and maintaining strong working relationships with co-workers and various groups; attention to detail; aptitude for working with and explaining laws and regulations to people; skill in using office equipment and various computer software programs.

Job Environment:

The position requires operational reviews and management in all weather conditions; administrative work is performed in an active office environment; perform regular inspections of transfer station or landfill and other solid waste facilities which include active heavy machinery under all weather conditions and is exposed to mechanical equipment and vehicles; occasionally driving to inspect complaints from citizens; attendance at meetings both in Town and out of Town.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with Commissioners, haulers, contractors, property owners, business, public officials, engineers, vendors, media, community groups, condominium associations, Town Attorney, Town staff, Town Officials other towns, many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and a high level of patience and resourcefulness to explain regulations to others.

Errors in judgment or omissions could result in monetary loss, loss of service, injury to employees and self, damage to equipment and facilities, legal ramifications and potential liability

Physical and Mental Requirements:**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles		X		
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Visit Landfill & Transfer station		X		
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)		X		

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
INLAND WETLANDS ENVIRONMENTAL DIRECTOR

Location/Dept:	Town Hall/Inland Wetlands Department
Reports to:	First Selectman, Inland Wetlands Commission
Position Status:	Full Time, Exempt, Salary
Weekly Hours:	40 hours
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purposes of this position are to administer and enforce the Town of Branford Inland Wetland and Watercourses Regulations and serve as staff to the Inland Wetlands Commission; to process applications, ensure compliance with permits, identify violations and pursue enforcement actions as required to obtain compliance, as well as to proactively provide information and guidance to the general public, applicants, violators, and others, pertaining to compliance with the Regulations. The Inland Wetland Agent is required to exercise judgment in administering and enforcing the Town of Branford Inland Wetland and Watercourses Regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Attends regular evening Wetland Commission meetings as scheduled. Attends evening or Saturday site visits, special meetings other meetings as required.
- Serves as staff support to Inland Wetlands Commission. Reviews and processes applications for permits and enforcement action.
- Ensures that permits are implemented as approved and enforcement actions are complied with.
- Serves as duly authorized agent per Connecticut General Statutes and under authority of the Inland Wetlands Commission.
- Services applicants, developers, engineers, general public, etc. by providing information and guidance related to compliance with the regulations as well as protection of wetlands and watercourses in general. Serves as wetland enforcement officer taking action as required as authorized by Connecticut General Statutes and the Regulations.
- Communicates official plans, policies and procedures to staff and the general public.

- Performs site inspections to ensure wetlands compliance with Town Regulations, erosion control requirements, wetland permits, and enforcement actions.
- Reviews applications to various other land use departments for compliance with the Town of Branford Inland Wetland and Watercourses Regulations.
- Communicates official plans, policies and procedures to staff and the general public.
- Ensures the maintenance of accurate and complete records of department activities and of records and documents as required by the Connecticut State Library retention schedule
- Coordinates with other Town Land Use departments for compliance with Inland Wetland Regulations; communicates and coordinates with regional, state, and federal planning agencies as may be required.
- Coordinates and supervises staff.
- Coordinates with and recommends to the Commission appropriate updates of Inland Wetland Regulations and maintains the Agency wetland maps.
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline.
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of purchases, expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Assesses, receives and submits for deposit application and copy/map fees, maintaining accurate records of receipts.
- Accepts bonds and peer review funds maintaining accurate accounting of expenditures and returns
- Submits oral and written reports to Town officials and state agencies.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development; keeping current with scientific trends, state law and case law.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of the inland wetland regulations Connecticut state statutes, case law and wetland related science. Exercise judgment and initiative to effectively and efficiently administer the inland wetland and watercourses regulations.

Supervision Received: Performs duties as authorized by the Inland Wetlands Commission with general direction from the First Selectman, following professional standards, department and town procedures and policies, and State of Connecticut General Statutes.

Supervision Given: Supervises Wetland Assistant developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelors degree in environmental science or related field and at least 2 years of natural resource management or environmental field experience or a Masters degree with 1 year of experience.

Special Requirements:

Must have and maintain: Valid CT Drivers License. Must have or be able to obtain Connecticut DEP Duly Authorized Wetlands Agent Status/Certificate within two year of hire

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices, case law and Connecticut General Statutes related to enforcement of inland wetland regulations; good understanding of erosion and sedimentation control methods and use; knowledge of botany, taxonomy, hydrology, wetland ecology, soils, storm water management techniques and engineering design, and best management practices; knowledge of GIS systems and computer applications appropriate for office.

Ability: Ability to read and interpret site plans, engineering drawings, general environmental reports, wetland impact and soil reports, mitigation plans, GIS information, surveys, basic storm water drainage calculations, and to read and comprehend Connecticut General Statutes, Town of Branford Inland Wetland and Watercourses Regulations, and related case law and other related legal documents; ability to perform technical research and analysis in the field of wetlands; ability to investigate and enforce wetland regulations and local ordinances with firmness and tact; ability to analyze, interpret and explain wetlands regulations, ordinances, reports and studies; ability to take initiative in field situations to resolve issues; ability to comprehend legal matters related to wetland regulations, conducting meetings, limitations, policies, and practices, and FOI requirement; ability to deal effectively and consistently with Town staff and officials, developers, contractors, scientists, engineers, attorneys, and the public; ability to prepare and present technical and narrative reports in oral and written form; ability to resolve conflicts in an effective manner; ability to use survey equipment; ability to read and interpret soil scientist reports.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups and individuals; aptitude for working with paperwork and details; aptitude for working with drawings and reading maps; soil sampling skills; aptitude for working with and explaining laws and regulations to people; good public relations and conflict resolutions skills; skill in using the mentioned equipment; excellent computer skills with ability to utilize Microsoft office Suite, ArcMap GIS, and ability to learn Town land use software.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or developers via telephone and at the desk.

