

**- PUBLIC MEETING -
Rockport Select Board**

Monday, December 3, 2018
7:00 p.m.

Geoffrey C. Parker Community Meeting Room, Rockport Opera House
Streamed at <https://livestream.com/Rockportmaine>

AGENDA

I. Call Meeting to Order

Please either turn off your cell phones and other electronic devices or set them to mute while in this meeting room or the hallways. If you need to take or make a phone call, please step outdoors.

II. Public Hearing

- a. None this meeting

III. Minutes, Meetings and Announcements

- a. Approval of the minutes of previous meetings:
- **Monday, August 27, 2018, Special Select Board Meeting**
 - **Thursday, September 27, 2018 Select Board Meeting**
 - **Tuesday, October 30, 2018, Select Board Meeting**
 - **Monday, November 13, 2018, Select Board Meeting**
- b. Announcements of upcoming Select Board **meeting(s)**:
- Select Board Executive Session on **Wednesday, December 5, 2018 at 5:30 p.m.** Rockport Town Office Conference Room
 - Regular Select Board meeting on **Monday, January 14, 2019 at 7:00 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <https://livestream.com/Rockportmaine>
- c. Announcements of upcoming Select Board **workshop(s)**:
- **None this meeting**
- d. Announcement(s) and/or Training(s):
- Town Office will be closed **Tuesday, December 4, 2018 from 8:00 a.m. – 9:00 a.m.** for Employee Safety/Wellness Training
 - Town Offices will be closed **Monday, December 24, 2018, and Tuesday, December 25, 2018**, in celebration of Christmas

- Town Offices will be closed **Tuesday, January 1, 2019**, in celebration of New Year's Day
 - Town Office will be closed on **Tuesday, January 8, 2019 from 8 a.m. to 12 p.m.** for Employee Annual Safety Training
- e. Committee Openings:
- Application for Committee Service can be found at the Town Office and on the Town Website: www.town.rockport.me.us
- NOTE: If a committee does not have any vacancies, it may still be possible to apply to join the committee as an alternate member. Alternate members can attend all meetings, participate in discussions, but may only vote in the absence of a regular member. If interested, please check with the town office to see if there are alternate member spots available for the committee of interest.
- Board of Assessment Review – 1 vacant seat
 - Budget Committee – 1 vacant seat
 - Camden-Rockport Pathways Committee – 2 vacant seats
 - Investment Committee – 1 vacant seat
 - Zoning Board of Appeals – 2 vacant seats
- f. Agenda Changes
- g. Public Comment – public comment should be directed at issues not under discussion on this evening's agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

IV. Town Manager's Report (20 minutes)

V. Consent Agenda (10 minutes)

- a. Opera House Fee Schedule
- b. Coastal Opportunities donation in lieu of taxes
- c. General Assistance Fuel Donation

VI. Unfinished Business

- a. None this meeting

VII. New Business

- a. Committee Application(s): (5 minutes) – Action
 - Jeffrey Payson – Budget Committee

- Meggan Dwyer – Conservation Commission
- b. Discuss upcoming legislative session with Representative Vicki Doudera – (15 minutes) Discussion
- c. Discuss LED Street Light Project with Camden (15 minutes) - Discussion
- d. Discuss Airbnb (15 minutes) - Discussion
- e. Discuss and Approve Job Descriptions (20 minutes) – Discussion and Action
- f. Discuss change in Personnel Policy Article 25 Sexual Harassment (10 minutes) - Discussion and Action

VIII. Wastewater Commissioners

- a. None this meeting

IX. Liaison Reports

X. Executive Session

- a. None this meeting

XI. Adjournment

**SPECIAL ROCKPORT SELECT BOARD
MEETING MINUTES
MONDAY, AUGUST 27, 2018
7:00 P.M.
ROCKPORT OPERA HOUSE
GEOFFREY C. PARKER COMMUNITY MEETING ROOM
SPECIAL TOWN MEETING TO COMMENCE AT 7:30 P.M.**

Present: Chair Douglas Cole, Vice Chair Kenneth McKinley, Debra Hall, Jeffrey Hamilton.
Absent Mark Kelley. Also present: Richard C. Bates, Town Manager and members of the public

- I. CALL MEETING TO ORDER – Chair Douglas Cole called the meeting to order at 7:00 p.m.
- II. PUBLIC HEARING –
 - a. To hear public comments on the Second Amendment to the Commercial Street TIF District and the Development Program, pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended

The public hearing was opened by the chair at 7:02 p.m.

In favor – None
Against – None
Neither for nor against – None

The public hearing was closed at 7:03 p. m.

- b. To hear public comments on the proposed bond language articles to construct a new library for the November 6th ballot

The public hearing was opened by the chair at 7:04 p.m.

In favor – None
Against – None
Neither for nor against – None

The public hearing was closed at 7:05 p. m.

- c. To hear public comments on the proposed polystyrene ban ordinance for takeout food containers on the November 6th ballot

The public hearing was opened by the chair at 7:05 p.m.

In favor – None

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Against – None

Neither for nor against – None

The public hearing was closed at 7:06 p. m.

III. NEW BUSINESS

- a. Vote to place the proposed bond language articles on the November 6th ballot

Ken – we have two articles, one is a bond for 1.5 million for the library with a match from local donations over a three-year period, for a total of 3.5 million and the other one is to borrow monies.

Debra – we don't have to borrow the total amount only what we need at the time.

Ken – explained the process

Kenneth McKinley moved to place the proposed bond language articles on the November 6th ballot. Jeffrey Hamilton seconded the motion. VOTE: 4 FOR 0 OPPOSED

- b. Vote to place the proposed Polystyrene Ban Ordinance for takeout food containers on the November 6th ballot

Kenneth McKinley moved to place the proposed Polystyrene Ban Ordinance for takeout food containers on the November 6th ballot. Debra Hall seconded the motion.

Debra – at the meeting last time we looked at the fines and they don't make any sense. We need a measurement of one year. What is the aggregate amount of the fines? Is it \$250 each time? She suggested deleting 5 words “in a one-year period.”

Owen - it is my understanding that the Camden Ordinance is the same. \$250 daily does seem extreme for a fine.

Debra – need to take out “in a one-year period” as it makes it unbalanced.

Jeff – it depends on the definition and what it is. I don't think that \$250 a day was the intent.

Debra – it should not be per violation and every day. One or the other has to go.

Ken – I don't like the idea of someone being able to buy off the violation. We should insert an annual maximum.

Debra – it needs to have a bite to it. There needs to be a consequence.

Jeff – we need some clarification.

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Ken – we don't need to decide tonight to get it on the ballot.

Doug – suggested \$1,500.00

Debra Hall moved to amend the section on 4.D. of the proposal. Kenneth McKinley seconded the motion.

VOTE: 4 -FOR – 0 OPPOSED ON THE MOTION

VOTE: 4 FOR – 0 OPPOSED ON THE AMENDED MOTION

Ken – the spelling of vendor is misspelled throughout the document.

- c. Vote to set the date of the Public Hearing for the TIF amendment for September 10th at 7:00 p.m.

Kenneth McKinley moved to set the date of the Public Hearing for the TIF amendment for September 10th at 7:00 p.m.

IV. ADJOURNMENT

Kenneth McKinley moved to adjourn the meeting at 7:25 p.m. Jeffrey Hamilton seconded the motion. VOTE: 4 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

**ROCKPORT SELECT BOARD
MEETING MINUTES
THURSDAY SEPTEMBER 27, 2018
11:30 A.M.
CONFERENCE ROOM - ROCKPORT TOWN OFFICE
AGENDA REVISED**

Present: Chair Douglas Cole, Vice-Chair Kenneth McKinley, Mark Kelley, Debra Hall and Jeffrey Hamilton

- I. CALL MEETING TO ORDER – Douglas Cole, Chair called the meeting to order at 11:31 a.m.

- II. SIGN SAD 28 WARRANT FOR THE NOVEMBER ELECTION

Doug - Our purpose for this meeting is to sign the school warrant. Does the Board want to sign it, we have eight copies? I have done research (Linda has) and we really don't have a choice, we must sign their warrant. We are not giving our approval.

There was discussion on the value of saving the Mary E. Taylor School or not.

Debra and some of the others said that they needed to gather more information and then maybe write an editorial explaining their feelings on the warrant article.

Ken – the Board has never taken issue on the School Board's responsibility nor would we want them to take issue on our responsibilities.

Jeff – any communications from us should only consist of facts and awareness. We get the complaints from on residents on real estate taxes. I am concerned about the rate of spending and the effect on our mil rate. Last year it went up 9%.

Doug – we can discuss this on the 23rd of October at our Select Board Meeting and on the 22nd with our meeting with the Camden Select Board. Someone could write something up for us.

Debra – I will draft something and have Jeff look at it to tone it down. Then the whole Board can review it.

Jeff – the statement should be short and factual, no more than ten sentences.

The Board – maybe we can put this issue on the agenda for our joint meeting with Camden and invite a School Board Member. The Board decided that it was not a good idea to invite the School Board to their joint Camden and Rockport Select Board Meeting.

SELECT BOARD MEETING MINUTES
THURSDAY, SEPTEMBER 27, 2018

III. EXECUTIVE SESSION

Doug – we need to set up an Executive Session.

IV. ADJOURNMENT

Kenneth McKinley moved to adjourn the meeting at 12:00 p.m. Debra Hall seconded the motion. VOTE: 5 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

**ROCKPORT SELECT BOARD
MEETING MINUTES
TUESDAY, OCTOBER 30, 2018
5:30 P.M.
ROCKPORT OPERA HOUSE
GEOFFREY C. PARKER COMMUNITY MEETING ROOM**

Present: Chair, Douglas Cole, Vice Chair Kenneth McKinley, Mark Kelley, Debra Hall and Jeffrey Hamilton and Richard C. Bates, Town Manager

I. CALL MEETING TO ORDER – Douglas Cole, Chair called the meeting to order at 5:30 p.m.

II. NEW BUSINESS

a. Consider the Appointment of Debra Hall to be Rockport Representative to MCSWC

Kenneth McKinley moved to appoint Debra Hall to be one of our Rockport Representatives to the (MCSWC) Mid Coast Solid Waste Corporation. Mark Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED.

b. Consider giving guidance to MCSW Board Members on the proposed pilot composting program

The Select Board discussed this item.

III. ADJOURNMENT

Jeffrey Hamilton moved to adjourn the meeting at 5:42 p.m. Kenneth McKinley seconded the motion. VOTE: 5 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK AS RECORDING SECRETARY

**ROCKPORT SELECT BOARD
MEETING MINUTES
MONDAY, NOVEMBER 13, 2018
7:00 P.M.**

**GEOFFREY C. PARKER COMMUNITY MEETING ROOM
ROCKPORT OPERA HOUSE**

Present: Chair Douglas Cole, Kenneth McKinley and Debra Hall. Absent was Mark Kelley and Jeffrey Hamilton. Also present: Richard C. Bates, Town Manager, and members of the public

- I. CALL MEETING TO ORDER – Douglas Cole, Chair called the meeting to order at 7:00 P.M.
- II. PUBLIC HEARING
 - a. None this meeting
- III. MINUTES, MEETINGS AND ANNOUNCEMENTS
 - a. Approval of the minutes of previous meetings: - None this meeting
 - b. Announcements of upcoming Select Board meeting(s):
 - Regular Select Board Meeting on Monday, December 3rd at 7:00 p.m., Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <http://livestream.com/Rockportmaine>
 - Select Board Executive Session on Tuesday, December 4, 2018 at 5:30 p.m., Rockport Town Office Conference Room
 - c. Announcements of upcoming Select Board workshop(s):
 - Internal Control Policy Workshop on Monday, December 3, 2018 at 5:30 p.m., Geoffrey C. Parker Community Meeting Room, Rockport Opera
 - d. Announcement(s) and/or Training(s): - see agenda
 - e. Committee Openings – see agenda
 - f. Agenda Changes – None this meeting
 - g. Public Comment – None this meeting

Doc Wallace – congratulations on getting the library through at election. Thank you for your leadership on this project.

- IV. TOWN MANAGER’S REPORT – see attache

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Doug – how did we do on paving this year?

Rick – we have \$80,000 remaining in our budget for going into the spring. A lot of paving was done on Mt Pleasant Street.

There is a shorter piece left to pave and Mike will do a small piece at a time.

Ken – where are we on our budget for Mt Pleasant paving?

Rick – it will take a half million dollars to complete the task. Our approach is to get to where most people travel.

Doug - I would like to congratulate Linda on a yeoman's job on election. She is in her element with elections and makes it seamless.

Debra – asked about the storage container for the old ladder truck.

Ken – our table top exercise was very useful. We have some minor changes that need to be made to our policy.

V. CONSENT AGENDA

a. Committee Resignation(s):

- Heaven Bartlett – Budget Committee

Debra Hall moved to accept Heaven Bartlett's resignation from the Budget Committee. Kenneth McKinley seconded the motion. VOTE: 3 FOR – 0 OPPOSED

Doug – I would like to thank her for her work and she is still on the Library Committee and is Chair of that committee.

VI. UNFINISHED BUSINESS - None this meeting

V. NEW BUSINESS

a. Committee Application(s) –

- Cheryl Liechty – Harbor Committee, Alternate

Kenneth McKinley moved to appoint Cheryl Liechty to the Harbor Committee as an alternate member for a term to expire June 2021. Debra Hall seconded the motion. VOTE: 3 FOR – 0 OPPOSED

- Jeff Charland – Budget Committee

Jeff – I live on Forest Glen Drive. I am on the CIP Committee. I was recruited by Rick to apply for the Budget Committee opening. I have expertise and experience in budgeting. I will represent the citizens fairly.

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Rick – I have known Jeff for six or seven years.

The Board – he will be a great asset to the committee.

Debra Hall moved to appoint Jeff Charland to the Budget Committee for a term to expire June 2019 to finish out Jan Rosenbaum’s term. Kenneth McKinley seconded the motion. VOTE: 3 FOR – 0 OPPOSED

- Geoff Parker – Budget Committee

Geoff – I live on School Street. I have served on the Select Board for several years.

The Board – he has a lot of knowledge regarding the budget and is a good historical person for us.

Kenneth McKinley moved to appoint Geoff Parker to the Budget Committee for a term to expire June 2019 to finish out Chris Farley’s term. Debra Hall seconded the motion. VOTE: 3 FOR – 0 OPPOSED

b. Discuss/Approve Harbor Fee Schedule

Doug – will the harbor break even with the new fee schedule?

Rick – I don’t think so when non-resident is changed to resident. We will lose \$10,000 in revenues for the moorings, but we are doing better with overnight dockage.

Debra – how do our rates compare with other towns?

Rick – low

Doug – I find it disappointing not to break even.

Debra – the increases are conservative.

Rick – we will be having negotiations with the lobster buyer next year. We can increase their fee to help offset the loss. We could charge by the pound and make more money.

