

**TOWN OF GREENTOWN  
PERSONNEL AND EMPLOYEE BENEFITS POLICIES  
EFFECTIVE JANUARY 1, 2025**

IT SHALL BE THE POLICY OF THE TOWN OF GREENTOWN THAT THE PROVISIONS HEREIN APPLY TO ALL EMPLOYEES OF THE TOWN OF GREENTOWN NOW EMPLOYED OR HEREAFTER HIRED.

**NATURE OF EMPLOYMENT**

Employment with the town is voluntarily entered into, and the employee is free to resign at will at any time, with or without notice or cause. Similarly, the town may terminate the employment-at-will relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this document are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the town and any of its employees. The provisions of this policy document have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the town's sole discretion.

**CLERK-TREASURER'S OFFICE**

In applying this document uniformly, employees of the Clerk-Treasurer's Office report directly to the Clerk-Treasurer who has the sole authority to hire, train, evaluate, set policy, discipline, and determine employment status of the employees within the office. With this being said, all policies and procedures within this document apply to the employees who work in the Clerk-Treasurer's Office. The Clerk-Treasurer is an elected official and none of the policies apply to, nor does the individual directly report to the Town Council. The Town Council only makes the determination as to how much to allow for funding within the Clerk-Treasurer's Office.

**POLICE DEPARTMENT**

When the policies and procedures that are contained in the Police Department Standard Operating Procedures (SOPs) differ from what is written in this employee policy, those policies and procedures will prevail. The Town Marshal reports directly to the President of the Town Council and serves at the discretion of the Town Council through an employment contract. The Town Council is the only body (other than a Court on appeal) authorized to hear disciplinary action charges against the Town Marshal. For purposes of this employee policy, the Town Marshal will be referred to as a Department Head.

**ALL CIVILIAN DEPARTMENTS**

In applying this document uniformly, employees who do not work in the Clerk-Treasurer's Office or the police department, are to report to and request information from the appropriate Department Head, as appropriate. With this being said, all policies and procedures within this document apply to civilian employees. Department Heads report directly to the President of the Town Council.

## **TOWN COUNCIL**

The Town Council consists of elected officials who are not subject to the policies and procedures as outlined in the employee policy, as they are not employees of the town. However, the members of the Town Council consist of the governing body who do make rational and consistent decisions with regards to employees who are subject to the policies and procedures as outlined within the employee policy. It is the responsibility of all Town Council members to make sure that the town is legally compliant with all federal, state, and local employment-related laws in accordance with policies as outlined in this employee policy. The President of the Town Council is responsible for supervising the assigned Department Heads, as appropriate. For purposes of the employee policy, employees who are Department Heads will report to the President of the Town Council as it relates to each policy.

These provisions supersede all existing policies and procedures and may not be amended or added to without the express written approval of the Town Council.

## **NEW APPLICANTS**

All applicants applying for a position with the Town of Greentown must have a high school diploma or GED certificate. All employee benefits begin after 90 days of employment. Pre-employment drug testing is part of the pre-employment physical which must be completed before an applicant may begin employment.

## **PAY PERIOD**

Payroll shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month unless a weekend or holiday dictates that an earlier pay date shall be necessary for banking purposes. Pay period is from the 26<sup>th</sup> of the previous month to the 10<sup>th</sup> and from the 11<sup>th</sup> through the 25<sup>th</sup>. Payment shall be made by direct deposit.

## **OVERTIME**

On occasion, employees are required to work overtime to satisfy our citizens' needs. Therefore, employees are expected to work overtime when required. When overtime is necessary, employees will receive as much advance notice as possible. If for some reason an employee is unable to work overtime, he should discuss it with his supervisor. No employee shall work overtime without the approval from the relevant department supervisor. Any hours worked over eight (8) hours in a twenty-four (24) hour period or forty (40) hours in seven (7) days, shall be considered overtime. The Town Marshall, Water Operator, Utility Supervisor, and Wastewater Operator are exempt from the overtime provisions of the FLSA and shall not be entitled to overtime pay.

Compensatory time may be used for overtime at the rate of 1.5 hours of compensatory time for every one hour of overtime. The scheduling and approval of compensatory time off shall be at the supervisor's discretion. Employee preference will be given consideration if said time off will not adversely affect departmental work activity. Compensatory time must be used by the end of the calendar year and does not carry forward. Accrued but unused compensatory time is forfeited upon separation of employment from the Town of Greentown.

