



TOWN OF NORTH EAST, MD
MAINTENANCE SUPERVISOR

The Mayor and Commissioners of the Town of North East are accepting applications for the position of Maintenance Supervisor. This is a supervisory position. The employee in this position shall perform responsible administrative, professional and technical management work. The employee occupying the position has the responsibility for planning, organizing, directing, and coordinating activities of the Maintenance Department. Responsibilities include; however, are not limited to the following: street repair/replacement, sidewalk repair/replacement, storm drain repair/replacement, alleys, rights-of-way; building maintenance, parks and grounds maintenance; vehicle and equipment maintenance; and overseeing and coordinating of solid waste services. Work involves developing and implementing departmental policies, planning and executing both short and long-range programs and coordinating departmental activities with other town departments and private or civic organizations. Administrative duties include project planning, budget preparation, personnel administration, equipment and material purchasing, preparation of reports and maintenance of required records and general files. The employee will develop an effective working relationship with the administrator, department heads, town employees and the general public to ensure cooperation and efficient operation of the department. Position requires High School Diploma or G.E.D. and eight (8) years or more of Maintenance and/or related experience, with a minimum of five (5) years of supervisory experience. This supervisory experience should be current (within the last eight years) and be experience in supervising similar crews and activities as found in governmental operations. The pay range in this classification is commensurate with experience. The Town is an E.O.E. Applications should be submitted to The Town of North East, P.O. Box 528, North East, MD 21901-0528; ATTN: Personnel Officer/Town Administrator. Applications can be obtained from the Town's website at www.northeastmd.org on the homepage [click Government followed by Employment]. The position will remain open until filled.



Returned Date: _____

Received By: _____

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

[Screening tests for illegal drug use may be required as a condition of employment]

Feel free to submit a resume with your application. However, the resume should not be submitted in place to completing this application.

APPLICATION FOR EMPLOYMENT

POSITION APPLING FOR _____ Maintenance Supervisor _____

Regular Full-Time ____X____ Temporary _____ Emergency _____ Contractual _____

How did you learn of this employment opportunity with the Town? _____

Are you currently employed by the Town of North East? Yes _____ No _____ If yes, what Department? _____

Have you ever worked for the Town of North East? Yes _____ No _____ If yes, when? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East? Yes _____ No _____ If yes, please indicate name and the position they hold _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear _____

Address _____
(Street) (City) (State) (Zip Code)

Email Address _____ Last 4 digits of Social Security No. _____

Home Phone No. _____ Ok to leave a message? Yes _____ No _____

Cell Phone No. _____ Ok to leave a message? Yes _____ No _____

When is the best time to contact you? _____

Do you have a valid driver's license? Yes _____ No _____ Class: A _____ B _____ C _____ ID Card _____
(This information must be provided when a driver's license is required)

License No. _____ Expiration Date _____

If not MD state Issuing State _____ Expiration Date _____

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain:

As an Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

[INTENTIONALLY LEFT BLANK]

EDUCATIONAL DATA

| Did you successfully complete? | Circle Highest-Grade Successfully COMPLETED | | | | Name and Address of Last Elementary and High School Attended and Course of Study |
|---|---|----|----|----|--|
| Elementary yes <input type="checkbox"/> no <input type="checkbox"/> | 1 | 2 | 3 | 4 | _____ |
| Junior High yes <input type="checkbox"/> no <input type="checkbox"/> | | | | | _____ |
| Senior High yes <input type="checkbox"/> no <input type="checkbox"/> | 5 | 6 | 7 | 8 | If you did not graduate from high school, have you received a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Date Graduated: _____ | 9 | 10 | 11 | 12 | If yes, give # _____ |

COLLEGE OR UNIVERSITY

| Name and Address of College, University or Professional School and Course of Study | Degree Received and Major | Number Semester Hours | Years Completed | Completion Date |
|--|---------------------------|-----------------------|-----------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

OTHER TRAINING

| Name and Address of School | Subjects Studied | Years Completed | Did you finish the course? | |
|----------------------------|------------------|-----------------|------------------------------|-----------------------------|
| | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m. (if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION _____

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes [] No [] If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions:

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.