Kenneth McKinley moved to approve the recommended changes to the Harbor Fee schedule as recommended by the Harbor Committee. Debra Hall seconded the motion. VOTE: 3 FOR – 0 OPPOSED

c. Discuss Library Results – Next Steps

Rick – the total cost of the library will be \$3.5 million which includes the soft cost and a 10% contingency. It does not include the sidewalks and the intersection. DOT will participate in those cost part way up Limerock Street. Where the parking is, we will be

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responsible for the cost. We are trying to keep the mil rate down. The Design Team and the Capital Campaign has been working for months. The Library Committee has stepped up and given us money for some of the costs.

Doug – The Library Committee put up \$100,000 from the endowment Fund for planning. Their contribution is very much appreciated.

Ken – we had four robust estimates on the project.

Rick – the estimates were all within \$100,000 of each other.

Ken – I am not willing to go back to the taxpayers for more money. The vote did not pass by a large number of voters.

Rick – we can hold off on the demo. Mike thinks that the demo will take five to six days. We will need a permit by rule to do it now.

The sense of the Board was to leave it to the professional when to demo the site.

Rick – there are two trees that need to go. We can have them taken down anytime.

Ken – safety on the project is paramount. At some time, we will have to close that section of the street for approximately one year.

The Capital campaign has \$1.2 million in hand.

Doug – that tis very encouraging.

L

Mark and Tom agreed.

d. Discuss Mid Coast Regional Planning Commission Membership

Kenneth McKinley moved to continue our membership in the Mid-Coast Regional Planning Commission. Debra Hall seconded the motion. VOTE: 3 FOR – 0 OPPOSED

VIII. WASTEWATER COMMISSIONERS – None this meeting

IX. LIAISON REPORTS

Ken – Legacy will meet next Monday. The Cemetery Committee will meet in a couple of weeks. I will talk to Bill about ORC. It may be a light season. The Zoning Board has not met as they have no chair. The Ambulance Review Committee meeting has been rescheduled.

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Debra – attended her first MCSWC meeting. They discussed the weighted vote process and why it is used.

Doug – one factor is that the transfer station is located in Rockport and therefore, we should have more weight. The Investment Committee had their annual meeting with Bar Harbor Bank and Trust. Everything looks good. We talked about the Weidman Fund, which has a substantial sum of money in it. The Library Committee meets on Thursday.

After our table top exercise on a winter storm, we discovered that it needs some work on our policy. It has never been activated. We should have another exercise when we get the generator.

Rick – we need to practice in order to be ready if something does occur. We had one letter from a citizen in favor of keeping the Clam Cove Park. We should put that subject on the December agenda to make a decision on what we want to do with that park. One suggestion is to close off the far end of the park.

The Board agreed that they don't think that we should give it back to the state.

Ken – we should send an email to the chair of the Islesboro Select Board on the public hearing they will be having, and I would like to see a member of our Board attend that meeting.

X EXECUTIVE SESSION - None this Meeting

XI. ADJOURNMENT

Kenneth McKinley moved to adjourn the meeting at 8:10 p.m. Debra Hall seconded the motion. VOTE: 3 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

Manager's Report – December 3, 2018

Assessing

Big news in Assessing, Hannah Sisk our Administrative Assistant passed her Certified Maine Assessors test this past month. The assessors test is a rigorous 8-hour bank of tests, that is no easy task to complete. It is rare for anyone to pass all the sections at once and not often people pass all sections on the second attempt. Congratulations Hannah!

Finance

Budgets are due December 15th so Megan can get them all into the system and we can start working on them when I get back from vacation. Also, the Auditors will be here again to finish up on December 3rd.

Fire Department

The Fire Chief was on vacation, but regardless the calls kept coming in. All the volunteers did an excellent job in making sure that all the Rockport's residents were well taking care of.

Harbor

All floats are out except for the one that stays in through the Holiday on the Harbor event.

Holiday on the Harbor is all set for Saturday, December 8th with the tree lighting scheduled to take place at 5:00 p.m. and the fireworks to begin at 5:30 pm. The schedule of events is as follows.

2:00 pm wine tasting at Rayr Wine

2:30 pm Bay Chamber Music School's Suzuki violin students at Union Hall

3:30 pm Odeon Free Holiday Concert at Union Hall

5:00 pm Tree lighting at Marine Park

5:30 pm Fireworks at Rockport Harbor

6-7:30 pm A Charlie Brown Christmas – Free Movie and popcorn at the Rockport Opera House.

There will be nearly 2000 luminaria around the harbor and in the village, horse drawn carriage rides, visits with Santa at Union Hall, slide show and refreshments at the Ralston Gallery, Holiday specials at 18 Central, Nina June and Seafolk Coffee. Flatbread Pizza at the Harbor and a holiday print sale at Maine Media Gallery.

After years of struggling with trying to light nearly 2000 candles for the luminaria around the harbor and in the village, the committee finally opted for using battery operated LED lights which are easy to turn on, don't blow out and don't catch the bags on fire (shhhhh don't tell anyone, it's a secret).

A big thank you to all those who work so hard to put this on, the many businesses and especially to the Ames family for paying for the fireworks display again this year.

Library

Keith and Ben finished a training put on by the Maine State Library called Standing up for health. They sponsored an I-phone class and a movie in conjunction with the Camden Conference.

Planning

The Planning Board is meeting on 11/28/18 to discuss potential ordinance revisions including three recommendations provided by Bill, Scott, and Hannah

The purpose of the Planning Board workshop on 11/28/18 is for the Board to identify any ordinance changes to be presented to the Select Board for consideration by the ordinance review committee. Given the fact that we are in the midst of the Comprehensive Plan re-write, this should be an easy season for the ORC.

The following are a few items Bill, Scott and Hannah pulled together for change:

- Ask for any Pre- Applications for Site Review to be submitted at least 14 days prior to the meeting.
- Add a contemporary definition for aquaculture and add this activity into the Use Chart.
- Incorporate a restriction pertaining to the common marijuana growing. This would prohibit individuals contracting with a third party to grow their personal amount of marijuana at a remote location. (A person would be allowed to grow their personal limit of marijuana on their own property.)

Police Department

The Police Chief was on a three-week vacation. Sergeant James Moore did a good job taking care of things while he was out.

Public Works

The Public Works Department has been very busy working on trucks and sanders preparing for winter. We are getting ready to install the generator. The pad and conduit should be going in this week so that the company can run wires and be all ready to install it as soon as it is delivered in late January.

They have also been getting the Library building ready to be taken down beginning on Monday or Tuesday of next week. There was a slight hold-up over an asbestos certification that is needed before disposal at the Solid Waste Facility. That should be taken care of on November 29th.

They have also been working with Habitat for Humanity trying to salvage as much out of the building of value as can be salvaged. Contrary to what people might think there is not much value in the building. The Library Director has reached out to other libraries to see if there is interest in the old book shelves and there has not been any interest. One private library came and looked but decided that they wouldn't work.

Town Clerk/Tax Collector

Linda reported that the official count for the 2018 midterm election was 2,126 people. There was a turnout rate of 76%. 807 or 38% of those were absentee or early voting ballots. As stated previously, this is a huge amount of extra work for Linda and the Clerks.

Other

We completed another emergency response training put on in conjunction with Knox County EMA. It was a very successful training that identified areas we need to work on and train on.

The Safety Committee is developing another training session that we will do in January or February where we will activate a mock emergency operations center (EOC) activation for us to practice and work out kinks in the system. We are also working on budget items that will be requested to further set up the EOC.

We have had a request from a resident to set up a payment plan for sewer charges that are about to go to lien. The charges were assessed to a rental property the person owns and because the property is on the same land as the home, she lives in we were going to lien her residence. After consultation with Town Counsel he advised that the Town can enter a payment plan with the property owner for up to a year on this issue and allow her to clear this up. The property owner is very happy and has agreed.

Finally, a while ago I applied to the Neighborly program for assistance with a broadband extension initiative through their "broadband accelerator" program. Our system and request did not fit the accelerator program exactly but given our history with broadband they reached out to say that they would like to work with us directly, outside of the accelerator program. It appears that they are

going beyond their normal approach to help and we might be a good place for them to start. While they have been financing projects around the country, they have a connection to Maine as one of their principals has a strong connection in the County. Deb and I had an interesting call with their Head of Public Finance and we will be talking to her again soon.

2019 Comprehensive Plan Update/Revision:

A plan schedule/work list and suggestions for the committee is being developed. Work on updating the plan inventory and formatting the existing plan action items is also underway. A plan schedule, committee task list and budget will be ready in December.

V. Consent Agenda

a. Opera House Fee Schedule

Manager's Comments:

Included in your packet is a draft of the updated Opera House fee schedule. This has been on the agenda before and the board opted to send it back to the Opera House Committee for them to consider raising the fee's a little. The information in the packet is their recommended changes.

b. Coastal Opportunities donation in lieu of taxes

Manager's Comments:

Included in your packet is a copy of a check from Coastal Opportunities/Workshop as a donation to the Town of Rockport as a payment in lieu of taxes for services provided by the Town.

c. General Assistance Fuel Donation

Manager's Comments:

Included in your packet is a donation from Paul and Jillian Charbonneau in the amount of \$150.00 as a generous donation to our General Assistance Fuel Assistance Program.

Suggested Motion:

I move to approve the consent agenda as presented (amended) and to send out thank you cards to Coastal Opportunities and Paul and Jillian Charbonneau for their generous donations.

Updated Amendment for Opera House Contract to Include Livestream Rental

Livestream Rental Fees:

Meeting Room Livestream - \$100 (base rate up to 4 hours)

Auditorium Livestream - \$150 (base rate up to 4 hours)

\$25 per hour for each additional hour of rental

Livestream rental includes 4 HD camera angles, live switch, presentation view for additional graphics, high quality audio, and placement of Livestream video from the town account on <http://Livestream.com/RockportMaine>.

*For all Livestream rentals, equipment must be managed and operated by trained Opera House Staff.

Staff hours

Meeting Room – Video Technician only, \$25 per hour (2 hour minimum)

Auditorium – House Manager \$27 per hour, and Video Technician \$25 per hour

(2 hour minimum for each)

Additional Features Available:

2 Large screen monitors used for presentations, \$50 each per or \$80 for both per day. (Monitor rental is only available on site at Rockport Opera House)

High Definition Projector and projection screen (Auditorium Only) = \$150 per day

Livestream cannot be embedded on other websites. Access to Livestream events cannot be resold. Lessee cannot charge a fee to the public for accessing Livestream events. All Livestream videos are free and open to the public to view live and archived online at:

<http://Livestream.com/RockportMaine>.



35 Limerock Street • P.O. Box 637 • Camden, Maine 04843 - 207.236.6008 - www.coastalopportunities.org - FAX 207.236.0690

JOSEPH CURLL - EXECUTIVE DIRECTOR

November 16, 2018

Town of Rockport
101 Main Street
Rockport, ME 04856

To Whom It May Concern:

At their meeting on October 30, 2018, the Board of Directors of Coastal Opportunities voted to make a one time contribution of \$300 for services provided to us in municipalities in which we own property.

Please understand that this is a one time contribution and is not a commitment for any future contribution.

Thank you for your support of our programs.

Sincerely,

Joseph Curll
Executive Director

JC/tl

90471

COASTAL OPPORTUNITIES



America's Most Convenient Bank®
52-7445/2112

P.O. BOX 637 35 LIMEROCK STREET, CAMDEN, ME 04843
TEL: (207) 236-6008

DATE

AMOUNT

0090471 11/16/2018 ***** \$300.00

THREE HUNDRED AND 00/100 DOLLARS

PAY TO THE ORDER OF

TOWN OF ROCKPORT
PO BOX 10
ROCKPORT ME 04856

NOT VALID AFTER 90 DAYS



[Signature]
AUTHORIZED SIGNATURE

COASTAL OPPORTUNITIES

90471

Vendor No. Vendor Name
ROC108 TOWN OF ROCKPORT

Check
0090471

| Trans. Date | Reference | PO No. | Gross Amount | Deduction | Net Amount |
|-------------|-----------|--------|--------------|-----------|------------|
| 11/13/2018 | 2018 | | 300.00 | .00 | 300.00 |

| Check Date | Check No. | Total Gross | Total Ded. | Check Amount |
|------------|-----------|-------------|------------|--------------|
| 11/16/2018 | 0090471 | 300.00 | .00 | 300.00 |

VII. New Business

a. Committee Application(s): (5 minutes) – Action

- Jeffrey Payson – Budget Committee

Manager's Comments:

Included in your packet is a copy of the application from Jeff Payson to serve on the Budget Committee filling the seat vacated with the resignation of Heaven Bartlett June 2019

Suggested Motion:

I move to appoint Jeff Payson as a member of the Budget Committee for a term to expire June 2019

- Meggan Dwyer – Conservation Commission

Manager's Comments:

Included in your packet is a copy of the application from Meggan Dwyer to serve as an alternate to the Conservation Commission

Suggested Motion:

I move to appoint Meggan Dwyer as a member of the Conservation Commission for a term to expire June 2021

APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: _____

Home Address: _____ Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) _____ (Work) _____

E-mail Address: _____

Committee you wish to serve on: _____

Why do you want to serve on this committee?

Do you have any background that would be helpful to this committee?

Land Use philosophy: (if applicable)

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Are you interested in serving on other committees?

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: Meggan Dwyer

Home Address: 1 Main St, Rockport, ME 04856 Work Address: University of Maine, ARI, Orono, ME 04469

Mailing Address (if different): PO Box 731, Rockport, ME 04856

Phone Number: (Home) 207-745-0834 (Work) _____

E-mail Address: meggan.dwyer@maine.edu

Committee you wish to serve on: Conservation Commission

Why do you want to serve on this committee? I am committed to making Rockport as green as it can be in a way that adheres to high standards of water and air quality, emissions reduction, recycling awareness, pollution and waste reduction, and smart use of natural resources. I think that this can be done in a way that achieves a triple bottom line sustainability (social, ecological and economic) through education, sound science, and smart investment. A strategic approach to conservation would be good for the town's economy and environment.

Do you have any background that would be helpful to this committee? I have a MA in conservation biology and a BS in Wildlife Biology. I have 8 years of water quality monitoring experience at the Maine Department of Marine Resources and The Marine Environmental Research Institute. I am currently the Associate Director for UMaine's Aquaculture Research Institute and the research coordinator for the Sustainable Ecological Aquaculture Network. Through both these positions, I have strong connections to academic researchers, the aquaculture industry and marine regulators.

Land Use philosophy: (if applicable) Balanced use of the land that conserves resources for future generations while creating economic opportunity, climate resilience and healthy living conditions for all income levels.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished? I would like to know the purview of the committee and its current agenda and strategy before I think about objectives but it would be nice to see Rockport pursue some public education around climate resilience.

Are you interested in serving on other committees?
Recreation?

Interview comments:

Appointment Date: _____

- b. Discuss upcoming legislative session with Representative Vicki Doudera – (15 minutes) Discussion

Manager's Comments:

With the upcoming 129th Legislative Session due to begin soon, newly elected State Representative Vicki Doudera will be in to “formerly” introduce herself and to hear about issues and concerns the Town might have going forward. There are several issues working their way through the Legislative Policy Committee (LPC) at MMA. Currently there are 10 items on the LPC’s agenda which meet’s on November 29th to discuss further.