**PAID HOLIDAYS**

Employees of the Town of Greentown shall have the following paid holidays as time off from work:

- |                |                                   |
|----------------|-----------------------------------|
| New Year’s Day | Memorial Day                      |
| MLK Day        | Juneteenth                        |
| Good Friday    | Independence Day                  |
| Labor Day      | Thanksgiving Day                  |
| Veteran’s Day  | Friday following Thanksgiving Day |
| Christmas Eve  | Christmas Day                     |

The Marshal and deputies may schedule their holiday on another day than the actual holiday so that someone can be on duty on holidays.

Temporary seasonal employees shall not receive paid holidays.

**PAID TIME OFF**

Employees shall accrue paid time off in lieu of paid vacation and sick days. Full-time employees of the Town of Greentown shall accrue paid time off pursuant to the following schedule:

- After 90 Day probation period – 40 hours
- After 12 consecutive months (1 year) – 80 hours
- After 24 consecutive months (2 years) – 120 hours
- After 84 consecutive months (7 years) – 160 hours
- After 144 consecutive months (12 years) – 200 hours
- Addition 8 hours of personal leave per year of seniority over 20 years

Beginning with January 1 of the calendar year following the year in which an employee reaches his/her one-year anniversary, the employee will be eligible for eighty (80) hours of paid time off.

The Town of Greentown employees shall utilize all paid time off between January 1 and December 31. An employee may carry over up to forty (40) hours from one calendar year to the next with the approval of his/her supervisor. Personal time off shall be limited to two (2) weeks maximum per event unless Town Council President extends time limit. All paid time off must be pre-approved by the employee’s department head.

Hourly employees shall take paid time off in 4-hour increments.

If an employee leaves in good standing after completing at least one year of employment, the employee shall be paid for any accrued but unused and uncompensated paid time off up to 200 hours.

Part-time employees shall accrue paid time off as above, but prorated for the number of hours they are normally scheduled to work each week. For example, an employee that works 30 hours per week and has one-year seniority shall receive thirty (30) hours of paid time off.

Temporary seasonal employees shall not accrue paid time off.

Employees shall call their department head the evening before or the morning of a day they are unable to come to work or they will be considered unexcused and will not receive pay for that day. If they are unable to reach the department head, they shall call the utility office. In the event of prolonged absence from work, extended or long-term illness shall be determined by the Town Council as stated in the Disability Action Plan, listed below. Employees shall use paid time off if they are ineligible for the Disability Action Plan or they will have the missed time deducted from their pay.

### **RESIGNATIONS**

If an employee decides to leave employment, a minimum of two weeks written notice must be given in order to leave in good standing, unless a shorter time period is expressly approved by the Town Council. An employee is expected to work each assigned day during that two-week period. Furthermore, use of paid leave cannot be granted beyond the last day the employee is physically present at work. Leaving in good standing entitles the employee to consideration for future reemployment or rehire. The resignation letter should be sent to the Utility Superintendent or Town Council.

### **BEREAVEMENT**

Days off must be approved by supervisor. Employees are eligible for leave with pay for attending the funeral of certain relatives or members of their household. This shall not exceed three regularly scheduled consecutive working days and the days must be in conjunction with the date of the death or the funeral. Such leave may be granted upon the death of: your spouse, father, mother, son, daughter, brother, sister, grandparent (including greats); grandchild (including greats), or the spouse of any of these. If you are married, leave may be available for the same members of your spouse's family. You also may be able to take funeral leave for a person living in the same household with you.

If additional time off is required, an employee may be able to use, with their supervisor's approval, sick, compensatory, or vacation time.

### **PERF – RETIREMENT**

The Town of Greentown has elected to participate in the Public Employees' Retirement Fund (PERF) and all full-time employees are covered by the Indiana Public Employees' Retirement Fund (PERF) as allowed by Indiana Code 5-10.3-6-1. The employer contribution rate is established by INPRS.

### **DISABILITY ACTION PLAN**

An employee who has had six or more months of continuous service for the town and is disabled because of personal illness or injury is eligible for salary payments for six months, subject to Town Council review after the first two weeks.

The Town reserves the right to require due proof of personal injury or sickness and all payments are contingent on the furnishing of such proof when required. The two weeks prior to the start of the disability will be unpaid. The employee must use up his paid time off before the start of disability payments.

## **INSURANCE**

Full-time employees and Town Council President of the Town of Greentown shall be entitled to participate in the following insurance program:

- Life insurance - As per provisions of Town insurance policy which is decreasing term insurance
- Health and hospitalization
- Major Medical
- Dental
- Vision

The Town will pay 90% of the premium for the above coverage. The employee shall be responsible for the remaining ten percent (10%).