Site visits are regularly performed under various conditions including but not limited to; active construction sites, private and commercial properties, remote undeveloped forests, marshes, wetlands, bramble and shrub areas. Terrain may be rough, wet, mucky, slippery, rocky, etc. Site visits may require extended hiking in these areas during any season in conditions of rain, snow, wind, cold or heat. Exposure to plants such as poison ivy/sumac, briars, etc., biting insects and animals is frequent. Site visits may be conducted alone or with others.

Requires the operation of a motor vehicle, soil auger cellular and other telephones, personal computers, scanners, various printers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with Commissioners, general public, developers, contractors, property owners, business owners, real estate agents, attorneys, engineers, architects, environmental scientist, Town Attorney, Town staff, and Connecticut DEP. Occasional contact occurs with Town Officials of other towns, and other regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and a high level of patience and resourcefulness to explain regulations to others.

Errors in judgment or omissions could result in monetary loss, legal ramifications and potential liability

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Inspect Development Projects		X		
Other-remote wooded areas, wetlands or steep slopes, etc		X		
Other-Active construction sites		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking/Hiking over rough terrain & large areas		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing	X			
Other-Driving		X		
Other-Use of Soil Auger		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)			X	

Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD HIGHWAY SUPERVISOR

Location/Dept:	Public Works Garage
Reports to:	Public Works Director
Position Status:	Full Time, Exempt, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

This position supervises and manages the Highway Crew, Mechanics and Administrative Assistant to maintain a safe and efficient operation of heavy equipment, heavy vehicles and power equipment on assigned projects or activities of a public works nature which may entail road and sidewalk construction and maintenance; storm water systems maintenance and construction; tree work and road side mowing, street signs, snow operations, fleet operations etc., as needed. The Highway Supervisor is required to fill in during department head absences and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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. Includes but not limited to other duties as may be assigned)

- Supervises, assigns, implements, and inspects the operations of the Public Works Crews and outside contractors handling: road and bridge construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; street sweeping; construction and maintenance of sidewalks, curbs, storm water systems; tree work, etc.
- Coordinates and manages emergency storm response system; including plowing and treatment of roads; inspects roads and bridges to ensure that driving conditions are safe.
- Assists with bid specifications for award to subcontractors or in-house self-performed work, for the purchase of department equipment, materials and supplies; works with vendors to acquire appropriate supplies and materials for various projects; researches prices of supplies and materials; develops purchase orders for processing; tracks expenditures for each project; develops cost estimates for projects by determining quantity of supplies and materials

- Investigates complaints and gives directives to appropriate employees for corrective action
- Guarantees safe working conditions for employees as required by State and Federal Agencies. Review and enforce DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances; provide on the job training of safety methods.
- Reads blueprints and sets up projects accordingly; knowledge of transit/level to layout and set up projects and determine grades in field
- Is subject to call out to respond to emergencies after normal working hours.
- Reviews for approval employee's time sheets; maintain accurate records of daily work completed and records of project completed and complaints resolved.
- Assigns, trains and supervises staff on policy and procedure. Consults with Department Director on such personnel matters as hiring and discipline and obtains approval for such actions.
- Assist with preparation and administration of appropriate department budgets.
- Submits oral and written reports to Town officials and state agencies as requested.
- Serves as acting public works director when necessary at the discretion of the First Selectman or his designee
- May be appointed Tree Warden by the Board of Selectman

Other Functions:

- Continue training; keeping current with trends and all necessary certifications required
- Assists other department's staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs a variety of technical, administrative and supervisory responsibilities requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction of the Public Works Director following professional standards, procedures and policies.

Supervision Given: Supervises Foreman, Highway Crew, Administrative Assistant and Mechanics developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required are a High School Diploma or GED with five (5) years of management level experience of road construction, drainage with specific experience in a public works type of organizations; or any equivalent combination of education, experience and training. Municipal experience is preferred.

Special Requirements:

Must have and maintain: Valid CT License (CDL Class B Drivers License preferable)

Knowledge, Ability and Skill:

Knowledge: Strong knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office; knowledge of labor relations

Ability: Ability to inspect work at various stages of completion to ensure conformance to standards; ability to read blue prints and grade stakes; ability to complete projects in timely manner; ability to purchase public works equipment, materials and supplies; ability to establish and maintain effective working relationships with town staff and the public; ability to handle multiple projects and programs at one time; ability to prioritize; ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service; ability to organize and direct emergency response programs; ability to prepare reports and maintain records; ability to give written and oral instructions; ability to read and describe safety procedures especially related to heavy equipment; ability to understand and explain policies and procedures.

Skill: Skill in motivating managing employees; aptitude for working with people and maintaining effective working relationships with various groups; verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects; skill in using the mentioned equipment; skills associated with handling numerous projects at one time; excellent customer service skills. Proficient in Microsoft Excel, word or other software.

Job Environment:

Administrative work is performed in a moderately noisy office; frequently position is required to perform inspections of work crews which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and hazardous and very noisy conditions associated with road/drainage construction. Work is performed in a garage, yard, and field locations including traffic. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion.

Uses transit/level equipment to measure for a project and set up a project. Requires the operation of telephone, computers, copiers, facsimile machines, radio and other standard office equipment.

Makes frequent contacts with the general public to handle resident's questions and complaints. Frequent and periodic contacts are with employees in the department or other town departments, vendors, contractors, regional and state agencies. Communication is frequently in person, by telephone, fax, email and in writing.