I have included a copy of the LPC’s agenda which lists the 10 Items that will be discussed and will update that list after the meeting on Thursday with any changes.

As has been the case for many years, the issue of reinstatement of revenue sharing is at the top of the list of support from MMA. There is a discussion going on for a “local Option Sales Tax” as well but it remains to be seen how far that goes.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

To: MMA's Legislative Policy Committee
Fr: Mary Sabins, Chair
Re: Notice and Agenda of the November 29, 2018 LPC Meeting
Date: November 19, 2018

The next meeting of the Legislative Policy Committee (LPC) is scheduled for:

Thursday, November 29, 2018
MMA Building
10:00 a.m. to 3:00 p.m.
(Lunch provided at noon.)

With the November 6, 2018 election behind us, it is now time for the LPC to complete the task of establishing its policy priorities by officially adopting the initiatives to include on the Association's 2019-2020 legislative agenda. Based on the feedback provided at the Policy Committee's October meeting, attached to this memo are the bills and policy statements MMA staff have prepared for your review and discussion.

Because the cloture date (e.g., the deadline for submitting legislation) is tentatively set for December 21, it is important that we complete our work in November. This will provide staff with the time necessary to find sponsors for bills included on MMA's platform. On that note, if you know a member of the Maine House or Senate who is interested in sponsoring one of our bills, please let MMA staff know.

Also, if prior to the meeting you have questions about the attached documents, please contact Kate Dufour at 1-800-452-8786 or at kdufour@memun.org.

Thank you for your ongoing commitment to this important process. I wish you all a healthy and happy Thanksgiving.

Agenda

- I. Welcome**
- II. Review of Draft bills for LPC Consideration/Endorsement**
 - a. Attachment #1: Adult Use Marijuana Sales/Excise Tax Revenue
 - b. Attachment #2: Municipal Right of Way
 - c. Attachment #3: County Inmate Healthcare Costs
 - d. Attachment #4: Unanticipated School Aid for Property Tax Relief
 - e. Attachment #5: Revenue Sharing - Full Restoration in FY 2020
 - f. Attachment #6: Revenue Sharing - Constitutional Amendment
 - g. Attachment #7: Homestead Exemption Expansion
 - h. Attachment #8: Local Option Sales Tax
 - i. Attachment #9: Property Tax Relief - State Funded Senior Tax Deferral Program
 - j. Attachment #10: Property Tax Relief - Property Tax Credit Expansion
- III. Review of Draft Policy Statements for LPC Consideration/Endorsement (Attachment #11)**
- IV. Final Approval of MMA's 2019-2020 Legislative Platform**
- V. Request from Patti Dubois (Attachment #12)**
- VI. Adjourn**

c. Discuss LED Street Light Project with Camden (15 minutes) – Discussion

Manager's Comments:

Several years ago, the Town started exploring the idea of owning the street lights, we now rent from CMP, at an annual cost of about \$55,000 per year. At the time it was a very new idea and frankly we did not have the time to develop it any further. Rockland and Falmouth had started the process of buying their own LED street lights and it seemed to be a large cost savings to the Towns with a relatively short payback option.

As time has passed it is becoming more and more common for Towns to own and maintain the street lights themselves. Legislation has changed to make it easier for Towns to do and there are more companies entering the realm of providing the service for the Towns.

Camden's Energy Committee and Town Manager (Audra Caler-Bell) have been exploring the idea for a while. They have developed an RFQ, which is included in your packet that will seek out companies that will submit qualifications to investigate the options that are available to the Town of Camden.

They are on board and ready to move forward. They have graciously offered to have us join them in the process so that we can see the possible benefits.

There is no cost to the Town to join them in the RFQ process and it does not obligate us to anything at all. Audra has done a lot of work on this and was working for Rockland when they did it theirs. She has done research since then and it is her opinion that it can be done at no additional cost to the Town and a significant savings at the end of the project.

The RFQ is just the first step of several that it would take before there would be a final commitment to own our own lights. The Town could back out at any time up until then and we would not be obligated to anything. In addition, we are not tied to Camden in any way other than to cooperative effort at this stage. If a company is selected there would be separate proposals developed.

There are lots of questions that will come up i.e. maintenance, but they will get answered as part of a proposal from the company.

Camden has done all the work on this. There is little risk, at this point and to me it would make sense that thank Camden and we sign on and explore the possibilities, at this stage at least.

Rockland has decided they would like to be included in the RFQ process.

Suggested Motion:

I move to approve the Town of Rockport's participation in the RFQ process with the Town of Camden as presented.

TOWNS OF CAMDEN, LINCOLNVILLE & ROCKPORT MAINE

Request for Qualifications - Conversion of community street light system to LED fixtures and from utility owned to municipally owned and maintained fixture on utility owned poles.

November 20, 2018

The three communities are inviting qualified companies to submit proposals for the design and implementation of community-wide street light enhancements and conversions to LED fixtures. **Proposals must be submitted no later than 2:00 PM on December 20, 2018.**

I. GENERAL

A. Project Background

Maine's municipalities incur significant annual costs related to street lighting. Through this RFQ, the participating municipalities "PM" are interested in selecting a service provider to assist them in reducing streetlight costs by retrofitting their streetlights to LED technology. The PM anticipate that the scope of work may include street lights mounted to utility owned poles, decorative streetlights, parking facility lighting, lighting controls, etc., in the LED conversion process. A profile of each participating municipality is included in Attachment A. Detailed billing for all street lights attached to utility poles is also attached.

B. Scope of Services

PM are seeking proposals from qualified service providers (referred to variously as "proposer", "firm", or "contractor") This proposal is to be a turn-key proposal that includes: undertaking an IGA (Investment Grade Audit) of the street lights and their attributes, performing an independent and certified lighting design analysis which includes designing each unique street to either an RP 8-14 standards where applicable or at a standard to be specified; providing a comprehensive financial analysis to indicate ROI (Return On Investment), savings and payback period; completing all applicable incentive applications; carrying out all procurement requirements; applying on behalf of the PM for all available grants and rebates relating to the LED conversion project; performing project management functions; undertaking or overseeing the LED luminaire installation and the recycling/disposal of all waste material; and identifying any Financing Options that the supplier can provide. The service provider must also demonstrate experience in performing street light acquisitions from Electric Utilities or submit a detailed approach to how best perform an acquisition and the options associated with an acquisition.

C. Non-Compete

PM plan to select a firm that will provide the services requested in this RFQ, including but not limited to LED streetlight conversions and streetlight maintenance services for public entities in Maine. If selected, the firm shall agree to provide such services to Maine municipalities, individually or collectively.

D. Conflict of Interest

PM seek to work with firms that represent consumers, not suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract

II. PROPOSAL FORMAT

Proposals must be submitted in the following format using the numbering sequence outlined below. This is the minimum information to be provided and will be used in the evaluation process. Proposals are to be limited to a maximum of 25 pages excluding addendums

A. Covering Letter

A covering letter signed by an authorized representative of the company of Proposer shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided

B. Company Profile

- Provide a description of the Proposer's company or business, purpose, history and successes, including the number of years in LED street lighting business and major successes.
- List any similar projects, the client/owner, and the approximate value of the work.
- List similar partnerships with municipalities including collaborations with groupings of municipalities to carry out LED lighting upgrades
- Extensive knowledge of relevant legislation, standards, including the knowledge of available grants and rebate programs
- Describe any unique technologies pertinent to improving street lighting projects
- Knowledge of local municipal operations and maintenance requirements
- Experience in assisting municipalities with evaluation and acquisition of their streetlights from electric utilities.

C. Key Personnel

Identify key personnel that would be employed for this program and provide a detailed resume/CV of their relevant experience, education & successes. Key personnel should demonstrate ample experience in managing turn-key street lighting projects.

D. References

Include a list of at least three (3) projects that the Proposer has successfully completed an LED retrofit and provide associated references and contact information for the persons or organizations

that engaged the Proposer. By submitting a proposal, the Proposer consents to PM contacting these references, and consents to PM also contacting any other organization for the purposes of evaluating the Proposal.

E. Approach

Describe the approach and/or process proposed to address the project requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project. Also provide a project plan that reflects your proposed approach/process and demonstrates your ability to meet the milestones.

The following key components must be included in the approach description:

1. Audit

The provider will determine the existing street and outdoor light inventory via a Geographic Information Systems (GIS) inventory assessment of all the streetlights and outdoor lights included in the project. The provider should list the attributes that they collect and describe how they relate to the design process.

During the inventory assessment, the provider will report and review all issues with the PM weekly so that the PM may begin to address them to minimize any delay on the eventual conversion.

The proponent must produce an electronic inventory file suitable for use in common GIS software (e.g. ESRI ArcMap), as well as Microsoft Excel, that contains the required attributes.

Based on the inventory, utility bill analysis, and consultation on controls and/or other products, the Proposer will develop an Audit Report which will include:

- Deficiencies in the current street lighting network
- Baseline energy use, energy cost and operations & maintenance costs
- Estimated retrofit energy use and operations & maintenance costs
- Estimated sources of funding, including rebates
- Calculation of estimated total conversion cost (remaining design tasks, product, and installation), energy reduction, and simple payback

The PM seeks Proposers who can provide the strongest case for why their Audit will be most accurate and support approval by the PM.

2. Financial stability

- Proposer should demonstrate the capacity to finance street lighting projects by having financed or been part of a financing project using an Energy Savings Performance Contract (ESPC).
- Should the PM opt for this type of financing, the Proposer must produce an ESPC contract at the time opt in.

3. Design

The design of an LED network will have a measurable impact on both the life cycle savings as well as overall light quality. Proposers must include a design component in the scope of work.

The determination of adequate light levels for safety of pedestrians, cyclists, and vehicles is guided by the Illuminating Engineering Society (IES) Standard for Roadway Lighting (RP-8-14). The PM recognizes that existing pole placement limits the degree to which IES standards may be met. The PM will look favorably upon proposals that use design methodologies that will best deliver adequate lighting through the PM for the expected life of the products and the PM's desire for specific goals associated with customized lighting levels. IES standards may not be the standard selected by the PM. Additionally, the designer should incorporate an analysis of the following data points to identify target areas that may need special consideration:

- Pedestrian/vehicle and bicycle/vehicle crash data for the last 5 years to identify areas where light levels and/or spacing have affected public safety.
- Important localized land uses (e.g. parks, schools, hospitals, etc.)
- Relative volumes of pedestrian and bicycle activity
- Unique neighborhood characteristics

The provider should describe their design process, including how actual light levels are measured before & after the conversion, and how designs are modified for unique street characteristics.

4. Project Management

Proposers shall describe their approach to Project Management and how this will impact cost, quality control and timing of the project.

- Qualifications and experience of Project Team
- Experience in projects managing multiple projects simultaneously
- Experience in projects managing large LED retrofits (over 1,000 fixtures)
- Detailed description on how the project will be managed including:

- A description of the methods to be employed in the performance and coordination of the work that will control the scope, quality, schedule and cost of the Project
- The anticipated risks and assumptions that will be part of completing the Project
- Any special challenges or considerations foreseen by the Proposer and proposed solutions for each.

5. Technology Procurement

a. Fixtures

Describe the process for selecting appropriate fixtures.

The Proposers should develop complete and detailed specifications for LED Luminaires to replace lighting fixtures. The specifications will be non-proprietary performance specifications describing all relevant photometric, electrical, physical, and durability characteristics of the luminaires.

The Proposer should provide details on their method of developing specifications and how that ensures that appropriate quality standards are met.

b. Smart Controls and other Smart City solutions

The Proposer will advise the PM on the use of controls in terms of impact on safety, standardization, and energy and cost savings. The Proposer should be able to present analysis of how controls could impact the total lifecycle costs of the system. The Proposer should also propose to the PM any other value-add systems and discuss with the PM their financial impacts, commercial readiness, and alignment with utility policies.

The Proposer will demonstrate their knowledge and ability to advise municipalities on different Smart City applications to add on to their existing street light infrastructure.

6. Installation & Maintenance

Based on the finalized design, the Proposer will describe their approach to installation and maintenance or oversight as an owner representative. The following elements should be covered:

- Description of Work
- Required installation schedule
- Reference standards
- Submittals
- Quality Assurance and Warranty
- Installation
- Field Quality Control
- Adjusting and Cleaning
- Disposal

7. Construction Administration

The Proposer will describe their approach to Construction Administration including the following:

- Perform a sampling of spot-checks on installed lights to ensure proper installation procedures are being followed, especially at the beginning of the project
- Manage data on installations and provide a weekly status update of the of the project
- Confirmation of satisfactory installation completion by install contractor

8. Acquisition of Streetlights

The Proposer will describe their experience and methodology for assisting municipalities in acquiring their streetlights.

9. Rebates/Incentives

The Proposer will describe their experience and approach to managing rebates/incentives for streetlights on behalf of municipalities.

F. Value Added Services

The Proposer can propose value added services or products and detail what the Proposer is prepared to supply as part of the contract.

G. Additional Information

The proposer may provide any other information that may be relevant for the review and evaluation of the prospective vendor's experience or capabilities.

H. Project Schedule

The selected Proposer shall be expected to begin work immediately upon contract signing and complete the tasks in their entirety within a reasonable yet aggressive schedule. The dates below indicate desired dates for the completion of project milestones however the PM anticipates guidance from the selected Proposer to refine the project schedule.

- November 22, 2018 Issue RFP
- November 29, 2018 11:00 AM EST - Pre-bid meeting (*Camden Town Hall, 29 Elm Street, Camden Maine or via conference call. All participants who plan to use the conference call to attend the meeting must pre register with Audra Caler-Bell by e-mail at acaler-bell@camdenmaine.gov.*)
- December 20, 2018 Deadline for Submission of Proposals
- January 3, 2018 Interviews with lead proposer(s)
- January 10, 2019 Select consultant
- January - Feb, 2019 Meet with staff, utility and other stakeholders
- March 2019 Audit

- April-May 2019 Design and product selection
- June 2019 – June 2020 Installation

I. Submission

Email all submission to: acaler-bell@camdenmaine.gov by 2:00 pm EST on Thursday December 20, 2018. YOU MUST USE THE SUBJECT LINE: RFQ for Street Light Conversion. Proposals submitted via email without this subject line may not be considered.

J. Proposer Selection

At its discretion, the Municipalities may select a firm outright or select a finalist(s) for in-person interviews. The Municipalities reserve the right to negotiate directly with the firm selected for additional project work at a negotiated contract for services. The Municipalities reserve the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals. Attachment B includes a table that identifies the selection criteria which will be used to rank proposals.

K. Questions

The Town of Camden will administer all aspects of this RFQ. Questions regarding this RFQ may be directed, in writing, to Audra Caler-Bell, Town Manager, Camden Maine via e-mail at acaler-bell@camdenmaine.gov.