If a spouse is eligible for group coverage under his/her employer's medical plan, and his/her employer pays 50% or more of the medical premium, then the spouse must enroll in his/her employer's medical insurance.

Part-time employees and temporary seasonal employees are not eligible for insurance.

## **UNIFORMS**

The Town will furnish uniforms for police officers at no cost to the employee. Other full-time employees shall each receive \$300 uniform allowance paid on December 15<sup>th</sup> of each year in lieu of furnished uniforms.

All full-time employees must abide by the Uniform Policy, available for review on our website [www.townofgreentown.com](http://www.townofgreentown.com).

## **DISCIPLINE PROCEDURE FOR POLICE**

Disciplinary procedure for Police Department shall follow the guidelines provided by State Statute 36-8-3-4 and the Greentown Police Department rules and regulations.

## **DISCIPLINARY ACTION**

If problems develop with an employee's behavior, disciplinary action may become necessary. Types of discipline imposed include reprimand, suspension, demotion, and dismissal. The discipline imposed may vary based upon the nature of the offense, work record and any mitigating or aggravating circumstances.

For more specific information about the disciplinary action process, contact your supervisor.

## **DRUG FREE WORKPLACE**

Employees must abide by the terms of Ordinance 2015-6.

## **FAMILY AND MEDICAL LEAVE ACT**

The FMLA guide is provided to each employee annually.

## **SOCIAL MEDIA**

Employees must abide by the Social Media Policy passed on December 7, 2016. The Social Media Policy is available for review on our website [www.townofgreentown.com](http://www.townofgreentown.com).

Employees must make clear that their postings represent their own views and opinions, not those of town officials. First Amendment rights apply when you are contributing to the debate on matters of public concern, but do not apply when you are merely griping about your job, coworker, or superiors.

## **CELL PHONE**

The town recognizes the benefits of text messaging for convenient and expedient real-time business communications. These modes of communication have the potential to be abused, however, resulting in such problems as lost productivity, harassment, security concerns and even possible legal liability.

Employees are strictly prohibited from transmitting messages with obscene, profane, lewd, derogatory, or potentially harassing/discriminatory content. Employees must not send messages they know or have reason to believe, may be false or misleading.

Any text messages sent using town's resources should not be considered private. The town reserves the right to monitor all such messages. These messages are subject to disclosure to outside third parties including the court system and law enforcement agencies. Violations will result in discipline up to and including employment dismissal.

The term text messaging includes all electronic posts, messages, or graphics; whether sent by email, instant messaging, social media, cell phone texting or other similar technology. Indiana Code 9-21-8-59.

## **INTERNAL CONTROLS**

The Internal Control Policy is available for review on our website [www.townofgreentown.com](http://www.townofgreentown.com).

**This personnel policy shall be in full force and effect as of the first day of January, 2025.**

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF GREENTOWN,  
INDIANA THIS 19 DAY OF NOVEMBER, 2024.

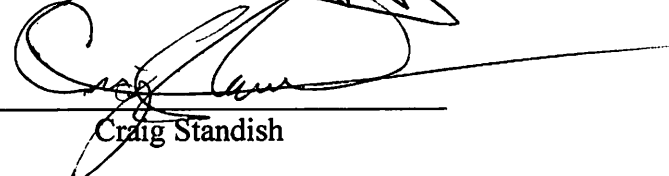
**Town Council of the Town of Greentown**

  
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Scott Deyou

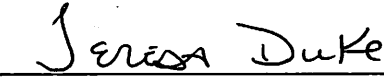
  
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Debra Everling

  
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Mark Lantz

  
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James Skinner

  
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Craig Standish

**ATTEST**

  
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Teresa Duke, Clerk-Treasurer

# **TOWN OF GREENTOWN**

## **TOWN SUPERVISOR**

### **Description**

We are seeking a friendly and dedicated individual to join our team as a Town Supervisor. In this role, you will be responsible for overseeing the day-to-day operations of our local government, ensuring that all services are delivered efficiently and effectively to our residents. This is an excellent opportunity for someone who is passionate about community development and wants to make a positive impact on the lives of those around them.

As the Town Supervisor, you will work closely with elected officials and department heads to develop and implement policies and initiatives that promote the growth and well-being of our community. You will be responsible for managing the budget, overseeing staff, and coordinating various projects and programs. Additionally, you will serve as a liaison between the town government and the public, ensuring that all concerns and inquiries are addressed in a timely and professional manner.