(Include Military Service) Attach additional sheets if necessary.

| | | | |
|------------------------|---|---|----------------|
| 1. Employer | | Address | |
| Type of Business | Reason for leaving/ (wanting to leave) | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

| | | | |
|------------------------|--------------------|---|----------------|
| 2. Employer | | Address | |
| Type of Business | Reason for leaving | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

| | | | |
|------------------------|--------------------|---|----------------|
| 3. Employer | | Address | |
| Type of Business | Reason for leaving | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

| | | | |
|------------------------|--------------------|---|----------------|
| 4. Employer | | Address | |
| Type of Business | Reason for leaving | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

PERSONAL REFERENCES

| <u>Name</u> | <u>Address</u> | <u>Relation to Applicant</u> | <u>Occupation</u> | <u>Telephone Number</u> |
|-------------|----------------|------------------------------|-------------------|-------------------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ N/A _____ This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class: A _____ B _____ C _____ ID Card _____ Other _____

Out of State License Class: _____ Issuing State: _____

License Number: _____ Expiration Date: _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date_____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date_____ Applicant Signature _____

MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON
THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT
MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of four (4) years.

**RETURN TO: Town Administrator
P.O. Box 528
106 South Main Street
North East, Maryland 21901-0528**



AFFIRMATIVE ACTION
EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Position Applied: _____

Date: _____

Sex: Male: _____ Female: _____

Race/Ethnic Identification:

_____ White/Caucasian, Indo-European, Pakistani, East Indian

_____ Black/African American, Jamaican, Trinidadian, West Indian

_____ Hispanic, Mexican, Puerto Rican

_____ American Indian, Alaskan Native

_____ Asian, Pacific Islander

(Printed Name)

(Signature)

VERIFICATION OF EMPLOYMENT



The Town of North East
Attn: Town Administrator
106 South Main Street, North East, MD 21901
410-287-5801

A – Employee *(Complete Section A only, Print all information)*

Current/Former Employer Name _____

Current/Former Employer Address _____

Telephone No. _____

| APPLICANT NAME | IF THIS NAME DIFFERS FROM NAME USED AT YOUR PREVIOUS EMPLOYMENT, PLEASE INDICATE NAME USED | LAST 4 DIGITS OF SOCIAL SECURITY NUMBER |
|----------------|---|--|
| | | |

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

| DEPARTMENT | JOB TITLE | BASE SALARY AMOUNT | BONUS AMOUNT | OTHER COMPENSATION i.e. car allowance, etc. | EMPLOYMENT DATES FROM: TO: | |
|---|---------------------------------|--------------------------|-----------------|--|-------------------------------|--|
| | | | | | | |
| Reason for Leaving | | | | | | |
| Release of Information Authorization | Applicant Signature: _____ | | | Date: _____ | | |
| Town of North East | Personnel Representative: _____ | | | Date: _____ | | |

B – Former Employer *(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope)*

| COMMENTS | CIRCEL ONE |
|--|------------|
| WAS THE JOB TITLE AS STATED? | YES NO |
| WAS THE BASE SALARY AS STATED? | YES NO |
| WAS THE BONUS AS STATED? | YES NO |
| IS THE PERIOD OF EMPLOYMENT AS STATED? | YES NO |
| IS THE REASON FOR LEAVING CORRECT? | YES NO |
| WOULD YOU REHIRE THIS INDIVIDUAL? | YES NO |
| OTHER COMMENTS: | |



Mayor and Commissioners of the Town of North East Job Description

DEPARTMENT

Maintenance

JOB TITLE

Maintenance Supervisor

NATURE OF WORK/SUMMARY

- This is a supervisory position. The employee in this position shall perform responsible administrative, professional, and technical management work. The employee occupying the position has the responsibility for planning, organizing, directing, and coordinating activities of the Maintenance Department. Services include the construction, maintenance, and repair of town streets, walkways, storm drains, alleys, rights-of-way; buildings, parks and grounds maintenance; vehicle and equipment maintenance; and overseeing and coordinating solid waste services.
- Work involves developing and implementing departmental policies, planning and executing both short and long-range programs and coordinating departmental activities with other town departments and private or civic organizations.
- Administrative duties include project planning, budget preparation, personnel administration, equipment and material purchasing and accounting, preparation of reports and maintenance of required records and general files.
- The employee will develop an effective working relationship with the administrator, department heads, town employees and the general public to ensure cooperation and efficient operation of the town government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are not inclusive of all duties and the employee shall perform all other related duties as required and or assigned.