Errors in judgment or omissions could result in delays in service, rework, injury to employees damage to town facilities and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles				X
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration		X		
Other-In road, in traffic			X	
Other-working near heavy equipment			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
smelling		X		
Bending, pulling, pushing		X		
Other-Driving				X
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds	Rare			
Over 100 pounds	Rare			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
DIRECTOR OF ANIMAL CONTROL SHELTER

Location/Dept:	Dan Cosgrove Animal Shelter, 747 East Main St
Reports to:	Selectman/Designee
Position Status:	Full Time, Exempt
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purposes of this position are to provide for the protection of people, animals and property from disturbances or physical harm resulting from animal or owner neglect, their failure to adhere to the requirements of the animal control ordinance and State laws governing domestic animals, other causes, inadvertent actions of wildlife animals. This is accomplished through the enforcement of laws, including investigations, legal actions, impoundments and animal disposal (when necessary). Provide the management and maintenance of the animal shelter and provides twenty-four hour coverage. The Director of the Animal Shelter is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the shelter.
- Oversees the supervision of the investigation and enforcement of all animal control provisions and State and Town laws for Branford and North Branford. May issue summons, apply for warrants and make arrests, as needed. May testify in court, as required.
- Plan, coordinate, organize and direct programs related to the shelter, such as public education, licensing, chip identification, rabies vaccination and neutering and/or spraying. Develop and implement management systems, procedures and standards for evaluation of the Shelter's programs and overall performance.
- Oversees the care of animals in shelter including the administration of medicine prescribed by Veterinarian and work with public on adoptions
- Recruit and train volunteers in animal care and facility procedures to ensure animals housed in the facility receive the highest quality of care possible and in all the shelter programs and activities.

- Assign and direct daily activities including investigation of complaints concerning animal problems or violations of animal control ordinances, enforcement of all state and local laws regarding, stray, dangerous and nuisance domestic and wild animals, investigation and resolution of complaints from the public and other agencies, feeding, care adoption, placement, quarantine, euthanasia, collection of fees and shelter operation and maintenance.
- Develop and monitor the Shelter's budget and develop sources of additional funding or revenue, including researching and applying for available grants, fundraisers and other related activities.
- Supervise, prepare performance evaluations, provide feedback on performance and ensure job-related training and development opportunities are available to all Shelter employees and volunteers.
- Develops department policies and procedures under direction of the First Selectman/designee. Supervises, trains, assigns work, counsels and evaluates employees. Personnel functions are conducted with the approval and direction of the Human Resource Director and/or First Selectman. Assures safe working conditions for employees and volunteers.
- Attend Animal Shelter Commission meetings and assist Commission members in attainment of the Commission's goals as they relate to the animals, to the public and to the facility
- Comply with OSHA regulations.
- Oversees the maintenance of necessary records and information regarding complaints, incidents, occurrence dates and times, names and contact information regarding the involved parties, the disposition, resolution and the reporting of matters handled by the animal control officers; prepare statistical reports about division work and animal shelter use; present reports to Shelter Commission and First Selectman/designee.
- Educate the public about the care of animals and habits/risks of wildlife. Provide coverage for 24 hour emergency services.
- Act as Animal Control Officer in the absence of the appointed Officer.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists others as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs technical, administrative and varied and responsible duties requiring a strong knowledge of department standard operating procedures, the habits and diseases of domestic and wildlife animals and State laws. Exercises substantial judgment and initiative to accomplish competent service delivery; works independently and in combination

with the First Selectman/designee, Shelter Commission, Town representatives and contracted veterinarian services.

Supervision Received: Works under the general direction of the First Selectman/designee following professional standards, procedures and policies.

Supervision Given: Supervises the Animal Control Officer, Assistant Animal Control Officers, Kennel Assistant, clerical staff and Volunteers developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with an Associate Degree plus 3-5 years experience working directly with animals or any equivalent combination of education, work experience and training

Special Requirements: National Animal Control Association Level 1 & 2 Certification

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the safe practices for care and capture of animals; knowledge of animal first aid; knowledge of wildlife; knowledge of animal diseases and related public health risks and quarantine procedures; working knowledge of laws, ordinances and regulations related to animal control; basic knowledge of court procedures; good knowledge of the use of office automation applications and equipment for animal control.

Ability: Ability to manage animal control kennel and clean kennel safely; ability to deal with dangerous animals and lift and care for animals; ability to follow written and oral instructions; ability to work as a team with others to keep them informed of actions taken; ability to acquire and maintain knowledge of regulations, state statues and legal requirements, of assigned department activities; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to utilize data & word processing applications as they related to the functions of the offices supported; ability to deal effectively with the public, animals, state agencies, persons needing assistance and staff.; ability to prepare reports as assigned; ability to prioritize work assignments to meet established deadlines and ability to multitask; ability to assign, train and supervise staff; ability to manage budget; ability to acquire knowledge of towns geography.

Skill: Good verbal and written communication skills; aptitude for working with people and animals and maintaining effective working relationships with various groups and resolving issues; aptitude for working with paperwork and details; skill in using the mentioned office

equipment; skills in with dealing with public and providing customer service; skill in utilizing personal computers, word processing, database, and spreadsheet applications; sensitivity to public communications.

Job Environment:

Animal control work is performed at the animal kennel, with the animal van, at citizen's homes, outdoors and in traffic; usually noise levels are loud. Administrative work is performed in a moderately noisy animal kennel. Position entails driving and may be subject to exposure to hazardous substances or materials; working near traffic and with vicious animals. Work is performed inside and out-of-doors in developed and wooded areas, in all weather conditions and poses health risks.

Requires the operation of vehicle and office computers, printer, calculator, telephone, copier, facsimile machine, and all other standard office equipment, cleaning equipment for animal shelter and use of washer/dryer; animal traps, snare pole, bite stick and muzzles.

Makes frequent a contact with the general public to handle resident's questions and problems and with those who visit the shelter. Makes frequent or periodic contact with state agencies, animal protection/rescue groups, other animal shelters, veterinarians, vendors, and municipal departments. Communication is frequently in person, by telephone, mail, and in writing and e-mail or via radio or dispatch.