### **Responsibilities**

- Develop and implement policies and procedures to effectively govern the town
- Supervise and guide staff in executing their duties and responsibilities
- Manage the budget and ensure financial resources are allocated appropriately
- Ensure compliance with all applicable laws, regulations, and guidelines
- Oversee the planning and implementation of projects and initiatives to improve the town's infrastructure and services
- Supervise and evaluate staff performance, providing guidance and mentorship as needed
- Collaborate with elected officials to develop and implement strategic plans for the town's growth and development

### **Requirements**

- High school diploma or equivalent; Bachelor's degree preferred
- Strong leadership and management skills, with the ability to motivate and inspire teams
- Excellent interpersonal and communication skills
- Knowledge of local government policies, procedures, and regulations
- Strong analytical and problem-solving abilities



- Proficiency in computer applications and software relevant to government administration
- Attention to detail and exceptional organizational skills to manage multiple tasks and priorities simultaneously
- Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time.

# **TOWN OF GREENTOWN**

## **ASSISTANT TOWN SUPERVISOR**

### **Description**

We are seeking a highly organized and efficient individual to join our team as an Assistant Town Supervisor. As a key member of the government administration, you will play a crucial role in supporting the Town Supervisor in various administrative tasks and ensuring the smooth operation of town affairs. This position offers an exciting opportunity to contribute to the growth and development of our community.

### **Responsibilities**

- Assist the Town Supervisor in managing day-to-day operations and decision-making processes.
- Conduct research and provide input on various town projects and initiatives.
- Prepare correspondence, reports, and presentations for the Town Supervisor.
- Coordinate and schedule meetings, appointments, and events for the Town Supervisor and other town officials.
- Manage and maintain records, files, and databases in accordance with town policies and procedures.
- Assist in the development and implementation of town policies, procedures, and initiatives.
- Provide support in drafting and reviewing town ordinances, resolutions, and legal documents.
- Represent the Town Supervisor or attend meetings on their behalf when needed

### **Requirements**

- High school diploma or equivalent; Bachelor's degree preferred
- Strong problem-solving and decision-making skills
- Ability to multitask and prioritize tasks effectively
- Excellent verbal and written communication abilities.
- Knowledge of local government processes and procedures.
- Ability to work independently and as part of a team.
- Attention to detail and strong problem-solving skills.

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# **TOWN OF GREENTOWN**

## **STREET EMPLOYEE**

### **Description**

We are seeking a diligent and hardworking individual to join our street department. As a street employee, you will play a crucial role in maintaining the cleanliness and functionality of our city streets. This position offers an opportunity to make a positive impact on the community and ensure the smooth operation of the city.

In this role, you will be responsible for various tasks related to street maintenance and repair. This includes manual labor such as shoveling, sweeping, and operating small machinery. You will also assist in the installation and repair of street signs, traffic signals, and other traffic control devices. Additionally, you may be required to assist with snow removal during winter months.

To excel in this role, you should be physically fit and able to perform manual labor for extended periods. You must also have a strong attention to detail and be capable of following instructions accurately. The ability to work independently, as well as part of a team, is essential.

This position offers an excellent opportunity to contribute to the enhancement of our community's infrastructure and public spaces. If you are a dedicated individual with a strong work ethic and a passion for improving your community, we encourage you to apply.

### **Responsibilities**

- Maintain and repair sidewalks, curbs, and gutters, ensuring their safety and functionality.
- Patch streets and alleys.
- Grade alleys and road berm.
- Perform street sweeping and cleaning duties to keep our streets free of debris and litter.
- Assist with the installation and repair of street signs and traffic control devices.
- Operate and maintain various pieces of equipment and tools, such as mowers, trimmers, and power tools.
- Participate in the maintenance and repair of pavement markings.
- Mow all town properties
- Snow plowing and removal.

- Salt and sand where necessary.
- Respond to emergencies and perform other related duties as assigned.
- Maintain and clean buildings and equipment
- Operate small machinery and equipment as required
- Assist in road closure and traffic control during construction projects
- Assist water and waste water utilities when requested.
- Care and maintenance of the town landfill

## **Requirements**

- High school diploma or equivalent
- Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier
- Basic knowledge of street maintenance and repair techniques
- Ability to operate tools and machinery safely and effectively
- Physical strength and stamina to perform manual labor for extended periods
- Strong attention to detail and ability to follow instructions accurately
- Knowledge of safety protocols and procedures
- Excellent communication and teamwork skills
- Flexibility to work weekends, evenings, and on-call shifts as needed

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## **TOWN OF GREENTOWN PART-TIME STREET EMPLOYEE**

### **Description**

We are currently seeking a motivated and reliable individual for the position of part-time street employee. As a street employee, you will be responsible for assisting with various tasks related to the maintenance and upkeep of public streets. This is a part-time position, with a flexible schedule and competitive hourly rate.