Deadline for Submissions:

All responses to this Request for Qualifications must be received by the Town of Camden no later than December 20, 2018, 2:00 PM. Proposals should be sent to: Audra Caler-Bell, Town Manager, Town of Camden, acaler-bell@camdenmaine.gov with the subject line: "RFQ for Street Light Conversion"

ATTACHMENT A – Participating Community Profile

| COMMUNITY PROFILE | Approximate Units |
|---|---|
| <p>Camden, Maine</p> <ul style="list-style-type: none"> • Road Miles • Street Lights attached to public utility poles and scheduled for replacement through this project • Population | <p style="text-align: center;">44</p> <p style="text-align: center;">295</p> <p style="text-align: center;">4,850</p> |
| <p>Rockport, Maine</p> <ul style="list-style-type: none"> • Road Miles • Street Lights attached to public utility poles and scheduled for replacement through this project • Population | <p style="text-align: center;">?</p> <p style="text-align: center;">?</p> <p style="text-align: center;">3,330</p> |
| <p>Lincolnton, Maine</p> <ul style="list-style-type: none"> • Road Miles • Street Lights attached to public utility poles and scheduled for replacement through this project • Population | <p style="text-align: center;">?</p> <p style="text-align: center;">?</p> <p style="text-align: center;">2,164</p> |

ATTACHMENT B – Rating Categories

The following table will be used to rank proposals in the selection process:

| RATING CATEGORY | WEIGHT |
|--|--------|
| <p>Company Capability & Experience</p> <ul style="list-style-type: none"> • Respondent demonstrates strong knowledge of streetlight technology, quality standards, and design requirements. • Respondent has project experience <ul style="list-style-type: none"> ○ Managing or performing all aspects of the project ○ With large projects (1,000+ lights) in urban and suburban areas for a PM • Knowledge of local municipal operations and maintenance requirements • Experience with similar partnerships with municipalities and/or municipal collaborations • Experience or demonstrated understanding of utility requirements and incentives. • Experience in assisting municipalities with evaluation and acquisition of their streetlights • Experience and capability of providing financing • Possession of unique tools and technologies to improve system performance | 30 |
| <p>Project References</p> <ul style="list-style-type: none"> • For the three project references. Each should: <ul style="list-style-type: none"> ○ Demonstrate high degree of responsiveness to client needs ○ References speak highly of all aspects of the project and the key delivery personnel | 15 |
| <p>Qualifications & Experience of Project Team</p> <ul style="list-style-type: none"> • Sufficient staff to support project implementation • Employees that will staff this project have: <ul style="list-style-type: none"> ○ Experience performing or managing all aspects of the project (i.e. audit through verification) ○ Experience on the projects listed as references ○ Connections with the appropriate utility reps ○ Experience managing a project in this region ○ Appropriate training/certifications | 25 |
| <p>Project Approach</p> <ul style="list-style-type: none"> • Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks <ul style="list-style-type: none"> ○ Includes a detailed schedule that accelerates implementation where possible ○ Includes a description of a rigorous Audit Report that can be used to support financing of the remaining project costs ○ Includes a design approach that will meet the PM’s goals of safety, standardization, and minimizing lifecycle costs ○ Includes a project management approach which demonstrates efficiencies in time and cost ○ Describes the PM’s involvement in all phases and describes an efficient use of their time and resources (e.g. efficient plan for meetings, use of police details or avoiding them) | 30 |

d. Discuss Airbnb (15 minutes) – Discussion

Manager's Comments:

The purpose of this item on the agenda is to start a conversation about how the board would like to move forward with the question of Airbnb's (short term rentals)?

Included in your packet is discussion sheet developed by Bill Najpauer, outlining areas for consideration. Some communities are looking at the impacts caused by short term rentals and weighing the need for regulations/ordinances to mitigate nuisances upon neighborhoods and rental housing inventory. The attached issue summary sheet can be used as a spring board to further discuss short term rentals in Rockport.

To be clear, this is a very complicated issue being dealt with by communities in Maine and nationwide.

The good news is that many communities have been dealing with this and we don't need to reinvent the wheel here in Rockport. Bills outline brings up many of the issues for consideration that should be looked at in order to develop regulation that will be effective in the long run.

If the board wishes to move forward, I would suggest that you resist the urge to get into a lengthy and unproductive discussion at this point, that you simply state that you believe it is an item that we should begin discussing at a workshop, to be set at a later date

We have discussed this previously and had opted to delay further discussion. It is my opinion that the time is right to begin the dialogue on the topic now.

Short Term Rentals

Notes/outline

Issues:

- Change the character of a neighborhood
- Inadequate parking/ off street parking
- Noise parties and late at night
- Large groups of people/ partying
- Outside parties
- Reduces long-term rental options
- Reduces affordable housing options
- Raises housing prices
- Non-Resident owners
- Visitors do not respect the neighborhood
- Influx of visitors (constant stream of visitors)
- Properties do not conform to Life safety code

Some Positive Impacts:

- Allow property owners to derive revenue from the premise to pay taxes or other expenses
- Provide seniors extra income
- Provides visitors a casual and intimate stay in Rockport
- Re-use of large undressed and expensive to maintain large homes.
- Allows seasonal property owners income to support the property
- Provides year-round economic activity and customers for local businesses.

Some Common Nuisances:

- Noise/ loud parties especially at night and early morning
- Large gathering of people/ wedding etc.
- Off street parking
- Drinking and obnoxious behavior
- Constant influx of people using the property
- Unresponsive third-party managers (non-resident Properties)

What do wish to accomplish?

It is important to clearly identify what specific things you want the Short-Term Rental ordinance to accomplish/address. It is also important to identify any existing problems with short term rentals in Rockport and in neighboring communities.

Some possible strategies to consider:

1. Existing nuisance ordinances need to be in place for the Police to deal with excessive noise, loud parties, off-street parking.
2. Limit the number of rentals per property (One rental per property)
3. Allow only resident occupied properties to have a rental
4. Allow non-resident properties to have a rental if they have a property manager etc.
5. Limit the number of persons per bedroom and total occupants per dwelling (2 per bedroom and a max. of 6 per dwelling)
6. No more than 3 bedrooms can be rented per dwelling
7. All parking must be provided off-street
8. Require permit or registration
9. Require the dwelling to conform to applicable NFPA 101 Life Safety Codes (Inspection fee required)

Outcomes:

The goal of the short-term rental ordinance is to allow property owners to derive additional income from renting their property in such a way which is no more intrusive than a homeowner having friends or family staying as overnight guest.

- e. Discuss and Approve Job Descriptions (20 minutes) – Discussion and Action

Manager's Comments:

Included in your packet are copies of the job descriptions that I have been revising over the past few weeks. It was no small task. It is clear that many of them were VERY out dated, some not being revised since 2005 or earlier. It is typical that the job description get's reviewed and revised when the position is vacant. Given the tenure of some employees here, this is not surprising.

They have all been revised by me and reviewed and revised by department heads, made as consistent as possible and now include "physical requirements" for each job. Diane has done her best to format them, so that they are all the same, which is also, no small task.

Suggested Motion:

I move to approve the job descriptions as presented.

Rockport Town Employees - Job Descriptions

| Department | Positions |
|--------------------------|--|
| Assessing: | |
| | Assessor (share with Camden) |
| | Administrative Assistant/Assistant Assessor (part-time - 20 hrs - share with Planning/Codes) |
| | |
| Finance: | |
| | Finance Director |
| | Administrative Assistant (part-time - 20 hrs - share with Town Manager's office) |
| | |
| Fire: | |
| | Fire Chief |
| | |
| Harbor: | |
| | Harbormaster |
| | Deputy Harbormaster (part-time) |
| | Marine Park Attendant (part-time) |
| | |
| Library: | |
| | Director |
| | Deputy Director/Adult Programming Librarian |
| | Circulation and Technical Services Librarian |
| | Youth and Circulations Librarian |
| | |
| Manager's Office: | |
| | Town Manager |
| | Executive Assistant |
| | General Assistance Administrator |
| | Administrative Assistant (part-time - 20 hours - share with Finance) |
| | |
| Opera House: | |
| | House Manager and Rental Agent (part-time) |
| | Video Technician |
| | Security |
| | Custodian |
| | |
| | |
| | |

| | |
|------------------------------|---|
| Planning & Codes: | |
| | Planning and Community Development Director (part-time) |
| | Code Enforcement Officer, Licensed Plumbing Inspector and Health Officer (32 hours) |
| | Administrative Assistant (part-time - 20 hrs - share with Assessing) |
| | |
| Police: | |
| | Chief (share with Camden) |
| | Administrative Assistant (part-time - 20 hrs) |
| | Patrol Sergeant |
| | Patrol Officers (4) |
| | |
| Public Works: | |
| | Director |
| | Administrative Assistant |
| | Truck Driver/Equipment Operator/Laborer |
| | Building and Grounds Maintenance |
| | Laborer |
| | |
| Town Clerks | |
| | Town Clerk/Tax Collector |
| | Deputy General Assistance Administrator |
| | Deputy Town Clerk/Deputy Registrar of Voters |
| | Assistant Town Clerk/Deputy Registrar of Voters |
| | |

**ASSESSOR
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

The Assessor is responsible for the annual assessment of real and personal property estates within the Town of Rockport;

NATURE OF WORK

The Assessor is responsible for the maintenance of the property record files through the computerized assessing system, paper files, and the property tax maps. The Assessor is responsible for the monthly real estate transfers, property tax exemptions, the review of building permits for new construction and new businesses. The Assessor administers all State Programs). The Assessor sets the tax rate each year, completes and files the Municipal Valuation Return and all other state valuation filings. The person in this position should be knowledgeable of the property tax appeal process and is able to defend assessments. The Assessor is available to the public to explain the basis of valuations, assist with exemption applications and is familiar with State law as it applies to property taxation. The Assessor must be a Certified Maine Assessor and maintain his or her State certification as required by Statute. The position is a department head position.

EXAMPLES OF WORK (for illustrative purposes)

- Insures the fair and equitable assessment of all real and personal property within the Town of Rockport.
- Maintains all tax map updates and completed map sheets for the map room and the town web site, computerized mass appraisal system, paper files, and other records relating to ownership and assessed value of real and personal property.
- Available to the public to answer questions on all aspects of assessment including current valuations, assessment procedures, exemptions, State programs, and avenues of appeal.
- Annual preparation and submission of the Municipal Valuation Return to the State.
- Prepares the State “turn around” document and meets annually with representatives from the Maine Revenue Services for the State audit for the determination of Rockport’s State Valuation and sales/assessment ratio.
- Conducts annual Sales Ratio Studies and adjusts CAMA tables as necessary to maintain assessment levels.
- Reviews building permits and performs on-site inspections to determine the condition and percent of completion as of April 1.
- Performs on-site inspections at the request of property owners.
- Prepares and signs the annual commitment documents in preparation for tax billing, prepares the Commitment Book and oversees the generation and mailing of tax bills.
- Annual review of exemptions and State programs.
- Maintains sales data for public review.

- Preparation of requested materials for the public.
- Prepares and certifies abatements and supplements.
- Defends assessments and notifies the taxpayer of the results.
- Prepares reports, studies, spreadsheets and updated street listings for all departments and outside emergency services as needed.
- Supervises assessing staff.
- Manages and trains Board of Assessment Review.
- Maintain a thorough understanding of the complexities of valuation by attending training, educational opportunities, legislative hearings and meetings.
- Maintain a peer connection with fellow Assessors.
- Prepares the annual “growth factor” for the purposes of the LD 1 cap.
- Such other duties and responsibilities as may be assigned by the Town Manager.

KNOWLEDGE AND APPTITUDE REQUIREMENTS

- College degree in a related field or equivalent work experience.
- Certification as Certified Maine Assessor (CMA).
- understanding of computerized mass appraisal systems and digital mapping systems.
- Ability to work independently to meet State and local requirements for assessing and taxation.
- Attendance at designated workshops and seminars for annual recertification.
- Ability to interact with challenging public.
- Detail oriented.

SPECIFIC REQUIREMENTS

- Certification as Certified Maine Assessor (CMA).
- Valid Maine Drivers License

| Physical Requirements | |
|-------------------------------------|--|
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. In addition, the person in the Assessors position will be required, walk on uneven surfaces while doing onsite inspections. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |

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| Climb (stairs/ladders) or balance | Would be required to climb stairs in order to do inspections |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while in the office or doing onsite inspections |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to accurately establish assessed value during onsite inspections as well as when in the office working. |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Occasionally works in outdoor weather conditions. |

**ADMINISTRATIVE ASSISTANT FOR PLANNING AND ASSESSING
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Assessor

The Administrative Assistant to the Assessing and Planning offices requires a person capable of multi-tasking, and is very organized. The job requires a person who pays attention to detail, can work in a varied work environment, and deals well with the public. Clerical skills, multi-tasking, communication skills (written and oral), and assessing, code enforcement and land use knowledge, and a positive attitude are requirements of the job.

NATURE OF WORK

The Administrative Assistant position requires a high level of personal and professional skills in a challenging, but rewarding, multi-faceted work environment. The position serves an important public relations role with the taxpaying public, requiring a patient and courteous demeanor at all times.

This is a responsible clerical and administrative position that provides assistance to the Assessing and Planning departments. The Administrative Assistant is expected to perform a wide variety of tasks in support of both offices. He or she must understand, or be enthusiastic about gaining an understanding of, the functions of the assessing and planning offices as well as the basics of town government. This position is expected to provide a positive interaction with the general public, providing assistance and guidance to telephone and walk-in requests.

The Administrative Assistant will demonstrate professionally-proficient knowledge of English usage and grammar, basic math skills, a high degree of computer literacy, excellent typing, legible handwriting, and strong social skills which are necessary for successfully working with the public. Ability to work in Microsoft Office, including Excel, Word, PowerPoint is required. Ability to learn more advanced software, property tax law and GIS systems related to assessing and planning is also required.

EXAMPLES OF WORK (for illustrative purposes)

- Deal courteously with the general public;
- Monitor and edit the calendars of the Assessor, Code Enforcement Officer and Planner and update shared Town Office calendar accordingly.
- Assist and answer questions from walk-in patrons and telephone requests in regards to assessment, code enforcement and land use issues;
- Provide accurate information to attorneys, appraisers, realtors, contractors, and other associated professions regarding assessment records, building codes and land use ordinance requirements;

- Assist taxpayers with forms including Veteran's and Homestead Exemptions, Tree Growth, Farmland and Open Space programs, change of address protocols, as well as applications for building and plumbing permits;
- Assist business owners with information about, and completing the forms for, the BETR and BETE (business equipment tax reimbursement and exemption) programs;
- Must be able to achieve proficiency in using the Vision mass-appraisal system;
- Must be able to achieve a basic understanding of GIS application and Trio software;
- Administer all aspects of Personal Property accounts
- Provides assistance to the Board of Assessment Review, as needed;
- Answer questions on specific properties as well as building code and land use ordinance requirements;
- Complete an initial analysis of applications for building, plumbing and related permits, assess fees, create permits;
- Assist the Planner as needed with duties pertaining to the Ordinance Review Committee, Planning Board, and Zoning Board of Appeals
- Perform routine office management tasks
- Prepare effective correspondence on routine matters;
- Ability to multi-task and be responsible to two departments with minimal supervision;
- Provides office coverage for both departments;
- Assumes other duties, projects and responsibilities as directed by the Assessor.