Errors could result in injury to self, other people or animals; liability, delay in services; monetary loss and/or damages to equipment.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock		X		
Vibration	X			
Other-Working with aggressive animals			X	
Other-Kennel noise - barking dogs				X
Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		

Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms		X		
smelling				X
Bending, pulling, pushing			X	
Other-Driving			X	
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)				
Quiet (library, private office)				
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)			X	

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
BUILDING OFFICIAL

Location/Dept:	Town Hall/Building Department
Reports to:	First Selectman
Position Status:	Full Time, Exempt, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purposes of this position are to provide for the safe construction and occupancy of structures and for the protection of investments in real property by assuring structures meet or exceed building code requirements and related standards. The Building Official administers the CT State Building Code and applicable ordinances, statutes, and regulations to ensure the public safety, health and welfare affected by building construction and to secure safety to life and property from all hazard incidents to the occupancy of buildings and structures. The Building Official is responsible to plan, organize, implement and supervise a comprehensive building inspection program and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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 inspection, investigative, enforcement and administrative duties to assure that residential, commercial, and other properties comply (including seawalls and docks) with the State Building Codes and other related codes; enforces other related ordinances and State Statutes for the Town.
- Reviews and accepts proposed building and related constructions plans. Participates in preliminary review and consultations with other Community Development Departments concerning major building projects. Performs plan review for compliance with: building, plumbing, mechanical and electrical codes and standards. Coordinate efforts with Planning Engineering, Health District, Utilities, State Agencies and Fire Marshal's Offices
- Confers with and interprets code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public. Hires specialist for unusual projects.
- Supervises the Building permit process and calculates and issues Building Permits, issues certificates of use and occupancy.

- Reviews permit applications for compliance with State Consumer Protection laws and office policy such as confirming workers compensation coverage and contractor licenses.
- Oversees and participates in the inspection of all construction or alterations in progress to ensure compliance with codes and regulations and issues orders for corrective action as warranted.
- Makes field inspections of fire damaged and potentially hazardous buildings and structures, issues orders of unsafe conditions, and takes appropriate follow-up action; assists the Fire Marshal in an investigation when requested.
- Determines and initiates regulatory or legal action in cases of violation of building codes and ordinances.
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees.
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. . Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Submits oral and written reports to Town officials and state agencies.
- Attends training classes for maintenance of Building Official License.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development; maintaining knowledge of new building technology.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of the building codes as modified for the State of Connecticut, familiarity with other applicable construction and land use related codes, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish code enforcement through the ability to interpret laws.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies.

Supervision Given: Supervises administrative staff person, construction inspector, Assistant Building Official developing job direction, assigning tasks, providing instructions as needed and

monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

Must have an associates degree or advanced training in a field related to building construction and/or design from an accredited college or program and have over five (5) years of experience in supervising the construction or design of buildings or any equivalent combination of education, training and experience to meet state certification requirements.

Special Requirements:

Must have and maintain: State Certified Building Official. Certified in National Incident Management Systems (NIMS). Valid CT Drivers License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the State Building Code, General State Statues and regulations, and the principles of regulations and enforcement; thorough knowledge of commercial and residential principal trade practices (plumbing, mechanical and electrical), methods and materials used in building design, construction, alteration or repair; knowledge of electricity, heat source types, fuel storage and piping, hazardous materials, sanitary & septic systems and fire protection systems; knowledge of planning and development process and how it relates and interacts with building code enforcement and inspections; knowledge of appropriate computer systems; knowledge of labor relations.

Ability: Ability to read and interpret architectural plans, building construction plans, drawings and specifications; ability to inspect and evaluate construction at all phases of completion; ability to enforce regulations firmly and courteously; ability to assign tasks, train, and supervises staff; ability to prepare and administer an operating budget for the department; ability to conduct research to understand new building technology and products; ability to multitask; ability to prepare and present technical and narrative reports in oral and written form; ability to learn and enforce related Town regulations.

Skill: Good verbal and written communication skills; aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; conflict resolution skills; aptitude for working with paperwork and details; skill in using the mentioned equipment; skills associated with the supervision and training of staff.

Job Environment:

Work is performed in office and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises; usually noise levels are moderate to loud; when working out of doors tasks are performed under possible adverse weather conditions, including extreme hot and cold; office work entails meeting with customers to process permits, questions, etc.

Requires the operation of a motor vehicle, cellular and other telephones, measuring devices, electrical and voltage testers, light meter, infer-red meter, thermometer, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with contractors, property owners, architects, engineers, lawyers, realtors, Fire Marshals, health department, public utilities, State Building Inspector, State Agencies, Town Attorney, Town staff. Communication is frequently in person, by telephone, fax, email, certified mail and in writing. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

Errors in judgment or omissions could result in delay in service, injury to self or employees, damage to buildings, monetary loss and or rework, potential liability and public safety compromised.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	X
Work in high, precarious places			X	
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X	X	
Non weather related -extreme heat/cold		X		
Work near moving mechanical parts		X	X	
Risk of electrical shock			X	
Vibration		X		
Other-Damaged or burned buildings		X		
Other-Confined spaces		X		
Other-Structures under construction			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	X
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	X
Climbing or balancing			X	

Stooping, kneeling, crouching, crawling			X	X
Reaching with hands and arms				X
smelling		X		
Bending, pulling, pushing			X	
Other-Driving			X	
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds	rare			
Over 100 pounds	rare			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)		X		

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD

DIRECTOR OF SENIOR CENTER

Location/Dept:	Canoe Brook Senior Center / 11 Cherry Street
Reports to:	First Selectman & Commission for the Elderly
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Summary/Purpose:

The purposes of this position are to plan, organize, and direct a Senior Center for the community including services, activities and programs. S/he also evaluates the needs of the senior and adult population it serves and seeks out new ideas and methods to provide the appropriate services. The Senior Center Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

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.)

