MEMORANDUM

FR: MICHELLE BENIVEGNA, ASSISTANT DIRECTOR
RE: JOB POSTING/LATERAL TRANSFER
DT: March 9, 2020

FULL-TIME JOB OPENING
EAST HAVEN SUPERVISOR’S UNION
LOCAL 1303-818

POSITION:
GENERAL FOREMAN-PARKS, GROUNDS & BUILDINGS
PUBLIC SERVICE DEPARTMENT
PERMANENT VACANCY
SALARY: $ 68,379- $76,254

QUALIFICATIONS: JOB DESCRIPTION BELOW

IF YOU ARE QUALIFIED AND INTERESTED IN THE ABOVE REFERENCED POSITION, PLEASE EMAIL OR FAX THE ASSISTANT DIRECTOR OF ADMINISTRATION AND MANAGEMENT, WITH A COVER LETTER AND RESUME. CONTACT INFORMATION IS PROVIDED BELOW:

MBENIVEGNA@TOWNOFEASTHAVENCT.ORG
FAX # 203-468-3372
TOWN OF EAST HAVEN

JOB DESCRIPTION

DEPARTMENT OF PUBLIC SERVICES

GENERAL FOREMAN, PARKS & GROUNDS & BUILDINGS

GENERAL STATE OF DUTIES: A highly responsible position providing direct administrative assistance to the Director of Public Services.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Public Services exercising considerable independent judgment.

SUPERVISION EXERCISED: Directly supervises all personnel assigned to the parks division of the Public Services Department. Supervises all building maintenance personnel and contractors. Is certified Town’s Tree Warden.

EXAMPLES OF DUTIES: Supervises, coordinates, schedules and inspects the work of personnel in the daily operation of landscape maintenance including all parks, athletic field, town and school properties. Supervises, coordinates, schedules and inspects all new and repair projects of parks and fields. Determines needs and prioritizes needs as part of short term and long term planning. Establishes and maintains schedules for routine and preventive repairs and maintenance. Supervises the snow removal operation of all Town buildings and new high school and provides backup for snow removal at other schools. May be required to supervise Public Service personnel for snow removal in an emergency. Has input into bid specifications concerning parks division. May be at times responsible for man hours, materials and equipment used. Assists in preparation and administration of parks and building maintenance division budgets. Inspects trees for safety, insect infestation and/or disease impact. Works with United Illuminating and SNET for joint removal of trees in power lines. Coordinated work with contractors on all of the above. Responds to security alarms, damaged and emergencies to all Town buildings. Works with alarm companies for security installations and repairs. Checks and totals all timecards and checks payroll for proper accounts for all departmental personnel. Shares in supervision of landfill on a daily basis with General Foreman, Streets and Highways. Handles emergency and regular overtime involving parks and grounds, and buildings, directing action to be taken and personnel to be assigned. Performs related work as required in absence of General Foreman-Streets and Highways, assumes his duties, checks and totals time cards, checks payroll for proper account, handles purchase orders in scope of job duties.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES: Ability to plan and schedule maintenance and repair projects pertaining to parks and grounds including anticipating material and
personnel needs. Ability to provide proper directions and instructions in scheduling and in the maintenance of tools and equipment. Ability to provide proper training. Ability to understand and prepare bid specifications and cost estimates. Ability to keep accurate records. Ability to read and review architectural, mechanical and engineering drawings. Ability to prepare oral and written reports.

EXPERIENCE AND TRAINING: High school or technical school diploma. Not less than eight (8) years experience in landscape maintenance and repair of parks, athletic fields and building grounds preferably in a Public Services or equivalent environment. At least four (4) years must have been in a supervisory position involving responsibility for personnel, materials, equipment and methods used; plus three (3) years in responsible employment involving supervision and direction of maintenance and repairs of parks, athletic fields and building and grounds; any equivalent combination of education and experience.

REVISED: January 1999
Tree Warden
Does not state that I am in charge of tree crew

Purchase Orders
No longer handles purchase orders

Land Fill
Coordination and record keeping of state reports on hazmat waste removal, recyclables and bulk waste along with yearly state mandated report

Sexual Harassment Officer
Confidential record keeping
Classes given by self to employees
Tests given by self to employees
Assessment of employee complaints
Follow-up review and action to be taken against offenders

Eviction Coordinator
Certifies all evictions
Removal of all eviction items
Notification of auctions to State and evicted persons and newspaper
Keeps records of all eviction, auctions and residents correspondence

Certified Safety Sensitive Officer - FTA & DOT - Drug & Alcohol Program Manager & Designated Employer Representative
Maintains town-wide DOT & FTA Drug & Alcohol policy enforcement
Responsible for all actions taken in DOT agency regulations
Knowledge and review of revisions of standard policy changes within the DOT manual
Overall responsible for compliance of the program
Receive general correspondence, newsletters and announcements
Notification of covered employee additions to and deletions from the program
Notification of additional employer contacts
Coordinate pre-employment activities
Conducting applicant’s controlled substance and/or alcohol test inquire
Ensuring appropriate forms have been signed
Coordinate reasonable-suspicion training
Copy and provide The Controlled Substances and Alcohol Policy for Covered Employees and Educational Materials to individual in the program
Receive confidential notifications of random selections and coordinate the random testing activities
Maintain a supply of laboratory custody and control forms and directions to collection sites
Schedule appointments
Notify the selected individuals to proceed immediately to site for testing
Provide individual with proper laboratory custody and control forms when sent out for a drug test
Provide individuals selected for a test with a Federal Test Notification and Authorization Form.
Document the individual’s applicability for testing
Ensure that individual arrive at the collection site on a timely basis
Coordinate Management Information Systems reports
Maintain SEPARATE CONFIDENTIAL internal files for the Drug and Alcohol Testing Program
Monitor non-negative drug and positive alcohol test results for individuals to determine appropriate actions
Inform employee to contact MRO
Verbal updates taken of positive results or refusal to test from the MRO
MRO's confidential written reports analyzed and filed