KNOWLEDGE AND APPTITUDE REQUIREMENTS

- Must be proficient in the English Language including spelling, grammar and punctuation;
- Must be able to perform basic mathematic calculations;
- Must possess a high level of proficiency regarding computer (PC) and keyboard skills, a strong working knowledge of Windows and Microsoft Office applications, including but not limited to Word, Excel, Access, Outlook, PowerPoint, Internet Explorer, and the ability to learn specialized programs specific to the functions of the assessing and planning departments;
- Able to learn and operate copiers, postage machines, computer equipment, printer/plotters, etc.;
- Must have an interest in, and understanding of, GIS mapping and ability to learn to use complex GIS applications such as ArcGIS;
- Must be able to read, research and understand state law statutes pertaining to property taxation;
- The Administrative Assistant must have the desire to work cooperatively with co-workers and exhibit strong people skills by taking pride in providing a high level of professional, personable service to the general public.

DESIRED EXPERIENCE AND TRAINING

- Minimum High School diploma required, advanced degree preferred
- Experience working in an office setting

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | No requirement |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while in the office |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the functions of the job. |
| Carry weight, lift | The person in this position is not required to lift more than 25 pounds as part of the functions of the job |
| Work Environment/Exposure to the Elements | Works in a traditional office setting |

**FINANCE DIRECTOR
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

The Finance Director performs complex and varied accounting and administrative functions, directs the financial activities of the Town, provides financial analysis, future planning and making recommendations to the Town Manager.

NATURE OF WORK

The Finance Director is required to maintain the Town's fiscal records and systems as well as be responsible for all aspects of the Town's financial management to include: accounts payable, investments, bonds, notes, cash flow, budgeting, projections, analysis, payroll and benefits administration. This position involves managing finances, financial planning, and day-to-day administration of the Town's financial responsibilities and staff assigned to the department. The person in this position also acts as one of two Deputy Treasures.

The Finance Director is responsible for administrative and accounting work in managing finances and maintaining computerized recordkeeping systems as well as monitors the adherence to the internal control policy. Work involves extensive use of the Town's computerized accounting system, Microsoft Excel, a wide range of accounting and bookkeeping procedures, as well as considerable financial planning.

All work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit and through annual fiscal audits.

EXAMPLES OF WORK (for illustrative purposes)

- Responsible for general and subsidiary records according to established classifications, involving a considerable range of accounting methods; is responsible for the chart of accounts.
- Responsible for periodic balancing procedures for all accounts.
- Responsible to monitor cash flow, overseeing cash management and investment of Town funds.
- Responsible for the oversight of the accounts payable process, as well as the payroll process (including payroll deductions, tax withholdings, and related reporting).
- Responsible for the Wastewater (enterprise funds) accounts; including accounts payable, accounts receivable, cash flow monitoring, budgeting, and management of investments.
- Responsible for managing all municipal insurances, including bidding for insurances and/or renewal procedures for maintaining insurances, and for recommending changes of insurances to the Town Manager.
- Responsible for claims management; to include but not limited to Family Medical Leave, Worker's Compensation claims, and other claims as directed by the Town Manager.

- Responsible for making sure new employees are apprised of benefits, policies, and job requirements.
- Responsible for the maintenance and retention of all personnel files related to payroll, benefits, training records and other Human Resource duties as directed by the Town Manager.
- Responsible in developing and assisting the Town Manager in the preparation of the municipal budget, as well as the annual wastewater budget.
- Responsible for making financial policy recommendations to the Town Manager for consideration by the Select Board.
- Responsible for providing quarterly reports and financial analysis and recommendations to the Town Manager.
- Responsible for fiscal year-end work necessary to prepare for the annual audit.
- Responsible to carry out duties and responsibilities as may be assigned by the Town Manager.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Thorough knowledge of the principles and practices of governmental accounting, budgeting, and funds management.
- Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing accounting procedures.
- Ability to analyze cash flow and investments.
- Ability to perform complex accounting work accurately and rapidly.
- Knowledge of computers and their operation and the ability to learn to operate Town systems.
- Ability to deal courteously with the public and to establish and maintain effective working relationships with Town officials and other employees.
- Ability to organize and maintain accurate record keeping systems.

DESIRED EXPERIENCE AND TRAINING

- Graduation from an accredited two or four year program in accounting; or high school graduation and significant practical experience in accounting practices or any equivalent combination of experience and training.
- Expertise Microsoft Excel formatting highly desirable.
- Experience with Trio.

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |

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| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**ADMINISTRATIVE ASSISTANT PAYROLL/ACCOUNTS PAYABLE
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly
Reports to Finance Director

This is a position that provides assistance to the Finance Director. This is a shared position and when time allows the person in this position will provide assistance to the Town Manager's Executive Assistant as needed.

NATURE OF WORK

The Payroll and Accounts Payable Clerk is expected to perform a wide variety of tasks in support of the office. He or she must understand, or be enthusiastic about gaining an understanding of payroll law and the accounts payable process, as well as other functions of town government. This position is expected to provide a positive interaction with the general public, providing assistance and guidance to telephone and walk-in requests.

EXAMPLES OF WORK (for illustrative purposes)

- Deal courteously with the general public;
- Understanding and processing of accounts payable, payroll, and other data entry as needed, both for the general fund and wastewater;
- Complete monthly reconciliation of employee benefits and accrued time off;
- Assist Finance Director with clerical tasks related to budgeting, certificate of liability insurance, employee benefits and town rentals;
- Assist and answer questions from walk-in patrons and telephone requests;
- Must be able to achieve an understanding of TRIO software, especially its Budgetary and Payroll modules;
- Perform routine office management tasks, including filing and archiving of files;
- Prepare effective correspondence on routine matters;
- Ability to multi-task;
- Work on policy and procedure manuals as directed by the Finance Director;
- Assumes other tasks, projects and responsibilities as directed by the Finance Director.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Must be proficient in the English Language including spelling, grammar and punctuation;
- Must be able to perform basic mathematic calculations;

- Must possess a high level of proficiency regarding computer (PC) and keyboard skills, a strong working knowledge of Windows and Microsoft Office applications, including but not limited to Word, Excel, Access, Outlook, PowerPoint, Internet Explorer, and the ability to learn specialized programs specific to the functions of the finance department;
- Able to learn and operate copiers, postage machines, computer equipment, printer/plotters, etc.;
- Must have an interest in, and general knowledge of, the various accounting processes common to an active administrative business;
- The Payroll and Accounts Payable Clerk must have the desire to work cooperatively with co-workers and exhibit strong people skills by taking pride in providing a high level of professional, personable service to the general

DESIRED EXPERIENCE AND TRAINING

- High School Diploma Required
- Prior experience in an office setting

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/ Exposure to the Elements | Works in an office environment |

**FIRE CHIEF
FIRE DEPARTMENT
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

This position involves responsible administrative, supervisory, and manual work directing the firefighting and fire prevention activities of the Town. The Fire Chief is responsible for the organization, management, administration, and efficient operation of the volunteer fire department.

NATURE OF WORK

The Fire Chief responds to and takes command at incidents requiring fire department response, and directs all firefighting operations; is responsible for maintenance, repair, improvement, and replacement of firefighting equipment and other fire department property; trains volunteer firefighters in methods of firefighting and use of apparatus; investigates causes of fires, either alone or with a representative from the State Fire Marshal's Office; conducts safety inspections on wood stoves, chimneys, smoke detectors, etc., and consults with builders and developers to ensure that new construction is built according to the fire code; maintains a variety of records, writes reports, prepares bid specifications, and develops the annual budget for the department.

EXAMPLES OF WORK (for illustrative purposes)

- Responds to and takes command at incidents, administers training of firefighter in all aspects of fire service, being in readiness 24 hours a day.
- Performs administrative duties of the department.
- Maintains, repairs, improves, and replaces firefighting equipment.
- Requisitions materials, supplies, and apparatus; prepares bid specifications for major equipment purchases.
- Prepares budgets, in consultation with the Town Manager.
- Prepares and submits reports.
- Maintains a variety of records and equipment checks daily, weekly, and monthly.
- Performs safety inspections of wood stoves, chimneys, etc., and advises homeowners, answers questions on fire safety.
- Consults with builders and developer on conformity with fire code, accessibility to fire equipment; inspects new construction.
- Plans, organizes, and directs fire training activities; conducts regular fire training sessions three evenings a month for volunteer firefighters in methods of firefighting and use of apparatus; evaluates effectiveness of training.
- Observes fire drills at Penobscot Bay Medical Center, Rockport Elementary and Camden Hills Regional High School.
- Oversees municipal fire alarm cables.
- Oversees fire sirens, radios, plectron, and other emergency communication equipment.
- Maintains, repairs, and improves the fire stations.

- Keeps fire hydrants shoveled in winter and trimmed in the summer.
- Refills air tanks for self-contained breathing apparatus for Rockport and other area fire departments, and bills other departments.
- Initiates, administers and implements Fire Prevention Programs
- Fire Warden
- Designated Infection Control Officer
- May serve as the Town’s EMA Director
- Conducts tours of the fire stations for insurance and OSHA inspectors, school groups, etc.
- Such other duties and responsibilities as may be assigned by the Town Manager.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Considerable experience in progressively more responsible fire-fighting positions and administration, preferably including experience as an officer
- High school diploma, supplemented by formal instruction in firefighting technology
- Valid Maine motor vehicle operator's license of appropriate class to operate fire trucks
- Physical strength and agility sufficient to perform firefighting duties
- Ability to supervise, lead, and create esprit de corps in a volunteer, call fire department
- Subject to a Background Check
- Ability to supervise, lead, and create esprit de corps in a volunteer, call fire department

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 25% of time. |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of firefighting equipment and apparatus as well as traditional office equipment. |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |

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| <p>Talk/hear</p> | <p>The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. in addition, needs to be able to communicate via two-way radio.</p> |
| <p>See</p> | <p>Must be able to see clearly in order to perform the essential functions of the job, including operating heavy equipment on the road.</p> |
| <p>Carry weight, lift</p> | <p>The person in this position is required to be able to lift and carry 50 Pounds in order to perform the essential functions of the job.</p> |
| <p>Work Environment/Exposure to the Elements</p> | <p>Works in all outdoor weather conditions and a variety of work environments whether at an accident scene or at a fire scene. Many of these weather conditions will be very extreme.</p> |

**HARBORMASTER
HARBOR
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

The Harbormaster oversees all Harbor, Marine Park, and activities, enforces Federal, Local and State regulations, interprets them to the public, and is responsible for the orderly operation of the Harbor and aforementioned parks.

NATURE OF WORK

Position requires extensive communication and interaction with users of the harbor facility and members of the general public. Interacts and contributes to the effective flow and sharing of information on a daily basis with customers and others. Applies various oral and written communication styles to lead and document day to day activities.

EXAMPLES OF WORK (for illustrative purposes)

- Enforcement of harbor and boating ordinances.
- Assignment of moorings and collection of fees.
- Assist boaters and fishermen with breakdowns or information.
- Enforcement of Federal, State, and local regulations.
- Assigns mooring numbers and locations according to priorities established in the Rockport Coastal Waters and Harbor Ordinance.
- Is responsible for launching and hauling Town floats, and oversees their storage and repair.
- Is responsible for setting and hauling channel and speed markers.
- Oversees operation of commercial floats and recreational floats.
- Is responsible for Marine Park and the Harbor Master's building.
- Conducts search and rescue and salvage operations on an emergency basis, in cooperation with Coast Guard, police, other authorities.
- Is responsible for maintenance and operation of Town-owned boat.
- Supervises Park Attendants.
- Advises Select Board, Town Manager and Harbor Committee on matters related to the harbor and Marine Park.
- Functions as staff person for Harbor Committee including collaborating with the Committee Chair in developing meeting agendas and providing supporting materials for Harbor Committee meetings.
- Is responsible for the maintenance of the mooring data base including the GPS locations.
- Responsible for cash management of the revenues generated at the facility.
- Oversees billing of all Harbor and Marine Park related fees.
- Responsible for the development of the annual Harbor budget.
- Such other duties and responsibilities as may be assigned by the Town Manager.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Marine experience.
- Knowledge of and ability to enforce Federal, Local and State harbor regulations and laws.
- Basic Harbor Master Certification required within the first year of employment.
- Shall possess and exhibit the ability to deal courteously and fairly with the public, residents, and other users of the Harbor and Marine Park.
- Supervisory experience.
- Ability to exercise judgment and act independently.
- Good verbal and written communication skills.
- Knowledge of Microsoft Software applications and working understanding of GIS database management.

DESIRED EXPERIENCE AND TRAINING

- Minimum of high school diploma.
- Must possess, or obtain within 12 months, Basic Harbor Masters Certification from the Maine Harbor Masters Association.
- Supervisory experience and customer service background.
- Valid motor vehicle operator’s license.

| Physical Requirements | |
|-------------------------------------|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands to operate |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |

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| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the Harbormaster's boat |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 50 pounds on an occasional basis more than 50 pounds |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme |

**DEPUTY HARBORMASTER
HARBOR
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time: Seasonal

Reports to: Harbormaster

Assists the Harbormaster in overseeing all Harbor and Marine Park.

NATURE OF WORK

Interacts and contributes to the effective flow and sharing of information on a daily basis with customers and others. Applies various oral and written communication styles to lead and document day to day activities.

EXAMPLES OF WORK (for illustrative purposes)

- Enforces local ordinances and regulations, and federal and state laws.
- Operates and maintains the town-owned boat.
- Collects and accounts for user fees, including overnight docking, launching ramp, and parking fees. Performs nightly cash-up in the absence of the Harbormaster.
- Conducts search and rescue operations within Rockport Harbor, and in the coastal waters of Rockport on an emergency basis, and in cooperation with the U.S. Coast Guard or other appropriate law enforcement agencies.
- Cleans and maintains the Harbor Facility on a regular basis.
- Maintains a daily log of events, including time, names, and a brief description of events.
- Performs such other duties and responsibilities as may be assigned by the Harbormaster

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Marine experience
- Knowledge of and ability to enforce Federal, Local and State harbor regulations and laws.
- Shall possess and exhibit the ability to deal courteously and fairly with the public, residents, and other users of the Harbor and Marine Park.
- Ability to exercise judgment and act independently.
- Good verbal and written communication skills.
- Knowledge of Microsoft Software applications

DESIRED EXPERIENCE AND TRAINING

- Minimum of high school diploma.
- Valid motor vehicle operator's license.

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands to operate |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the Harbormaster's boat |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 50 pounds on an occasional basis more than 50 pounds |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme |

**MARINE PARK ATTENDANT
HARBOR
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time: Hourly

Reports to: Harbormaster

Provides harbor and office coverage, maintenance, clean up and assists users of the Harbor and Marine Park.

NATURE OF WORK

Interacts and contributes to the effective flow and sharing of information on a daily basis with customers and others. Applies various oral and written communication styles to lead and document day to day activities.