- Provide leadership, direction and guidance to a full compliment of social, educational, health and recreational program activities, including overnight trips. Develop fee schedules, curriculum, manuals and evaluation processes; recruit and supervise instructors and computer lab volunteers. Oversees computerization of day to day operations, automation and information systems including management of computer learning lab. Identify and classify interests, capabilities, and needs of seniors to develop, maintain and enhance programs and activities.
- Oversee the onsite nutritional programs, including daily hot lunches, and liaison with the South Central CT Agency on Aging for home delivery services.
- Supervise an extensive public transportation system for Branford residents of all ages. Acquire grants for vehicles, provide training on emergency protocols, recruit volunteer medical drivers and oversee staff; report on transportation usage, including incident reports. Serve as liaison for the regional rides program, GNHTD.
- Direct the delivery of social services to Branford residents including fuel assistance, housing, rent rebate, crisis intervention, family counseling, nursing home placement, financial counseling, CONNPACE, T-19, Medicare and insurance concerns. Research and secure funding for social service needs. Ensure compliance with State and federal regulations and mandates.
- Develop, create, maintain and implement the overall day-to-day management and administration of the Senior Center. Ensure the Center is appropriately furnished, secured, safe, clean and inviting. Work with Town departments regarding upkeep and

capital improvements. Provide hazard-free Center access for day and evening events, in all weather conditions. Responsible for service contracts, supplies and vendor relations.

- Develop and produce a variety of communication vehicles to promote the Center and raise funds. Issue a quarterly newsletter, develop and maintain a website and work with the local media to educate residents about programs and services. Maintain a database for promotional and enrollment purposes.
- Manage all fiscal operations, including budgets, grant compliance, payroll, fund receipts and deposits, fundraising and endowment accounts; tailor and maintain software programs and infrastructure for the Center administration.
- Supervise and develop a permanent and volunteer staff. Provide training regarding emergency crisis protocols, technical & behavioral issues, technology programs, customer service techniques, program standards, statutory requirements, etc.
- Attend monthly Commission on the Elderly meetings and other Town meetings, as requested. Represent the Senior Center at appropriate professional and community organizations and meetings. Prepare an annual report to the Town as well as monthly reports to the Commission on the Elderly.
- Network with area Senior Center Directors and supporting agencies and associations.
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Develop and maintain effective relationships with Town officials, departments and commissions, philanthropic and religious organizations; and area agencies and foundations.
- Comply with OSHA and ADA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates
- Continue professional development.
- Assist other department staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Center. Also performs a wide variety of special professional, financial, administrative responsibilities requiring an extensive knowledge of senior and social services.

Supervision Received: Works under the direction of the First Selectman; follows established policies where appropriate. Receives policy direction from the Committee for the Elderly.

Supervision Given: Supervises 20 employees and 60 volunteers, including an Assistant Director, Transportation Coordinator, Activity Coordinator, Administrative Assistant and a Nurse. Develops job direction, assigns tasks, provides instructions as needed, and monitors performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Masters Degree in Gerontology, Social Services, Public Administration or some closely related field and over 5 years experience including as a Senior Center Administrator, including 2 years of supervisory experience; or an equivalent combination of education, work experience and training.

Special Requirements:

Valid CT Drivers License; Municipal Agent Certification; CPR, AED and First Aid certifications required. CLIA and State insurance certification desirable

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of administrative management and senior center programming; thorough knowledge of social service agencies on the regional, state and federal level that serve seniors and adults; knowledge of recreational, educational, nutritional, and transportation programs and social activities as are usual in a Senior Center; knowledge of and ability to coordinate the programming, operation and the request for maintenance of facilities; knowledge of social trends and indicators and their impact on senior services; knowledge of computer applications appropriate for office; knowledge of municipal budgeting and recordkeeping.

Ability: Ability to develop short term and long range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities; ability to translate public policy to programs and practices; ability to deal effectively with Town staff and officials, the seniors, families, general public and the media; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise volunteers and staff; ability to prepare and administer an operating budget for the department; ability to perform fund raising, grant writing and manage an endowment.

Skill: Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned office equipment, including Word, Excel and Publisher software; skills associated with the

supervision and training of staff; skills associated with organizing programs; strong leadership and creativity skills.

Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day from the seniors, adults, staff and other Town employees; frequently required to address facility maintenance issues at the Center. Attending meetings and community activities

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other municipal departments' the seniors and adults served; social service agencies; civic groups, vendors and professional services; grant agencies; other senior centers and regional associations; volunteers and the Committee on Services to the Elderly. Communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, injury to others or buildings and equipment, loss of funds, and legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	x			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other- Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD LIBRARY DIRECTOR

Location/Dept:	Willoughby Wallace Library
Reports to:	First Selectman
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Purpose:

The purposes of this position are to plan, direct, administer, implement, manage and supervise all the services and activities provided by the Library and to oversee the maintenance of the Library building and equipment. This position also evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. The Library Director exercises considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Plans, organizes, and directs the overall operation of the Library including programs, activities, financial operations, evaluation of services/collections and building maintenance; researches, recommends and administers policies and short and long-term goals and objectives for library operations, facilities, automation, staff, budgets and programs.
- Applies for grants and conducts fundraising in support of library goals; provides for the maintenance of records for revenues from fines, fees, passports, etc. Obtains direction from the Library Board for expenditure of endowment funds.
- Attends Library Board meetings to review and advise regarding library operations, policies and fees; receives policy direction from the Board. Prepares agenda items and coordinates records and materials of the Library Board.
- Administers library services through subordinates in the functional areas of information services, loans, acquisitions, events, instruction, equipment repair, video and other communication projects. Coordinates Town IT support for the regional LION database and system applications.
- Oversees the management of library facilities; establishes priorities for maintenance and repair. Oversees any capital improvements.
- Directs and coordinates library staff in preparing and proposing library activities and services according to community needs, current trends in library practices and patron

demands. Presents special programs, such as book reviews, juried art shows, lectures, and instructional activities to extend library services into the shoreline community. Serves on the Town Advisory Board, with an emphasis on library technology skills for middle school students.