As a part-time street laborer, your main responsibilities will include assisting with street cleaning, sweeping, and debris removal. You will also be responsible for helping with street repairs and maintenance, including patching potholes and repairing damaged sidewalks. In addition, you may be required to assist with snow removal during winter months.

To excel in this role, you should have a strong work ethic and the ability to work independently as well as part of a team. You should also have good physical stamina and be comfortable working outdoors in various weather conditions. Previous experience in street maintenance or construction is preferred, but not required.

This is an excellent opportunity to join a dedicated team of professionals and make a positive impact on our community. If you are a hardworking and reliable individual with a passion for public service, we encourage you to apply for the position of part-time street laborer.

### **Responsibilities**

- Assist with street cleaning, sweeping, and debris removal
- Help with street repairs and maintenance, including patching potholes and repairing damaged sidewalks
- Assist with snow removal during winter months
- Operate and maintain street maintenance equipment
- Conduct routine inspections of streets and report any issues or hazards to supervisors
- Assist with traffic control and road closures as required
- Participate in training programs and workshops to enhance skills and knowledge of street maintenance best practices
- Assist town water and waste water utilities when requested

### **Requirements**

- High school diploma or equivalent
- Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier
- Good physical stamina and the ability to lift heavy objects
- Strong attention to detail and commitment to safety protocols

- Ability to work independently and as part of a team
- Excellent communication skills and the ability to interact professionally with the public and coworkers
- Strong attention to detail and ability to follow instructions

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# **TOWN OF GREENTOWN PLAN ADMINISTRATOR**

## **Description**

As Plan Administrator for the Town of Greentown, you will play a crucial role in ensuring compliance with building codes and regulations. You will be responsible for reviewing and processing building permit applications, coordinating inspections, and maintaining accurate records in accordance with established procedures. Your attention to detail and ability to work efficiently under pressure will contribute to the smooth and timely completion of construction projects in our jurisdiction.

## **Responsibilities**

- Review and process building permit applications, ensuring all necessary documentation is provided and accurate
- Coordinate and schedule inspections with relevant stakeholders, including contractors, architects, and inspectors
- Conduct thorough code compliance reviews, ensuring all construction projects meet appropriate standards and regulations
- Evaluate and provide recommendations on development proposals, variances, and rezoning requests
- Maintain accurate and up-to-date records of building permits, inspections, and related documentation
- Provide guidance and assistance to applicants, answering questions and addressing concerns related to the permit process
- Collaborate with internal departments and external agencies to ensure effective communication and coordination throughout the permit process
- Monitor and enforce compliance with building codes and regulations, conducting site visits as necessary

## **Requirements**

- Strong knowledge of building codes, regulations, and zoning ordinances
- Proficiency in using computer software and applications, including permit management systems
- Excellent written and verbal communication skills, with the ability to effectively engage with diverse stakeholders
- Attention to detail and ability to accurately review and analyze complex information
- Strong organizational and time-management skills, with the ability to prioritize and meet deadlines
- Exceptional problem-solving abilities, with the capacity to think critically and make sound decisions in a fast-paced environment

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# **TOWN OF GREENTOWN**

## **CERTIFIED WASTE WATER OPERATOR**

### **Description**

As a Certified Waste Water Operator, you will be responsible for overseeing the management and operation of waste water treatment facilities. This role requires expertise in waste water treatment processes and regulations, as well as a strong commitment to environmental stewardship. You will play a critical role in ensuring the safe and efficient operation of waste water treatment systems, protecting public health and the environment. This is a crucial role that directly impacts the health and well-being of our community and the environment. If you have a passion for sustainability and public service, this is an excellent opportunity for you.