- Plans, directs and supervises maintenance department employees engaged in a wide variety of tasks as outlined in the "EXAMPLES OF WORK" below. This requires planning and scheduling of daily work assignments and establishing work priorities; requisition of supplies and equipment and inspecting tools and equipment to ensure that proper care and maintenance is being performed;
- Must be capable of managing multiple on-going projects;
- Coordinates with the Town Administrator and other Department Heads on-going and future projects;

- Analyzes and troubleshoots problems such as street and sidewalk damages or obstructions;
- Provides a written monthly report to the Town Administrator and Mayor and Commissioners giving the status of the department; maintains required records, logs, maps, blueprints and charts; and maintains employee time and attendance records. The requirement of the monthly report in no way should preclude the supervisor from bringing to the attention of the Town Administrator an emergency situation immediately.
- Provides on-site direction and guidance to employees during assignments, and inspects work in progress and upon completion to ensure compliance with work standards and local codes, and proper safety techniques and procedures;
- Performs personnel activities such as interviewing and recommends selection of budgeted employees; performs evaluations and institutes actions necessary to maintain personnel performance at a level consistent with departmental policy and institutes disciplinary action as required and as outlined in the Town's Personnel Policy and Procedures Manual;
- Institutes and maintains a departmental posture which emphasizes professionalism and a high degree of community visibility; institutes and maintains departmental rules, regulations and programs as well as those stated in the Town's Personnel Policy and Procedures Manual;
- Perpetuates improvements and projects by initiating and/or assisting in the acquisition of grants, easements, etc; determines the resources needed for approved projects; and reviews work activities to ensure efficient and safe operations and conformance with established State, County and Town standards, regulations, codes and policies;
- Submits an annual budget request and controls the expenditure of department funds: this includes operating and capital improvement budgets;
- Reviews and makes recommendations regarding approval of special permit applications and causes work to be inspected to assure compliance with permit requirements;
- Direct bidding, purchasing and budget procedures for the department in accordance with established limitations; monitor and control expenditures in accordance with established limitations;
- Promulgates rules and regulations of the department as delegated by the municipality;
- Attends Town Board meetings and various hearings, seminars, and civic and business meetings on behalf of the Maintenance Department;
- Manages the coordination of department activities with other departments and agencies;
- Present departmental issues and recommendations requiring policy direction to the Town Administrator;
- Communicate and coordinate efforts with a variety of individuals and organizations, including employees, citizens, contractors, employers, boards, committees and public and private sector agencies;
- Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs;

- Enforces applicable State and local safety regulations, including work rules and regulations of the Maintenance Department;
- Operates equipment as needed;

EXAMPLES OF WORK

Buildings

- List all buildings and the routine maintenance (including but not limited to: lighting (security), roofing, windows, grading of entry roads, painting and caulking, etc.) required monthly, quarterly and annually.
- Maintain buildings in accordance with above.
- Keep all storage and work areas clean and cleaned up/out.

Grounds/Maintenance

- List all areas to be maintained by the Town or Contractor including right-of ways.
- Direct employees or contractor to mow.
- Maintain all Town flower beds; tress and shrubs (except those areas excluded by agreement or contract)

Note: Maintained consist of mowing, weed control program, trimming or pruning.

Streets

- Maintain a list of all potholes. Repair potholes as budget allows and after following the procurement policy of the Town. Priority should be given to those areas that are a threat to public safety.
- Maintain a list of all streets that need a complete overlay.
- Signs- keep an inventory of all street signs in storage.
- Assure all signs/posts erected are in good condition and are visible at all times.
- Replace signs immediately that are damaged or stolen.
- Make recommendations for the placement of new signs.
- Streets and sidewalks shall be clean of weeds, debris, etc.
- Review/inspect street cleaning contractor's performance. Make recommendations to the Town Administrator to correct problem areas. Coordinate notice of cleaning if directed.
- Paint curbing and stripe parking areas in accordance with traffic laws and/or local requirements.

Sidewalks

- Maintain a list of all sidewalks that need repaired. Repair sidewalks as budget allows and after following the procurement policy of the Town. Priority should be given to those areas that are a threat to public safety.

- Maintain a list of all sidewalks that need replaced. Replace sidewalks as budget allows and after following the procurement policy of the Town. Priority should be given to those areas that are a threat to public safety.
- Review/inspect contractor's performance. Make recommendations to the Town Administrator to correct problem areas.

Storm Water Management

- Maintain (keep cleaned out, repair) all ditches, culverts, driveway pipes, storm drain, catch basins, etc.
- Make recommendations to the Mayor and Commissioners to correct problem areas including but not limited to ditches, culverts, driveway pipes, storm drains, and catch basins, etc.

Snow Removal

- Adopt a list of priority streets/areas for snow removal.
- Annually establish a list of private contractors. These contractors should meet the insurance standards as established by the Town's insurance company.
- Depending on severity of snowfall direct either Town employees, contractors or both to remove snow.

Trash Removal

- Maintain schedule for routine of bulk pick-up.
- Coordinate with Town office for bulk pick-up.
- Review/inspect refuse contractor's performance. Make recommendations to the Town Administrator to correct problem areas.