- Plans and implements procedures to augment library goals and services through Friends of the Library, and in cooperation with community educational, cultural and civic organizations.
- Prepares monthly, annual and other information, statistical and financial reports as required for the Town, the Library Board and the State Library.
- Provides training and development opportunities for employees and volunteers.
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with, Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees.
- Prepare and administer operating budget for department; present budget to appropriate Boards, Library Board, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Directs and conducts library public relations, including publicity, press releases, promotion of library activities and services, and friends of the library activities
- Complies with OSHA and ADA.
- Participates in professional library associations and other professional organizations to remain current on developments and advancements in Library Science, public administration and training.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Performs routine library duties as needed.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office. Also performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of Library services and programming.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies. Receives advice and policy direction from the Library Board.

Supervision Given: Supervises the Library Administrative Assistant, the Circulation Supervisor and Library Assistants, developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master of Library Science degree and over five years of increasingly responsible professional library experience, including three years in a supervisory position of a public library major department or as a director of a smaller public library; or an equivalent combination of education, work experience and training.

Special Requirements:

A valid CT motor vehicle operator's license is required.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of contemporary library theory, principles, policies, practices utilized in public libraries; comprehensive knowledge of automated systems and various technology to provide library services; thorough knowledge of the principles and practices of organization and library management including planning, program design, marketing and evaluation; knowledge of library budgeting.

Ability: Ability to plan, organize and direct the operations, activities, programs and services of the library; ability to develop and present short and long term goals; ability to develop policies and procedures; ability to read, analyze and interpret professional journals, financial reports and legal documents; ability to utilize data processing applications as they apply to library functions; ability to prepare grant applications; ability to represent the Library and Town before various groups, agencies, and organizations; ability to deal effectively with Town staff and officials, Library Board, and the public; ability to assign, train, and supervise professional and clerical staff; ability to prepare and administer an operating budget for the Library.

Skill: Strong critical and creative thinking skills, including defining problems, collecting data, establishing facts and drawing valid conclusions; skilled in working with theoretical and practical variables. Excellent verbal and written communication skills; skilled in working with automated library management systems and computers, establishing goals and managing staff; skilled in using the above mentioned office equipment; skilled in supervisory practices and training staff in library practices; aptitude for working with people and maintaining effective working relationships with various groups; skilled in effectively responding with sensitivity to inquiries and complaints from customers and regulatory agencies; aptitude for working with

paperwork and details

Job Environment:

Administrative work is performed in a moderately quiet office. Library work is performed in a moderately noisy office. Occasionally drives to appropriate meetings.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Regular contact with other Town departments, periodic contact with library consortiums, state agencies, and frequent contact with the general public, Library Board members, vendors, contractors, community organizations, local schools, and library support groups; communication is frequently in person, by telephone, fax, e-mail, in meetings and in writing; contacts require a high level of diplomacy.

Errors in judgment or omissions could result in delay of services and monetary loss. Has access to confidential information such as library patron records.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

**TOWN OF BRANFORD
ASSISTANT FINANCE DIRECTOR**

Location/Dept:	Town Hall/Finance Department
Reports to:	Finance Director
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Purpose:

The purposes of this position are to assist with the development and maintenance of the Town's fiscal stability by administering and reconciling matters related to the Town's accounting systems and controls, collections, financial reporting, fund custody and disbursement, investments, purchasing planning and controls, pension, and preparation and monitoring of the municipal budget. Acts as back up to the Finance Director in his/her absence. The Assistant Finance Director is required to exercise considerable independent judgment in assisting with the administration and management of the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Supervise the daily operations of the municipal finance office; assist in the development of short term and long range financial goals; prepare appropriate financial reports and statements. Fill in for the Finance Director in his/her absence.
- Administer and supervise finance office and staff; record and reconcile all accounts, fund transfers and transactions; prepare subsequent journal entries. Prepare weekly and monthly financial and budgetary reports to monitor expenditures and revenues.
- Perform reconciliation and prepare journal entries for special fund/grant accounts, the Animal Control Commission, the Self-Insurance Fund, the Workers' Compensation and Heart& Hypertension funds and monthly bank statements. Track Self-Insurance claims.
- Approve purchases within established limits and oversee transport of daily bank deposits
- Maintain a database of all capital assets for the Town to be in compliance with GASB 34.
- Track fixed assets and work with auditors on preparation of annual financial statement; prepare schedules for use in supporting documentation for external auditors, including schedules related to Capital Assets, Capital Projects, Board of Education in-kind services

and school construction.

- Assist with the procedures and preparation, review adjustments and final acceptance of the Town's annual operating and capital budgets; assist with the preparation of budget forms and calculations for department heads; review and analyze various department, commission and agency request for accuracy. Consult with department heads and other staff regarding budgets and financial issues.
- Serve as primary Purchasing contact for Town departments with regard to Federal and State and Local grants and donations; establish expense tracking mechanisms, administer contracts, maintain vendor relationships. Oversee bid process, including State and local postings of bid notices
- May participate in the process of debt finance for the Town.
- Monitor internal controls and standards for compliance with GAAP, regulatory and GFOA practices.
- Assist Human Resources with self-insurance and risk management programs such as medical insurance, liability and property insurance and workers compensation.
- Oversee maintenance and upgrades of IT systems; act as project lead. Work with IT to post the RTM approved budget and annual audit report on the Town website.
- Prepare a variety of reports, including the annual Dog Fund report.
- Supervise, train, assign work, counsel and evaluate employees; personnel functions are conducted with the approval and direction of the Finance Director and First Selectman; assure safe working conditions for employees
- Assist with the preparation and administration of the operating budget for the department.
- Attend board and commission meetings as required.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continued professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and supervising the work of the office. Also performs a wide variety of special accounting, management and administrative responsibilities requiring an extensive knowledge of automated and manual accounting systems, budgeting techniques and the appropriate application of fund accounting so as to achieve mandated performance criteria and to assist with managing the office.