### **Responsibilities**

- Perform routine monitoring and testing of waste water treatment processes to ensure compliance with regulatory standards
- Operate and maintain waste water treatment facilities and equipment, such as pumps, valves, control systems, sewer lines, manholes, catch basins, rodding, and cleaning
- Conduct regular inspections of waste water treatment facilities to identify and address potential issues or maintenance needs
- Troubleshoot and repair equipment malfunctions, ensuring minimal disruption to waste water treatment processes
- Maintain accurate records of waste water treatment operations, including plant performance data, equipment maintenance logs, and laboratory test results
- Supervise and direct assigned personnel including interviewing applicants, planning and directing work assignments, authorizing leave, overtime, and hours worked, evaluating performance, providing training, corrective action, maintaining discipline, addressing complaints, and resolving problems
- Coordinate with other personnel to ensure seamless operation of waste water treatment facilities
- Comply with all safety protocols and procedures to maintain a safe working environment for yourself and others
- Respond to customer inquiries, concerns, and initiate action to resolve valid complaints/requests
- Keep current inventory of equipment and supplies
- Assist Water utility and street department when requested
- Attend all meetings and training as required
- Maintain strict confidentiality regarding Town issues

## **Requirements**

- **Certification as a class II waste water treatment plant operator or as required by IDEM.**
- **In-depth knowledge of waste water treatment processes, equipment, and systems**
- **Strong understanding of environmental regulations and compliance requirements**
- **Ability to read and interpret technical manuals, schematics, and blueprints**
- **Proficiency in using computer software and systems for documentation and reporting purposes**
- **Ability to interpret and analyze laboratory test results**
- **Excellent problem-solving and troubleshooting skills**
- **Strong attention to detail and ability to work effectively under pressure**
- **Effective communication and customer service skills**
- **Physical ability to perform duties, including lifting heavy objects and working in confined spaces, and work in all weather conditions**
- **Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier**
- **Ability to exercise caution and good judgement regarding safety at all times, abiding by safety-related policies, laws, and OSHA regulations**
- **Flexibility to work on-call and respond to emergency situations**

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# **TOWN OF GREENTOWN**

## **WASTE WATER EMPLOYEE**

### **Description**

We are seeking a highly qualified and dedicated individual to join our team as a Waste Water Employee. As a Waste Water Employee, you will play a crucial role in ensuring the proper functioning of our waste water systems. You will be responsible for assisting in the maintenance, operation, and repair of waste water treatment facilities and systems.

### **Responsibilities**

- Performing routine tasks and maintenance work related to waste water treatment.
- Operate, clean, and maintain equipment used in the treatment and distribution of wastewater
- Conduct routine inspections of the waste water treatment plants and collection system
- Assist in repairs and maintenance activities, including pipe installations and removals
- Monitor and maintain the performance of wastewater pumps and control panels
- Follow safety protocols and guidelines to ensure a safe working environment
- Monitoring and inspecting waste water systems to ensure they are operating efficiently and effectively.
- Collecting samples and performing laboratory tests to ensure compliance with environmental regulations.
- Assisting in the repair and replacement of equipment and components as needed.
- Performing general labor tasks such as digging trenches, cleaning tanks, and disposing of waste materials.
- Assisting in the documentation and record-keeping of waste water activities and processes.
- Assist Water utility and street department when requested.

### **Requirements**

- High school diploma or equivalent.
- Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier
- Ability to work well in a team and independently.
- Good physical condition and ability to perform strenuous tasks.

- Ability to understand and follow oral and written instructions.
- Basic knowledge of waste water treatment processes and systems.
- Strong attention to detail and accuracy in performing laboratory tests.

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# **TOWN OF GREENTOWN**

## **CERTIFIED WATER OPERATOR**

### **Description**

We are seeking a highly skilled and experienced Certified Water Operator. As a Certified Water Operator, you will play a crucial role in the operation, maintenance, and repair of our water treatment and distribution systems. You will ensure that our customers receive clean and safe drinking water by monitoring and controlling various treatment processes. Your expertise will help maintain the quality and availability of drinking water for our community.

In this role, you will oversee the operation, maintenance, and repair of the water treatment facilities, wells, pumping equipment, and distribution systems. Implementing established procedures and industry best practices, you will monitor water quality, conduct regular inspections, and perform necessary tests and chemical treatments. Your attention to detail will be vital in identifying and resolving any issues, malfunctions, or potential hazards.

As a Certified Water Operator, you will collaborate with a team of professionals, including engineers, technicians, and other operators, to ensure compliance with federal and state regulations, as well as town policies and procedures. You will also interact with the public, addressing inquiries, concerns, and emergencies related to the water supply.