EXAMPLES OF WORK (for illustrative purposes)

- Collects and accounts for user fees, including overnight docking, launching ramp, and parking fees. Performs nightly cash-up in the absence of the Harbor Master.
- Cleans and maintains all aspects of the Harbor Facility on a regular basis.
- Maintains a daily log of events, including time, names, and a brief description of events.
- Performs such other duties and responsibilities as may be assigned by the Harbormaster.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Some Marine experience preferred
- High School Diploma Preferred
- Valid Maine Driver’s License preferred
- Demonstrated ability to get along with diverse users of Rockport Harbor

| Physical Requirements | |
|-------------------------------------|--|
| Stand or Sit | Must be able to remain in a stationary position 25% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands to operate |

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| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 50 pounds on an occasional basis more than 50 pounds |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme |

**LIBRARY DIRECTOR
LIBRARY
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

Supervises: Full, part-time, on-call staff and volunteers

This is a professional position, responsible for the complete operation and services provided by the Rockport Public Library.

NATURE OF WORK

This position is responsible for the general administration and management in accordance with the policies of the Library Committee and accepted library practices and procedures including the needs of the Town, as far as resources will permit. This position is responsible for budget preparation and management, employee supervision, selection and evaluation of materials and service to the public.

EXAMPLES OF WORK (for illustrative purposes)

- Ensures successful day-to-day operation of the library and fosters a positive atmosphere for staff and patrons.
- Provides a high-quality collection of books and other materials that meets the needs of the community
- Prepares and administers operating budget
- Makes staffing and hiring recommendations to the Town Manager
- Recruits, trains and evaluates full, part-time and on-call staff
- Recruits, trains and evaluates volunteers
- Ensures that physical facilities and equipment are properly maintained and safe for use
- Serves as liaison for Town government, Library Committee, and Friends of the Rockport Library
- Advises the Library Committee on fiscal, legal, governmental issues
- Recommends programs, policies, and long-range goals to the Library Committee
- Manages the development program—seeking outside funding sources; applying for and administering grants; coordinating donor recognition
- Participates in regional and statewide library organizations
- Directly provides reference and circulation services and interacts with patrons on a regular basis
- Prepares an annual report to the Maine State Library, and as part of the budget, to the Budget Committee and the Select Board
- Keeps statistical records of the Library with the help of employees (circulation, patron counts, use of services, additions and withdrawals of materials, etc.
- Oversees that the library building and property is maintained and suggests improvements to the Library Committee and the Town
- Such other duties and responsibilities as may be assigned by the Town Manager

KNOWLEDGE AND APPTITUDE REQUIRED

- Thorough knowledge of the philosophy, practices, services, and organization of public libraries
- Experience in budgeting
- Demonstrated competence in library automation
- Experience in personnel training and supervision
- Strong interpersonal and communications skills
- Public service orientation
- Ability to interpret community interests and needs

DESIRED EXPERIENCE AND TRAINING

- Master's degree in library science with at least two years' experience in a public library setting preferred, or an equivalent combination of education, training, and work experience
- Valid Maine Driver's License

| | |
|---|--|
| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to occasionally move about inside the library and book stacks |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**DEPUTY DIRECTOR AND ADULT PROGRAMMING
LIBRARY
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Library Director

The Deputy Director Librarian is a professional position, and is responsible for the development and implementation of adult programs and services which support the library's mission statement. This position also has administrative duties involving a broad range of public library functions. Acts as Director in the Director's absence.

NATURE OF WORK

To provide a variety of programming which meets the needs and interests of library patrons, while promoting library resources. Assists patrons at the circulation desk and other general circulation duties.

EXAMPLES OF WORK (for illustrative purposes)

Collection Development

Participates in materials selection for both print and non-print collections by making recommendations, de-selection, weeding and replacements while operating within the allowed budget.

Programming and Outreach

Designs, provides and promotes a variety of innovative, regularly scheduled programming for adults both in-house and in the community, which are culturally important to the public and can be enjoyed by a wide audience. Moderate and organize a monthly book group.

Announcements

Responsible for creating posters, flyers, and press releases for adult programming, as well as updates and website page maintenance, Facebook and on-line calendar.

Interpersonal Relations

Interacts cooperatively and effectively with all Library staff, town departments and interacts with library users in a manner that is courteous, engaging, and effective. Networks with colleagues: attends statewide workshops and conferences. Directly provides reference and reader's advisory services and interacts with patrons on a regular basis as required, and other duties as assigned.

General Circulation Duties

Greeting and serving patrons, check-out and check-in of materials, renewals, issuing library cards, hold requests of materials. Interlibrary loan processing. Patron support and assistance with research, use of online catalogs and technology.

Other duties as assigned by the Director.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Strong organizational and interpersonal skills/team player
- Ability to balance multiple priorities
- Demonstrated self-motivation and flexibility in a changing work environment
- Directly provides reference and circulation services and interacts with patrons as needed at the circulation desk. See description for *General Circulation Services Duties*.
- Ability to work a rotating schedule that includes days, evenings, and, weekends
- Ability to work hard and have fun. A job is a job but being a librarian is a calling

DESIRED EXPERIENCE AND TRAINING

- Bachelor's or Master's degree from an accredited college or university or other degree work that supports the requirements of the position *or equivalent experience and training*
- MLS or MLIS preferred
- Experience in and a working knowledge of library services is preferred
- Experience planning & presenting programs
- Possesses a strong working knowledge of computers, related software, online resources, search methods, E-books, downloadable books and social media.
- Public service orientation with strong communication and collaboration skills

| Physical Requirements | |
|---|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to occasionally move about inside the library and book stacks |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**CIRCULATION AND TECHNICAL SERVICES LIBRARIAN
LIBRARY
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Library Director

This position catalogs a variety of library materials, uses up-to-date cataloging standards, and participates in required workshops and roundtables. This position oversees and maintains public use computer laptops, e-readers with loaded content and any other electronic device that has library content for patrons. This position is also required to be part of the rotating circulation staff as outlined under general circulation duties.

NATURE OF WORK

To provide excellent customer service at the circulation desk including reference services, while promoting library resources, cataloging responsibilities, and technology maintenance. Other duties as assigned.

EXAMPLES OF WORK (for illustrative purposes)

Cataloging and records maintenance

Performs copy and original cataloging of print and non-print materials; assigns classification and call numbers; adds holdings to the current library database. When necessary, edits and deletes item and bibliographic records to ensure accurate records. Is primarily responsible for ordering and managing out of state ILL requests for patrons.

Technology Maintenance

Regular updates to the library ereaders, reporting and tracking issues for iPad, public access computers, and laptops. Is responsible to inventory and report technical supply needs and order required supplies within budget. Working with library databases to create monthly reports for the library director (i.e. new materials list, collection inventory, records that are funded by private sources).

Announcements

Responsible for certain assigned areas, including updates to the Library website, Facebook and on-line calendar.

Interpersonal Relations

Interacts cooperatively and effectively with all Library staff, town departments and interacts with library users in a manner that is courteous, engaging, and effective. Networks with colleagues: attends statewide workshops and conferences. Directly provides reference and reader's advisory services and interacts with patrons on a regular basis as required, and other duties as assigned.

General Circulation Duties

Greeting and serving patrons, check-out and check-in of materials, renewals, issuing library cards, hold requests of materials. Interlibrary loan processing. Patron support and assistance with research and use of online catalogs.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Experience working with an automated circulation system
- Education and/or experience in cataloging and classification for library materials and in editing and creating MARC records.
- Experience with computers, tablets, database management and internet resources
- Strong organizational and interpersonal skills/team player
- Ability to balance multiple priorities
- Demonstrated self-motivation and flexibility in a changing work environment
- Directly provides reference and circulation services and interacts with patrons as needed at the circulation desk. See description for *General Circulation Services Duties*.
- Ability to work a rotating schedule that includes days, evenings, and, weekends

DESIRED EXPERIENCE AND TRAINING

- Bachelor's or Master's degree from an accredited college or university, or other degree work that supports the requirements of the position or equivalent experience and training
- Experience in and a working knowledge of library services is preferred
- Possesses a strong working knowledge of computers, related software, online resources, search methods, and social media.
- Public service orientation with strong communication and collaboration skills

| Physical Requirements | |
|-------------------------------------|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to occasionally move about inside the library and book stacks |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |

| | |
|---|--|
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**YOUTH SERVICES LIBRARIAN
LIBRARY
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Library Director

The Youth Services Librarian is an integral part of the team and the face of the Rockport Public Library to the youth and their families of our community, the liaison the educational and cultural organizations who serve the youth of our Town.

NATURE OF WORK

To provide programming for young people, literacy outreach services, collection development, and maintenance of the Children's Room, including reference services, while promoting library resources.

EXAMPLES OF WORK (for illustrative purposes)

Collection Development

Manages the children's and young adults' print and non-print collections by making selection, de-selection, and replacements while operating within the allowed budget.

Selecting materials reflecting a knowledge of children and young adult literature, Maine literature, authors and state, regional and national award winners.

Programming and Outreach

Designs, provides and promotes a variety of innovative, regularly scheduled programming for children, young adults, parents, and caregivers both in-house and in the community, which shall include age appropriate story hours, public school vacation programs, summer reading programs and other town centric activities.

Announcements

Responsible for creating posters, flyers, and press releases for youth programming, as well as updates to the Library website, Facebook and on-line calendar.

Interpersonal Relations

Interacts cooperatively and effectively with all Library staff, town departments and interacts with library users in a manner that is courteous, engaging, and effective.

Networks with colleagues: attends statewide workshops and conferences. Directly provides reference and reader's advisory services and interacts with patrons on a regular basis as required, and other duties as assigned. Serves as a liaison between the Library and schools, home-schoolers, and local agencies serving children, to help identify how the Library can serve and support these groups.

General Circulation Duties

Greeting and serving patrons, check-out and check-in of materials, renewals, issuing library cards, hold requests of materials. Interlibrary loan processing. Patron support and assistance with research and use of online catalogs.

Other duties as assigned by the Library Director

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Strong organizational and interpersonal skills/team player
- Ability to balance multiple priorities
- Demonstrated self-motivation and flexibility in a changing work environment
- Directly provides reference and circulation services and interacts with patrons as needed at the circulation desk. See description for *General Circulation Services Duties*.
- Ability to work a rotating schedule that includes days, evenings, and, weekends

DESIRED EXPERIENCE AND TRAINING

- Bachelor's or Master's degree from an accredited college or university with an emphasis on child development, or other degree work that supports the requirements of the position *or equivalent experience and training*
- Experience in and a working knowledge of youth library services is preferred
- Experience presenting programs for children
- Possesses a strong working knowledge of computers, related software, online resources, search methods, and social media.
- Public service orientation with strong communication and collaboration skills

| | |
|-------------------------------------|--|
| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 25% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of firefighting equipment and apparatus as well as traditional office equipment |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |

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|---|--|
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. in addition, needs to be able to communicate via two-way radio. |
| See | Must be able to see clearly in order to perform the essential functions of the job, including operating heavy equipment on the road |
| Carry weight, lift | The person in this position is required to be able to lift and carry 50 Pounds in order to perform the essential functions of the job. |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments whether at an accident scene or at a fire scene. Many of these weather conditions will be very extreme. |

**TOWN MANAGER
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Select Board

This position provides leadership and administrative oversight to the functions of the municipal government and supervises the Town of Rockport's Department Heads in the performance of their responsibilities and duties.

NATURE OF WORK

Work is performed under the general supervision of the Select Board with considerable independence of action in accordance with applicable laws and following established Town policies, procedures, and Charter. The Town Manager is also Personnel Director, Treasurer, Road Commissioner, Mid-Coast Solid Waste Corporation representative, and oversees the Waste Water Department.

EXAMPLES OF WORK (for illustrative purposes)

- Chief executive and administrative official of the municipality;
- Responsible to the Select Board for the administration of all departments;
- Execute all laws and ordinances of the municipality;
- Serve in any office as the head of any department under the control of the Select Board when so directed by the Select Board;
- Appoint, subject to confirmation by the Select Board, supervise and control the heads of departments under the control of the Select;
- Appoint, supervise, and control---unless otherwise provided by municipal ordinance--all Town officers and employees whom the Town officials are required by statute to appoint;
- Act as purchasing agent by establishing purchasing procedures for all departments, except the school department and wastewater department, provided that the Town or the Select Board may require that all purchases greater than a designated amount shall be submitted to sealed bid;
- Attend all meetings of the Select Board, and such other meetings as the Board may designate;
- Make recommendations to the Select Board for the more efficient operation of the municipality;
- Keep the Select Board and the residents of the municipality informed regarding the financial condition of the Town;
- Prepare the proposed Manager's Budget and present it to the Select Board and the Budget Committee in accordance with Town Charter and be responsible for its administration after adoption at Town Meeting;
- Assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of, administrative and governmental practices;
- Have exclusive authority to remove for cause in accordance with the Town Personnel Policy,

all persons whom he or she is authorized to appoint and report all the removals to the Select Board;

- Not interfere with the operation of the various departments of the Town except through the department head and shall not independently direct employees except in the absence of a person in authority; and
- Prepare an annual Town Report pursuant to Title 30-A MRSA Section 2801.
[Per Rockport Town Charter Article III, Sec. 3]

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Thorough knowledge of and experience with public personnel administration.
- Knowledge of and experience with municipal government programs and decision-making processes.
- Knowledge of and experience with municipal management and community problems.
- Knowledge of and experience with municipal financial administration and budgeting.
- Ability to communicate effectively orally and in writing, including public speaking.
- Ability to listen to others and act appropriate with information received and understandings gained.
- Possess conflict resolution skills.
- Ability and experience in directing and supervising others, and delegating when appropriate.
- Ability to give and accept constructive criticism, and react appropriately.
- Must be goal-minded and possess a self-starting drive to get things done, frequently through other people.

DESIRABLE EXPERIENCE AND TRAINING

- Graduation from an accredited four-year college or university program in public administration or a related field.
- Prior municipal management experience of a progressively responsible nature.

| Physical Requirements | |
|-------------------------------------|---|
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. In addition, the person in the Assessors position will be required, walk on uneven surfaces while out of the office. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |

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| Climb (stairs/ladders) or balance | Would be required to climb stairs and ladders on an occasional basis |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl on an occasional basis |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see in order to perform the essential functions of the job. |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds except on an occasional basis |
| Work Environment/Exposure to the Elements | Occasionally works in outdoor weather conditions. |

**EXECUTIVE ASSISTANT
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Town Manager

The role of the Executive Assistant is to provide all aspects of administrative and clerical support to the Town Manager.

NATURE OF WORK

The Executive Assistant exercises considerable independence of action in the disposition of routine matters and providing information to the public and department heads. It is the executive assistant's job to assist the Town Manager in achieving goals and completing projects. The work involves high level of public contact. Some work may be of confidential nature and is performed under general supervision of the Town Manager.

EXAMPLES OF WORK (for illustrative purposes)

- Assists the town manager in accomplishing short and long-term goals.
- Works with department heads, as directed by the Manager in accomplishing individual department goals and objectives
- Safety Training Coordinator for the Town.
- Member of the Safety Committee providing administrative support and other duties as a member of that committee.
- Acts as the first point of contact for all computer issues that require contact with the IT consultant.
- Receives calls and callers directed to the Town manager's office.
- Researches and compiles necessary data or information. General typing includes forms, reports, memos, agendas, and other correspondence. Composes routine letters and memos in response to standard inquiries.
- Sorts, processes, and files correspondence and other material, determining proper file designation. Organizes and revises filing system as needed.
- Maintains schedule and makes appointments for the Town Manager
- Prepares monthly calendars of all meetings for Select Board and department heads, monthly inter-office calendar and yearly calendars for Select Board meetings, Department Head meetings and Holidays
- Prepares for all meetings of the Select Board notices, agendas, distributes and arranges posting of same with the Police Department and set-up of Opera House for meetings.
- Provides clerical support for the Select Board as directed by the Town Manager
- Responsible for posting of agendas for Town Committees on the bulletin board, the Town Website and Face Book page.