Supervision Received: Works under the general direction of the Finance Director following professional standards, procedures and policies.

Supervision Given: Directly supervises the Head Bookkeeper, Accounts Payable and Purchasing positions. Develops job direction, assigns tasks, provides instructions as needed, and monitors performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Accounting or some closely related field and over 3 years of municipal experience; or any equivalent combination of education, training and work experience.

Special Requirements:

Valid CT Drivers License

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of governmental accounting; thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance; knowledge of practices and principles of generally accepted government accounting principals, including GASB; knowledge of state and federal laws and regulations related to municipal finance operations; knowledge of municipal budget procedures; knowledge of overall municipal operations, bonds, cash management, investments, pensions, self-insurance and health benefits.

Ability: Ability to develop short term and long range financial plans and analysis; ability to oversee and maintain detailed and accurate records using data processing; ability to learn new computer technology; ability to collect, organize, analyze and interpret complex financial data; ability to establish and maintain effective working relationships with town staff, and officials; ability to read and understand financial and legislative documents; ability to make presentations to elected officials and the public; ability to manage multiple priorities; ability to plan and prioritize department operations to meet established statutory deadlines; ability to assign, train, and supervise staff, ability to assist with the preparation and administration of an operating budget for the department and Town.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; highly proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail; skill in using standard office equipment; skills associated with

handling numerous projects at one time; skills associated with the supervision and training of staff; solid presentation and influencing skills.

Job Environment:

Managerial, administrative and other work is performed in moderately noisy or quiet office conditions. Coordination, reporting and presentations are conducted in conference and in large meeting rooms. Attend meetings with various departments.

Requires the operation of vehicle, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other vendors and municipal departments specifically department heads, and occasional contact with Board of Finance, RTM, state agencies, bank officials, financial advisors, bond counsel, auditors, town attorney, other municipal finance directors and contractors and occasional contact with the general public; communication is frequently in person, by telephone, fax, email in writing or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Has access to confidential information such as personnel records, litigation, and collective bargaining issues.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X

Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms	X			
Tasting or smelling	X			
Bending, pulling, pushing	X			
Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
ASSISTANT DIRECTOR OF PARKS AND RECREATION

Location/Dept:	Parks and Recreation Dept., 46 Church Street
Reports to:	Director of Parks and Recreation
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Purpose:

The purposes of this position are to assist in planning, organizing, and supervising a comprehensive recreation program for the community including special programs and activities, and varied seasonal indoor and outdoor activities and programs. Assumes the duties and responsibilities of the Director in his/her absence. Evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. The Assistant Director of Parks and Recreation is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job 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.)

- Plan, organize, and administer diversified and balanced recreation programs and special events at Town recreational facilities.
- Evaluate the effectiveness of programs and recreational needs of the community; develop short term and long range programming recommendations. Participate in needs assessments; coordinate activities with public, private cultural and recreational organizations.
- Promote proactive, customer – focused services; respond and follow up with constituent complaints and concerns; refer unusual issues to the Director or other departments, as appropriate
- Manage the department payroll process; request checks within authority limits. Schedule staff to meet program needs and track seasonal staff expenses against program revenues.
- Manage the scholarship fund; screen applicants for financial need; apply for grants as appropriate.
- Prepare and administer annual operating budget for program budgets and assign staff. Oversee program revenues including financial summaries and track program expenditures by line item. Assist the Director with the annual operating and capital budget, bid specs, obtaining cost estimates and requisitioning supplies, materials and equipment. Authorize expenditures within parameters established by the Director.
- Participate in the preparation and dissemination of department public information materials

including brochures, booklets and press releases and prepare and deliver oral presentations to local, civic and cultural organizations.

- Coordinate IT upgrades and system implementation. Manage the department's functional software program and provide program content for the Town website.
- Prepare narrative and statistical reports to the Board of Recreation and represent the department at various Town Board meetings, as required.
- Participate in the acquisition, planning, construction, improvement and maintenance of all departmental areas and facilities.
- Supervise, train, assign work, counsel and evaluate employees; personnel functions are conducted with the approval and direction of the Director of Parks and Recreation.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continued professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing programs. Also performs a wide variety of special professional and administrative responsibilities requiring thorough knowledge of recreation programming.

Supervision Received: Works under the general direction of the Director of Parks and Recreation, following professional standards, procedures and policies.

Supervision Given: Directly supervises the Program Supervisor, Program Coordinator, Lead Maintainer, Maintainer, Clerical and various part time and seasonal positions, developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation Management or some closely related field and 5 years of responsible recreation experience, including supervisory experience; or an equivalent combination of education, work experience and training.

Special Requirements:

A valid CT driver's license

Provisional Parks and Recreational Professional (PPRP) and Certified Playground Safety

Assistant Director of Parks & Recreation

Inspector (CPSI) preferred.
CPR, Basic First Aid and AED certifications required.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal recreation programming and administration; thorough knowledge of parks administration; knowledge of recreation, sports and social activities as are usual in a public recreation program; knowledge of and ability to coordinate the programming of indoor and outdoor facilities; knowledge of beachfront, aquatics, skating rink and pool operations; knowledge of social trends and indicators and their impact on recreational policy; strong knowledge of functional computer applications; knowledge of municipal park and recreation budgeting.