### **Responsibilities**

- Oversee the operation, maintenance, and repair of water treatment facilities, wells, pumping equipment, hydrants, distribution systems, buildings, lawns, and any other equipment related to the proper operation of the water company
- Implement and maintain a preventative maintenance program for treatment and distribution systems
- Adjust treatment processes as needed to meet regulatory requirements and water quality standards
- Perform routine inspections and maintenance on treatment and distribution equipment
- Monitor water quality, perform necessary tests, and implement appropriate chemical treatments
- Supervise and schedule the water meter reading activities
- Keep all meters in good repair and change when needed
- Oversee all water connects and disconnects
- Supervise repairs of water leaks and water construction projects
- Conduct regular inspections to identify and address any equipment malfunctions or potential hazards
- Ensure compliance with federal, state, and company regulations and standards
- Supervise and direct assigned personnel including interviewing applicants, planning and directing work assignments, authorizing leave, overtime, and hours worked, evaluating performance, providing training, corrective action, maintaining discipline, addressing complaints, and resolving problems
- Collaborate with a team of professionals to develop and implement operational strategies and improvements

- Maintain accurate records, logs, and reports of daily operations, inspections, and maintenance activities
- Respond to customer inquiries, concerns, and emergencies related to water quality and supply and initiate action to resolve valid complaints/requests
- Hydrant flushing as needed
- Make all water taps as required
- Keep current inventory of equipment and supplies
- Assist Waste Water utility and street department when requested
- Attend all meetings and training as required
- Maintain strict confidentiality regarding Town issues

## **Requirements**

- Valid certification as a Class WT3 Water Operator and DSS license
- High school diploma or equivalent; further education or technical training is a plus
- Proven experience in operating and maintaining water treatment and distribution systems
- Strong knowledge of water treatment processes and equipment
- Familiarity with local, state, and federal water quality regulations
- Ability to interpret and analyze water quality data
- Excellent problem-solving and troubleshooting skills
- Effective communication and customer service skills. Ability to work effectively as a team member and interact with the public courteously
- Physical stamina to perform manual labor with occasional moderate to heavy lifting and work in all weather conditions
- Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier
- Ability to exercise caution and good judgement regarding safety at all times, abiding by safety-related policies, laws, and OSHA regulations
- Flexibility to work on-call and respond to emergency situations

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# **TOWN OF GREENTOWN**

## **WATER EMPLOYEE**

### **Description**

We are seeking a hardworking and dedicated individual to join our team as a Water Employee. In this role, you will be responsible for assisting in the maintenance and operations of water systems and facilities. This is an excellent opportunity for someone who is looking to make a positive impact in their community and contribute to the efficient management of water resources.

As a Water Employee, you will play a crucial role in supporting the day-to-day activities related to water supply, treatment, and distribution. You will be responsible for performing a variety of manual labor tasks, such as digging ditches, repairing pipelines, and operating equipment. Additionally, you will assist in conducting routine inspections and tests to ensure compliance with safety and quality standards.

### **Responsibilities**

- Assist in the installation, repair, and maintenance of water distribution systems
- Conduct inspections of water infrastructure to identify leaks or damages.
- Operate and maintain equipment, such as pumps, valves, and meters
- Assist in the operation and maintenance of water treatment plant.
- Perform routine inspections of water facilities and identify potential maintenance needs
- Participate in emergency response activities, such as repairing water main breaks and restoring service
- Assist in water sampling and testing to ensure compliance with regulatory requirements
- Assist in reading and recording water meter readings
- Follow safety protocols and regulations to ensure a safe working environment.
- Assist waste water utility and street department when requested.

### **Requirements**

- High school diploma or equivalent
- Valid driver's license with a clean driving record and must remain insurable through the Town's liability insurance carrier
- Previous experience in manual labor or a similar role is preferred
- Basic knowledge of plumbing and mechanical systems
- Ability to operate tools and equipment effectively and safely

- **Strong attention to detail and ability to follow instructions**
- **Ability to work independently and as part of a team**
- **Good physical stamina and ability to work in varying weather conditions**

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# **TOWN OF GREENTOWN MARSHALL**

## **Description**

We are currently seeking a dedicated and experienced Marshal to join our team in Government Administration. As a Marshal, you will play an integral role in maintaining order and safety within our organization by enforcing rules, regulations, and security procedures. Your strong communication and problem-solving skills will be essential as you interact with a wide range of individuals and address various situations.