- Maintains the Town of Rockport Website including, but not limited to, postings of agendas and minutes, staff changes, calendar updates, new ordinances and ordinance changes.
- Compiles all material and puts together the Annual Report.
- Keeps Committee List updated, including additions, subtractions and term expirations.
- Mails and notifies Committees regarding their term endings and posting openings
- Prepares Special and Annual Town Meeting Warrants and draft Warrant Articles
- Updates bulletin board postings
- Responsible for all Town advertising, including newspaper ads and public hearing notices, for Annual & Special Town Meetings, Bid Openings, Job openings, etc.
- Responsible for scheduling of all meetings in conference room and Richardson Room.
- Such other duties and responsibilities as may be assigned by the Town Manager

KNOWLEDGE AND APTITUDE REQUIPMENTS

- Considerable knowledge of business English, spelling, grammatical construction, punctuation, arithmetic skills
- Knowledge of office practices, procedures, and equipment
- Ability to keep varied records to assemble and organize data and to prepare documents from such records.
- Ability to establish and maintain a high level of positive public relations with the citizens of the Town of Rockport.
- High level of competency with computer office software.

DESIRED EXPERIENCE AND TRAINING

- High school diploma or equivalent with emphasis in business College business training or other related training desirable.
- Prior office experience of a progressively responsible nature.

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |

| | |
|---|--|
| Climb (stairs/ladders) or balance | Would not be required to climb stars or ladders to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, crouch, or crawl while in the office |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in a traditional office setting |

**GENERAL ASSISTANCE ADMINISTRATOR
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Stipend Position

Reports to: Town Manager

Responsible administrative work directing the Town's General Assistance program

NATURE OF WORK

Employee of this position is responsible for administering welfare assistance, including processing applications, determining eligibility, and providing other necessary assistance. Employee also has responsibility for directing the department's activities including maintaining the budget, keeping records of departmental activities, and making reports. Work is performed under the general direction of the Town Manager with considerable independence, while maintaining complete confidentiality of the client.

EXAMPLES OF WORK (for illustrative purposes)

- Takes applications for welfare assistance; interviews clients; investigates and determines need in accordance with applicable welfare guidelines and determines the amount and type of assistance necessary.
- Maintains liaison with and makes referral to various local, state and federal agencies or other human service organizations.
- Attends meetings and represents Town on matters dealing with welfare, housing mental health and other social work programs. With the permission of the Town Manager may be asked to advocate for the Town on legislative issues that will likely have impact on the Town.
- Maintains detailed account and client records; prepares records as required.
- Keeps informed on legal and administrative changes in regulations relating to the Town's General Assistance responsibility and makes recommendations for annual changes to the ordinance in September of every year.
- Responds to all health complaints related to GA clients with follow-up through the CEO/Health Officer.
- Performs related work as required.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Thorough knowledge of welfare laws, guidelines, and pertinent regulations and the ability of applying the laws and regulations to departmental operations.
- Thorough knowledge of other agencies to which clients may be referred for services needed and ability to maintain effective working relations with those agencies.
- Thorough knowledge of the theory and practice of welfare administration and the social factors involved in cases.

- Effective communication skills, especially verbal and listening.
- Skill in interviewing persons on a one-to-one basis.

DESIRED EXPERIENCE AND TRAINING

- Graduation from an accredited high school with experience in welfare administration or social service work, supplemented by certification by the Maine Welfare Director’s Association or college level education in social welfare, public administration; or any equivalent combination of experience and training.
- Physical Requirements

| | |
|---|--|
| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**HOUSE MANAGER/RENTAL AGENT
OPERA HOUSE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time: 15-20 Hours

Reports to: Public Works Director

The House Manager/Rental Agent is the Town's representative to assist with management of the facility and technical aspects of the building and protect the communities' investment in the Opera House.

NATURE OF WORK

The House Manager/Rental Agent will be involved with the renter to help control the light board, sound board, and/or projector when needed by the renter, make sure the heat and a/c are on and running and turned off at end of event, and make sure the renter follows the rules and regulations. The House Manager/Rental Agent will be on site during productions, often evenings and weekends, and may be requested by the renter to operate the light and sound boards for the renter within the limitations and abilities of the House Manager/Rental Agent. This position does not take the place of a security person, which is an additional person in the auditorium.

EXAMPLES OF WORK (for illustrative purposes)

- Works hands-on during actual production of shows in regards to system management
- Extensive knowledge of the sound board and how to operate it
- Extensive knowledge of the light board and how to operate it
- Extensive knowledge of the projection system and how to operate it
- Ability to teach others how to operate sound and light boards
- Get out microphones, if needed and not already out
- Ability to evaluate emergency situations during an event and to take care of problems
- Open building before event
- Control the heat or air conditioning and fans for the event
- Operate the wheel chair lift in coordination with security person, if necessary
- Assists the security person
- Prepares a monthly report for the Opera House
- Shows the Opera House to prospective clients
- Makes out invoices and contracts;
- Makes out monthly calendars for the custodian, private policeman, Town Manager and Administrative Assistant, police department, and sends a copy to Bay Chamber (to alleviate possible problems);
- Opens and closes the Opera House for non-town functions such as: weddings, meetings and concerts, forwards information to the custodian and PW Director in regards to problems at the Opera House;

- Orders supplies for Opera House as needed
- Performs other work, as required
- Such other duties and responsibilities as may be assigned by the Department Head
- Close up and lock up

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Flexibility to be available to renters for events and to add or change assignments on short notice
- Ability to coordinate several projects at one time
- Knowledge of stage lighting and operation desired
- Ability to work with and get along with the public and renters in a courteous and friendly manner without being abrasive
- Basic knowledge of maintenance systems (heat, air conditioning, lights, plumbing)
- Knowledge of safety procedures and hazards
- Ability to make sure rules and regulations followed by both renter and attendees to productions
- Ability to take oral directions from the Rental Agent and/or Public Works Director

DESIRED EXPERIENCE AND TRAINING

- High school diploma or higher education, preferred
- Valid Maine Driver’s License

| Physical Requirements | |
|-------------------------------------|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to move about inside the Opera House |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would be required to climb stairs or a ladder and operate the Lift to adjust lighting |
| Stoop, kneel, crouch, or crawl | Would need to be able to stoop, kneel, crouch |

| | |
|---|--|
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is required as part of the essential functions of the job to lift more than 25 pounds |
| Work Environment/Exposure to the Elements | Works inside for most of the job but could be called on to Work outside on an occasional basis. |

**VIDEO TECHNICIAN
OPERA HOUSE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time as needed.

Reports to: Opera House Manager

The Video Technician's primary responsibilities are to operate the video and audio equipment at the Rockport Opera House for recording and Livestreaming meetings and events.

NATURE OF WORK

The Video Technician will operate the cameras, monitors, switches, and computers while recording and streaming video, also microphones and audio for all recordings as well. The technician will also be responsible for editing video, and post production.

EXAMPLES OF WORK (for illustrative purposes)

- Works hands-on during town meetings such as Select Board and Planning Board
- Ability to teach others how to operate the audio/video equipment
- Microphone placement, as needed
- Video Monitor set up and placement as needed
- Ability to evaluate technical difficulties during live recording and to take care of problems
- Opens and closes building for meetings and events as necessary
- Control the heat or air conditioning and fans for meetings and events if necessary
- Submits weekly time card of hours worked to Opera House Manager

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Extensive knowledge of the A/V equipment and how to operate it
- Extensive knowledge of audio mixer and how to operate it
- Knowledge of computers and video monitors
- Knowledge of video editing software
- Knowledge of the projection system and how to operate it

DESIRED EXPERIENCE AND TRAINING

- Experience working with various types of audio and video equipment

| Physical Requirements | |
|---|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to move about inside the Opera House |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other audio and video equipment. |
| Climb (stairs/ladders) or balance | Would be required to climb stairs or a ladder to adjust cameras and sound equipment. |
| Stoop, kneel, crouch, or crawl | Would need to be able to stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is required as part of the essential functions of the job to lift more than 25 pounds |
| Work Environment/Exposure to the Elements | Works inside at the Opera House |

**SECURITY
OPERA HOUSE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time: As Needed

Reports to: Opera House Manager

Security is present during both private and public events at the Rockport Opera House when attendance is expected to exceed 30 people. The Security person is acting attendant and person of contact to the renter when the House Manager is not in attendance or available.

NATURE OF WORK

The Security person monitors activity inside and outside the building during events to ensure the safety of those in attendance, and the functionality of the venue. Security works cooperatively with the Opera House Manager to assist during events as necessary,

EXAMPLES OF WORK (for illustrative purposes)

- Works hands-on during events to assist renters and attendees as needed
- Patrols interior and exterior of building to secure safety of all those on premises
- Extensive knowledge of Fire and Emergency exits
- Knowledge of local Police and Fire locations and contact numbers
- Knowledge of available parking for Opera House attendees
- Knowledge of designated smoking areas
- Assists elderly and physically limited patrons
- Monitors attendance to meet occupancy requirements
- Operates chair lift for Handicapped patrons
- Ability to evaluate potential hazards and problems
- Opens and closes building for meetings and events as necessary
- Controls the heat or air conditioning and fans for meetings and events if necessary
- Submits weekly time card of hours worked to Finance Manager and Opera House Manager

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Ability to exercise judgment and act independently

DESIRED EXPERIENCE AND TRAINING

- Minimum of high school diploma
- Valid motor vehicle operator's license

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 25% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of firefighting equipment and apparatus as well as traditional office equipment |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. in addition, needs to be able to communicate via two-way radio. |
| See | Must be able to see clearly in order to perform the essential functions of the job, including operating heavy equipment on the road |
| Carry weight, lift | The person in this position is required to be able to lift and carry 50 Pounds in order to perform the essential functions of the job. |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments whether at an accident scene or at a fire scene. Many of these weather conditions will be very extreme. |

**CUSTODIAN
OPERA HOUSE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time: 20 Hours

Reports to: Opera House Manager

Custodian oversees the maintenance and minor repair of the Rockport Opera House as needed.

NATURE OF WORK

The Custodian is responsible for preparing rooms for events, which includes setting up tables and chairs, as well as clearing them and cleaning various event space as needed. The Custodian works cooperatively with the House Manager to maintain the overall functionality and appearance of the Opera House.

EXAMPLES OF WORK (for illustrative purposes)

- Maintains Custodial supplies inventory
- Must use ladders up to 12 feet as necessary
- Must lift up to 20 lbs. if necessary
- Works cooperatively with other Town Department Heads
- Works some nights and weekends as needed
- Trash removal
- Opens and closes building for meetings and events as necessary
- Control the heat or air conditioning and fans for meetings and events if necessary
- Submits weekly time card of hours worked to Finance Manager and Opera House Manager

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Ability to exercise judgment and act independently

DESIRED EXPERIENCE AND TRAINING

- Minimum of high school diploma
- Valid motor vehicle operator's license

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 25% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |

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| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of firefighting equipment and apparatus as well as traditional office equipment |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. in addition, needs to be able to communicate via two-way radio. |
| See | Must be able to see clearly in order to perform the essential functions of the job, including operating heavy equipment on the road |
| Carry weight, lift | The person in this position is required to be able to lift and carry 50 Pounds in order to perform the essential functions of the job. |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments whether at an accident scene or at a fire scene. Many of these weather conditions will be very extreme. |

**DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT
TOWN OFFICE
-TOWN OF ROCKPORT-**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

The Director of Planning and Community Development is a high profile and an extremely demanding professional position charged with directing and administering the Department of Planning and Community Development for the Town of Rockport. This position requires the highest level of personnel and professional skills in a rapidly growing and developing mid-coast community. This is a single, salaried position that encompasses six different areas of responsibility; Department Head, Community Development Director, Land Use Planner, Alternate Code Officer, Alternate Plumbing Inspector, and Health Officer.

NATURE OF WORK

As Community Development Director this employee will seek, manage, and administer community development projects and grant proposals. This employee will also be responsible for coordinating with the Town Manager on economic development initiatives.

As Planner this employee is responsible for all aspects of municipal planning and provides staff support to multiple boards and committees on planning issues. The employee is responsible for the Town's land use planning and supports the planning efforts of various Town Boards. The employee serves as technical staff to the Planning Board, Zoning Board of Appeals, Ordinance Review Committee, and may from time to time work with other Boards and Committees including the Harbor Committee, Conservation Commission, Pathways Committee, and other special committees as may be established from time to time. The employee advises the public regarding appearances before the Planning Board and Zoning Board of Appeals.

As Alternate Code Officer this employee will provide permitting and compliance services when the code officer is not available to perform this service. This employee must be certified as a Code Enforcement Officer by the State of Maine.

As Alternate Plumbing Inspector this employee will provide permitting and inspection services when the Plumbing Inspector is not available. This employee must be certified as a Plumbing Inspector by the State of Maine.

As Health Officer this employee is responsible for ensuring that all rules of the Department of Health and Human Services and other laws relating to health are administered at the municipal level.

EXAMPLES OF WORK (for illustrative purposes)

- Prepares and administers departmental budget; supervises department personnel; monitors project budgets.

- Prepares grant proposals, applications and supporting documentation as may be required for acquisitions, public works, and public services. Oversees grant implementation and closeout with Finance Director.
- Performs public relations activities for specific projects.
- Meets with developers and citizens to review development and construction plans.
- Serves as technical staff to the Planning Board, Zoning Board of Appeals, Ordinance Review Committee, and other Boards as directed.
- Reviews applications, site plans, subdivision plans, prepares agendas in conjunction with the chair, attends site walks, and oversees all Planning Board, Zoning Board of Appeals and Ordinance Review Committee meetings.
- Provides training workshops for Town boards on planning issues.
- Drafts land use ordinances and amendments.
- Contracts, coordinates, and reviews reports from engineers, soil scientists, and other technical resources on behalf of the Planning Board.
- Collects, summarizes and analyzes quantitative and qualitative information pertaining to the economic, social, natural and cultural characteristics of the Town.
- Coordinates regional planning initiatives with other communities.
- Coordinates municipal projects with various State and Regional agencies.
- Such other duties and responsibilities as may be assigned by the Town Manager.

KNOWLEDGE AND APPTITUDE REQUIRED

Work includes supervising staff, general administration of the department, community development, economic development, planning, writing and administering grants, and budget preparation. The Director must possess considerable knowledge in the following areas:

- Ability to communicate effectively both orally and in writing.
- Ability to direct, supervise and motivate staff.
- Ability to create a supportive environment encouraging teamwork and staff development to more effectively serve the public.
- Ability to thoroughly answer the public in the areas of Land Use and Economic Community Development
- Thorough knowledge of the principles and practices of planning.
- Considerable knowledge of the techniques of planning research.
- Basic knowledge of civil engineering and ability to read site and building plans.
- Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.
- Knowledge of the laws and regulations pertaining to community development programs.
- Knowledge of the process of obtaining and administering grants.