Ability: Ability to develop short term and long range plans for programs and activities, and to implement and evaluate such programs and activities; ability to establish and maintain effective working relationships with town staff and officials, the public and the media; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff, including aquatics and beachfront; ability to prepare and administer an operating budget for programs; ability to coordinate the information technology function and the payroll and timekeeping process for the department.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using standard office equipment; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the general public; frequently required to perform inspections of outdoor and indoor recreation programs, parks, fields, rinks and beaches under possible adverse weather conditions, including extreme hot and cold; frequently driving to recreational facilities and sites.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with other municipal departments, including the Counseling Center, Police, Fire and Department of Youth and Family; sports groups, civic groups, health district, vendors and the general public. Communication is frequently in person, by telephone, fax, email in writing or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, damage to equipment and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD ASSESSOR

Location/Dept:	Town Hall/ Assessor's Office
Reports to:	First Selectman
Position Status:	Full Time, Salary
Weekly Hours:	40
Salary Classification:	
Affiliation:	AFSCME Union

Position Purpose:

The purposes of this position are to direct and administer the valuation of real estate, personal property and motor vehicles; performs field investigations and inspections required to properly evaluate property; to establish and prepare annual Town Grand Lists. The work involves analysis and calculations; answering customer inquiries and directing the office staff. The Assessor is required to exercise considerable independent judgment in administering and conducting the assessment of real and personal property and motor vehicles and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

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.)

- Plans, directs, supervises and participates in the valuing/assessment of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand List. Conducts physical inspection and reinspection of existing properties, improved properties, and properties under construction to determine their value.
- Prepare, calculate and publish annual Grand Lists, including assessment, names and addresses, geographic designations and descriptions. Reconcile the Grand Lists with Tax Collector's records prior to the issuance of tax bills.
- Prepare and submit all State mandated monthly and annual reports to the Office of Policy and Management, including sales ratios, elderly, disabled and veteran reimbursements and reports for State reimbursements.
- Develop and write Request for Proposals for town-wide revaluation. Review bid proposals and direct the selection process, including research, references and demonstrations.
- Conduct revaluations every five years in accordance with State Statues; monitor the process, including sales data, property inspection, software conversion, fair market values, final assessments and informal hearings. Certify the accuracy to the State of CT.
- Supervise the preparation and verify the accuracy of assessment lists including update for property transfers, address changes, additions, and death notices. Supervise motor vehicle assessment pro-rations and exemption changes

- Maintain individual property records, including valuation information, plot plans subdivisions, and changes in names and addresses.
- Review and approve exempt applications for elderly, disabled, blind, veteran and manufacturing programs.
- Maintain, update and produce annual Assessor tax maps, including review and interpretation of survey maps filed with the Town Clerk.
- Handle Appeals of Valuation through Court Appeals with Town Attorney and Appraisers and taxpayers within State Statues.
- Interpret CT General Statues pertaining to assessment practices, to include rules of valuation, exemption qualification, record keeping and public notification.
- Perform residential home inspections, including island properties, resulting from building permits for new construction, additions and renovations in order to keep assessments up to date.
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with, Human Resources on such personnel actions as hiring, termination, and discipline; assure safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Maintain the Department's Web Site for public access to records, including field cards and sales records.
- Comply with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development to maintain CCMA I or II designation.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the assessor functions. Also performs a wide variety of special professional, technical and administrative responsibilities requiring an extensive knowledge of automated and manual property assessment systems and techniques, the appropriate application of the many assessment variables to discrete parcels to produce the Grand List and to manage the office.

Supervision Received: Works under the direction of the First Selectman; follows established policies and state statutes and codes where appropriate. Makes reports to the Board of Assessors and Board of Finance

Supervision Given: Supervises the Assistant and Associate Assessors, Clerical Technicians and a GIS/Security Field Inspector, developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Minimum Required Qualifications:

Education, Training and Experience:

Bachelors Degree in business, accounting or related field; over 7 years of real estate, field work, and valuation experience, personal property and motor vehicle valuation experience, Municipal experience including two years experience with public contact; or any equivalent combination of education, training and work experience.

Special Requirements:

Certified Connecticut Municipal Assessor I or II (CCMA)
Valid CT Drivers License required.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of property valuation and assessment; thorough knowledge of assessment laws, rules and regulations, and various assessment methods; thorough knowledge of state laws and statutory requirements related to real and personal property assessment; knowledge of court proceedings, including stipulated agreements; thorough knowledge of data processing techniques and applications in valuation and assessment administration.

Ability: Ability to interpret assessment law; ability to utilize data processing and web applications as they relate to the functions of the Assessor's Office; ability to obtain and analyze data affecting property value and to make impartial and consistent estimates based on such data; ability to plan and prioritize department operations to meet established statutory deadlines and implement a municipal assessment program; ability to deal effectively with people, handle customer service, and resolve disputes; ability to prepare reports and operating budget for department; ability to analyze office administration operations and to develop operational improvements; ability to plan, assign and supervise work of others.

Skill: Excellent verbal and written communication skills; aptitude for working with numbers and details; skill in using the above-mentioned office equipment; skills associated with the supervision and training of staff; skills associated with the dealing with people and maintaining effective working relationships with various groups.

Job Environment:

Administrative work is performed in a moderately quiet office. Frequently required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, state officials, judges, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, builders, architects, developers, the Board of Finance, the Board of Assessors, and the general public; communication is frequently in person, by telephone, fax, email and through letters.

Errors in judgment or omissions could result in monetary loss or rework if assessments are not calculated properly and potential liability.

Physical and Mental Requirements:**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Driving			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)