## **Responsibilities**

- Promote and maintain a safe and secure environment by monitoring activities and enforcing regulations
- Coordinate and respond to emergency situations, providing assistance and guidance as needed
- Conduct regular patrols to ensure compliance with rules and regulations
- Monitor security systems, including CCTV cameras and access control systems
- Investigate and document any incidents or violations that occur on the premises
- Assist in the development and implementation of security plans and procedures
- Provide support to other departments as necessary, including assisting with the coordination of events

## **Requirements**

- High school diploma or equivalent
- Proven experience in a similar role, preferably in a governmental or institutional setting
- Excellent communication and interpersonal skills
- Strong problem-solving abilities and the ability to remain calm under pressure
- Knowledge of security procedures and emergency response protocols
- Ability to work independently as well as part of a team
- Attention to detail and strong observational skills

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# **TOWN OF GREENTOWN**

## **DEPUTY MARSHALL**

### **Description**

We are seeking a highly motivated individual to join our team as a Deputy Marshall. As a prominent member of the Government Administration, you will play a vital role in maintaining law and order within our jurisdiction. In this position, you will be responsible for assisting senior law enforcement officers, carrying out investigations, and ensuring the safety and security of individuals within our community. The ideal candidate will possess excellent communication skills, sound judgment, and the ability to remain calm in high-pressure situations. If you are passionate about serving the public and upholding the law, we invite you to apply for this exciting opportunity.

### **Responsibilities**

- Assist senior law enforcement officers in carrying out their duties
- Conduct investigations and gather relevant evidence
- Monitor and maintain order within our jurisdiction
- Respond to emergency situations and provide assistance as needed
- Collaborate with other agencies and departments to achieve common goals
- Enforce laws and regulations to ensure public safety
- Prepare and submit detailed reports and documentation

### **Requirements**

- High school diploma or equivalent
- Previous experience in law enforcement or a related field is preferred
- Excellent verbal and written communication skills
- Strong decision-making and problem-solving abilities
- Ability to remain calm and focused in stressful situations
- Physical fitness and the ability to meet the demands of the job
- Valid driver's license and a clean driving record
- Knowledge of local laws and regulations related to law enforcement

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# **TOWN OF GREENTOWN**

## **DEPUTY CLERK-TREASURER**

### **Description**

We are seeking an organized and detail-oriented individual to join our team as a Deputy Clerk-Treasurer for the Town of Greentown. Working closely with the Clerk-Treasurer, you will be responsible for various administrative and financial tasks to ensure the smooth operation of our organization.

As a Deputy Clerk-Treasurer, you will play a crucial role in maintaining accurate records, managing budgets, and assisting with the execution of financial processes. Your attention to detail and strong organizational skills will be essential in supporting the day-to-day operations of our organization.

### **Responsibilities**

- Maintaining accurate records of financial transactions, including accounts payable.
- Assisting in the development and implementation of financial policies and procedures.
- Collaborating with internal departments to gather and analyze financial data.
- Processing payroll and maintaining employee records.
- Preparation of financial reports and budgets.
- Perform general administrative tasks, such as filing, managing correspondence, and scheduling appointments

### **Requirements**

- Bachelor's degree in accounting, finance, or a related field preferred.
- Proven experience in clerical and administrative roles.
- Strong knowledge of financial principles and practices.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite and accounting software.
- Ability to work independently and manage multiple projects.
- Attention to detail and strong organizational skills.

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# **TOWN OF GREENTOWN**

## **UTILITY CLERK**

### **Description**

We are currently seeking a dedicated and detail-oriented utility. As a utility clerk, you will play a crucial role in supporting the efficient functioning of various government departments. Your responsibilities will include performing administrative and clerical tasks, maintaining accurate records, and providing excellent customer service.

To thrive in this role, you should have excellent communication and organizational skills, as well as the ability to multitask and prioritize responsibilities effectively. The ideal candidate will have a strong attention to detail and a passion for supporting the smooth operation of government services.

### **Responsibilities**

- Pick up mail and distribute to appropriate personnel.
- Record utility payments in Keystone and prepare deposits.
- Manage and maintain accurate and up to date records.
- Print and mail utility bills.
- Record liens
- Process and handle a variety of administrative tasks, including data entry, filing, and archiving
- Responding to inquiries from colleagues, customers, and the general public, both in person and over the phone.
- Assisting with the coordination of meetings.
- Collaborating with other team members to ensure deadlines are met and tasks are completed accurately.
- Assisting with the preparation and distribution of reports, presentations, and other documents as required.
- Maintaining confidentiality and ensuring the security of sensitive information.

### **Requirements**

- High school diploma or equivalent.
- Excellent verbal and written communication skills.
- Strong organizational and time-management abilities.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and exercise discretion.
- Excellent customer service skills.
- Ability to adapt to changing priorities and work under pressure.

- Strong problem-solving skills.
- Knowledge of filing and record-keeping systems.

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