Equipment /Tools /Vehicles

- Maintain a maintenance and safety log on all vehicles and equipment.
- Keep all vehicles/equipment/tools clean and in safe operating condition.
- Keep all vehicles equipped with tools, etc.
- Assure servicing all vehicles is done on a routine schedule.
- Keep inventory of stock/equipment /tools.
- Purchase capital equipment as budget permits and after following procurement policy of the Town as well as determine what capital equipment is needed for the department and negotiate with municipal officials for appropriation of funds.

Parks

- Equipment, Courts, Fields, Grounds - make written monthly safety check of all playground equipment, courts, fields and grounds. Make all repairs as necessary. If repairs cannot be made, take the equipment, court, field or area out of service immediately.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge Of

- Federal, State and local laws, ordinances, rules and regulations relating to municipal public works projects and activities including but not limited to safety and or ability to learn same;
- Federal and State-wide environmental concerns and regulations and or ability to learn same;
- Federal, State, regional and county programs, procedures and funding sources related to assigned duties and or ability to learn same;
- Knowledge of civil engineering theory, procedures, and practices as pertains to the design, construction, and maintenance of municipal public works;
- Knowledge of building maintenance techniques; of plumbing and heating systems; of sanitation; of electrical systems; of fire and safety regulations and procedures; and of grounds maintenance;
- Planning, developing and controlling large budgets;
- Principles and practices of administration, supervision and training;
- Materials, methods, techniques and equipment concerning the job duties and responsibilities;
- Basic research methods;
- Laws, rules and regulations related to assigned duties;
- Town organization, operations, policies and objectives;
- Correct English language, grammar, spelling, punctuation and vocabulary;
- The value of diversification in the work place and the community;
- Use of a computer terminal and word processing software;
- Technical record-keeping techniques and requirements;
- Interpersonal skills;
- Oral and written communications;

Ability To

- Plan, organize, control and direct the activities, services, operations, budgets and policy formulation of the Maintenance Department services;
- Maintain responsibility for a variety of activities without regular direction;
- Analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions;
- Develop a vision for the future and set up the steps to reach specific goals;
- Supervise, evaluate and provide training for personnel;
- Interpret administrative directives and use initiative and professional judgement in applying directives to the work at hand;
- Maintain complex, detailed and official records, files and reports;
- Read, interpret, apply and explain rules, regulations, policies and procedures;

- Maintain current knowledge of technological advances in the field of public works and maintenance;
- Interpret plans and specifications;
- Gain the cooperation of others in sensitive, emotional or hostile situations;
- Supervise and evaluate work performance; provide direction and feedback to employees;
- Effectively communicate, both verbally and in writing the plans and programs of the Maintenance Department and Town to employees;
- Positively and effectively interact with diverse individuals to accomplish a common goal;
- Physically perform the essential job functions;
- Optimize human and material resources;
- Interpret blueprints;
- Organize preventative maintenance programs;
- Establish and maintain effective working relationship with superiors, subordinates, contractors, engineers, property owners, and the general public and the ability to secure compliance with construction plans, specifications, and standards in a tactful yet effective manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in both an office setting and out-of-doors regardless of the weather. Due to the nature of the organization and the "on-site" supervisory and inspection duties performed, considerable time is spent out-of-doors. Also, during occasional emergency situations, the employee may be exposed to extreme weather and working conditions. Walking, standing, bending, and a limited amount of crawling and climbing is required. Normal safety precautions are required. Work requires above average physical agility and dexterity. Travel to a variety of locations for site visits or to attend meetings.

QUALIFICATIONS REQUIRED

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Education High School graduation or G.E.D.

Experience Eight (8) years or more of Public Works and Maintenance related experience, with a minimum of five (5) years of supervisory experience. This supervisory experience should be current (within the last eight years) and be experience in supervising similar crews and activities as found in governmental public works and maintenance operations.

LANGUAGE SKILLS

Ability to work courteously and effectively with Town staff, developers, community organizations and the general public. Ability to prepare clearly written reports and documents, and make effective oral presentations and reports.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts for submittal of the annual budget, and for supervising expenditures of same.

REASONING ABILITY

The person in this position is expected to use a high degree of sound professional judgement in the recommendation of public works policies and procedures, and to independently administer an excellent, well-rounded Maintenance Department. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS AND ABILITIES

Ability to use personal computer, calculator, copy machine, fax machine and telephone.

LICENSES AND OTHER REQUIREMENTS

Valid Maryland Driver's License and a driving record acceptable to the Town's Risk Manager.

EXEMPT

Yes

REPORTS TO

Town Administrator



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____ hereby acknowledge and
(PLEASE PRINT NAME)

Affirm that I have read and understand the attached job description for the position of

Maintenance Supervisor.

Signature

Date