DESIRED EXPERIENCE AND TRAINING

- Graduation from a four-year college or university with an emphasis on government, public administration or planning or any equivalent combination of training and experience.
- Four years' experience in municipal planning and community development or certification by the American Institute of Certified Planners (AICP).

- Certified as a Code Enforcement Officer in accordance with 30-A M.R.S.A. § 4451 and 38 M.R.S.A. § 435-447, with certification in the areas of Land Use, Shoreland Zoning, 80-K and Building Standards or obtained within one (1) year.
- Certified as a Local Plumbing Inspector in accordance with the provisions of 30-A M.R.S.A. § 4221 or obtained within one (1) year.
- Certified as a Community Development Block Grant Writer.
- Valid State of Maine driver’s license.

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. In addition, the person in the Community Development and Planner’s position will be required, to walk on uneven surfaces while doing onsite inspections and site walks. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would be required to climb stairs in order to do inspections and site visits |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while in the office or doing onsite inspections and site visits |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to accurately establish assessed value during onsite inspections as well as when in the office working. |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Occasionally works in outdoor weather conditions. |

**CODE ENFORCEMENT OFFICER & LOCAL PLUMBING INSPECTOR
TOWN OFFICE
-TOWN OF ROCKPORT-**

JOB SUMMARY

Full-Time: Hourly

Reports to: Director of Planning and Community Development

This is a highly responsible administrative and technical position within the Department of Planning and Community Development responsible for the enforcement of code and plumbing ordinances.

NATURE OF WORK

The Code Officer and Local Plumbing Inspector perform a wide variety of tasks including ordinance interpretation, permitting, compliance, preparation of reports, and the enforcement of code and plumbing violations. This employee has a leading role in providing accurate and timely information to the public on a variety of code and ordinance issues. The Code Enforcement Officer and Local Plumbing Inspector work under the supervision of the Director of Planning and Community Development.

EXAMPLES OF WORK (for illustrative purposes)

The Code Officer and Plumbing Inspector will be expected to perform the following tasks in a professional and timely manner.

- The Code Officer and Plumbing Inspector provides information to applicants and reviews applications for a variety of permits, including but not limited to, building permits, use permits, flood hazard development permits, E-911 permits, plumbing permits, and subsurface wastewater permits. The employee shall issue permits as appropriate.
- The Code Officer and Plumbing Inspector, in concert with other employees in the Planning and Community Development Office, assist in the preparation and maintenance of all required records and reports.
- The Code Officer reviews plans and inspects buildings under construction, alteration, or repair to insure compliance with the Land Use Ordinance, Subdivision Ordinance, Floodplain Management Ordinance, and applicable State codes.
- The Code Officer makes inspections of projects that have been approved by the Planning Board under the provisions of subdivision and site plan review. The purpose of these inspections is to ensure compliance with the terms and conditions of site plan and subdivision approval.
- The Code Officer insures certificates of occupancy and certificates of compliance as required by the Land Use Ordinance.
- The Code Officer researches, investigates and resolves complaints on land use issues filed by Rockport residents.
- The Code Officer provides information to the public on a variety of code and land use issues.
- The Code Officer must be able to utilize the GIS system for permitting.
- The Plumbing Inspector reviews applications for plumbing, subsurface wastewater permits, and issues permits as appropriate.

- The Plumbing Inspector conducts internal plumbing and subsurface wastewater inspections to ensure compliance with the State Plumbing Code and Subsurface Wastewater Disposal Rules
- The Plumbing Inspector researches, investigates and resolves complaints on plumbing and wastewater issues.
- Such other duties and responsibilities as may be assigned by the Department Head.

KNOWLEDGE AND APPTITUDE REQUIRED

The Code Enforcement Officer and Plumbing Inspector should possess considerable knowledge and aptitude in the following disciplines.

- English Language: This employee must be proficient in the English language including spelling, grammar and punctuation.
- Mathematics: This employee must be able to perform basic mathematical calculations.
- Computer Literacy: This employee should possess a modest level of proficiency with computer and keyboard skills. He/she should possess a strong working knowledge of the Windows operating systems and Microsoft applications including, but not limited to Word, Excel, Access and Office Outlook.
- Geographical Information Systems: This employee should possess a keen interest in GIS and must have capability to learn and apply ARC-View and ARC-Info applications.
- Ordinances and Laws: This employee must be able to attain a working knowledge of Rockport Town Ordinances, State laws applicable to zoning and land use and state regulations pertaining to plumbing and land use.
- State and Federal Laws: This employee should have some knowledge of State land use and environmental laws, life safety codes, Federal handicap accessibility guidelines, State building standards, and state forestry regulations.
- Community Relations: This employee must have the ability to establish and maintain strong and effective working relationships with Rockport residents, the Rockport business community and all parties involved in the permitting process including architects, engineers, surveyors and contractors.
- Communications: This employee must be able to communicate effectively orally and in writing with a wide constituency including residents, the business community and other municipal officials.
- Teamwork: This employee must have the desire to work cooperatively with other employees in the Department Planning and Community Development to ensure a high level of personal service to the residents of Rockport.

DESIRED EXPERIENCE AND TRAINING

- Graduation from a two-year technical college or any equivalent combination of training and experience.
- Two years experience with municipal government as a code enforcement officer and plumbing inspector. Experience or familiarity with the construction industry.
- Certified as a Code Enforcement Officer in accordance with 30-A M.R.S.A. § 4451 and 38 M.R.S.A. § 435-447, with certification in the areas of Land Use, Shoreland Zoning, Building Standards, and the International Building Codes as adopted.

- Certified as a Plumbing Inspector in accordance with the provisions of 30-A M.R.S.A. § 4221
- Valid Maine motor vehicle driver's license.

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. In addition, the person in the CEO/LPI position will be required to-walk on uneven surfaces while doing onsite inspections. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would be required to climb stairs in order to do inspections |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while in the office or doing onsite inspections |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to accurately establish code compliance during onsite inspections as well as when in the office working. |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment /Exposure to the Elements | Often works in outdoor weather conditions. |

**POLICE CHIEF
POLICE DEPARTMENT
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

Responsible for administrative and supervisory work in directing the law enforcement activities of the Rockport Police Department.

NATURE OF WORK

Employee of this class has direct responsibility for the administration and efficient operation of the Police Department, and as such, is responsible for the enforcement of all laws coming within the department's legal jurisdiction, and the protection of lives and property through the supervision and administration of the department. The Chief consults with the Town Manager in determining plans and policies of the department, and except for general administrative direction, works independently in supervising department function. Work is reviewed through discussion of problems and policies with Town Manager, and examination of departmental operations.

EXAMPLES OF WORK (For illustrative purposes)

- Formulates and implements, with the Selectmen and the Town Manager, new and updated department policies, regulations, goals, and program priorities.
- Take an active leadership role in developing and maintaining awareness and true understanding of the department's role within the community.
- Leads and implements the department's community policing initiatives, including providing a leadership role to the Community Policing Advisory Group.
- Is responsible for the necessary delegation of authority to subordinate officers, commensurate with their duties and responsibilities.
- Develops and maintains an ongoing five-year plan for the department.
- Plans and supervises the preparation of the department budget and the control of expenditures.
- Performs annual employee evaluations.
- Establishes a routine of duties and procedures to be followed by Department members; inspects and evaluates departmental activities and personnel; ensure that all police operations are modified to meet changing conditions.
- Fosters and encourages liaison between municipal, county, state, and federal law enforcement agencies through mutual interchange of information and personal contacts.
- Plans and directs the development and maintenance of police records and statistics such as records of daily activities and events including all calls, complaints, and files on all accident reports and cases.
- Prepares monthly and annual reports on departmental operations and activities and prepares budget estimates.
- Monitors departmental budgetary reports.
- Assists in promotion or hiring of Police Department personnel with Town Manager or Personnel

Director.

- Oversees departmental scheduling, personnel administration, assignment of responsibility to deputy staff members.
- Is responsible for maintaining effective communications among all departmental personnel.
- Conducts and maintains effective public relations for the department.
- Maintains discipline and morale within the police department, and reviews evaluations and disciplinary or counseling actions taken by subordinates.
- In accordance with policies adopted by the Selectmen investigates personnel complaints and conducts internal affairs investigations involving supervisors. Delegates internal affairs investigations to in-house investigators or requests outside assistance if appropriate, in conjunction with the town manager and town attorney.
- Ensures that quarters, equipment, supplies, materials and vehicles are maintained in proper condition and working order.
- Plans and regularly leads the training process to ensure that all personnel can effectively carry out their responsibilities, including training in communications skills, and mediation skills, with particular emphasis on communications with teenagers, and on adolescent behavior and development.
- Investigates and processes employee grievances and complaints. Assists in negotiating on the Town's behalf with the employees bargaining unit by preparing management proposals, costing out proposals, etc.
- Attends meetings and serves as the department's representative or liaison (Selectmen, Board of Education, Community Policing Advisory Group, Parking Committee, District Attorney, et. al.)
- In coordination with the town manager, keeps job descriptions appropriately updated.
- Performs related work as required

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Thorough knowledge of the principles and practices of modern police administration.
- Thorough knowledge of the rules and regulations of the Police Department and of applicable federal and state laws and Town ordinances.
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities, and to modify organizational procedures to meet changing conditions.
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities and the general public.
- Working knowledge of the municipal budgeting process; ability to develop and administer a budget.
- Ability to provide effective leadership and maintain harmonious relationships in the Department.
- Ability to prepare and present effectively, oral and written information materials related to the activities of the Police Department.
- Demonstrated ability to command the respect of officers and to assign, direct and supervise police functions.

DESIRED EXPERIENCE AND TRAINING

- Progressively responsible police experience, including patrol experience, several years of supervisory

and administrative experience; Associate's or Bachelor's Degree in Law Enforcement; or any equivalent combination of experience and training. Desirable to have Maine Criminal Justice Academy Executive Certificate.

NECESSARY SPECIAL REQUIREMENTS

- Must have graduated from the Maine Criminal Justice Academy "Basic School," have been waived, or be eligible for such a waiver by the Academy.
- Must possess a valid motor vehicle operator's license as required by the State of Maine.

| Physical Requirements | |
|---|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands to operate all police related equipment |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the all police vehicles and equipment |
| Carry weight, lift | The person in this position is required as part of the essential functions of the job to lift more than 50 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme |

**ADMINISTRATIVE ASSISTANT
POLICE DEPARTMENT
- TOWN OF ROCKPORT -**

JOB SUMMARY

Part-Time: 20 Hours

Reports to: Chief of Police

This is clerical and secretarial position serving as the receptionist and clerical assistant to the Chief of Police.

NATURE OF WORK

Responsible for providing basic secretarial support to the Department of Public Safety.

Work involves both business & emergency types of calls and walk in complaints.

Much of this work is confidential in nature and is performed under the general supervision of the chief of Police.

EXAMPLES OF WORK (for illustrative purposes)

- Maintaining records and certifications of police personnel.
- Takes and transcribes various correspondence, reports, notices and recommendations.
- Orders and maintains supplies, as needed.
- Is familiar with the duties of a communications officer, and performs routine duties for both emergency & non-emergency dispatch functions for police & public works.
- Compiles operational statistics and gathers such other data as required by the Chief of Police.
- Maintains accurate records of accounts payable / receivable.
- Has access to sensitive information and material. Must maintain confidentiality.
- Sorts, processes, and files correspondence and other material.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- English Language: Must be proficient in the English Language including spelling, grammar and punctuation;
- Mathematics: Must be able to perform basic mathematic calculations;
- Computer Literacy: Must possess a high level of proficiency regarding computer (PC) and keyboard skills, a strong working knowledge of Windows and Microsoft Office applications, including but not limited to Word, Excel, Access, Outlook, PowerPoint, Internet Explorer, and the ability to learn specialized programs specific to the functions of the finance department;
- Office Equipment: Able to learn and operate copiers, postage machines, computer equipment, printer/plotters, etc.
- Good Human relations skills. (Ability to deal courteously with the public, and maintain effective work relationships with other employees and the public).

- Experience in personnel work desired.

DESIRED EXPERIENCE AND TRAINING

- High School Graduate.
- Valid Maine Driver’s License

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office productivity equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stars or ladders to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, crouch, or crawl while in the office |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in a traditional office setting |

**PATROL SERGEANT
POLICE DEPARTMENT
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Police Chief

This assignment involves the direction of subordinate personnel on an assigned shift and includes police patrol, inventory activities, administrative reports and community relations.

NATURE OF WORK

The patrol sergeant is responsible for the direction and control of a patrol shift and/or special assignment. This is a supervisory position which plans, organizes, directs, coordinates and evaluates the operation of personnel and equipment in compliance with departmental goals. The patrol sergeant is expected to use sound judgment and discretion in the exercise of his/her authority to accomplish departmental objectives.

The work of the patrol sergeant is evaluated through monitoring of reports and the observation of the actions of the patrol sergeant and his/her subordinates.

EXAMPLES OF WORK (for illustrative purposes)

- Plans, assigns, supervises and evaluates the work of subordinate officers, ensuring that duties are carried out according to department General Orders, Standards of Conduct and Rules and Regulations.
- Supervises and actively participates in the investigation of crimes, enforcement of laws, processing of prisoners and satisfactory completion of reports.
- Coordinates investigations and assignments with other members of the department, especially the Chief of Police.
- Ensures and maintains the appropriate care of departmental equipment.
- Stays abreast of current laws, investigatory methods and legal procedures to accomplish assignments and shares such knowledge with other department personnel.
- Assumes additional responsibilities such as training, staffing, record keeping and public relations as needed.
- Performs all duties of a patrol officer.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Knowledge of the community to include the people, activities, attitudes, and expectations of the public.
- Knowledge of the administrative procedures of the department and town government.
- Knowledge of police procedure, statutory and procedural law and methods of supervision.
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive written reports.
- Ability to deal with the public courteously and to establish and maintain effective working

relationships under potentially adverse conditions.

- Ability to analyze and to adopt quick, effective and reasonable courses of action.
- Skill in the use and care of firearms, police radios, radar, cameras and other police equipment.
- Physical strength and agility sufficient to perform the work of the position demonstrated by meeting the appropriate gender, age and weight standards established by the Maine Criminal Justice Academy.

DESIRED EXPERIENCE AND TRAINING

- A two-year college degree desired.
- Advanced training directly related to the nature of the work.
- Demonstrable history of community service.
- High school graduate or the equivalent - Mandatory
- Five years of experience post Academy as a certified full-time officer. - Mandatory
- Hold a valid Maine driver’s license. - Mandatory
- Clear criminal history. - Mandatory
- Maine Criminal Justice Academy Full-Time Certification in good standing. - Mandatory
- Successfully complete phases of the patrol sergeant’s promotional process. - Mandatory

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands to operate all police related equipment |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |

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| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the all police vehicles and equipment |
| Carry weight, lift | The person in this position is required as part of the essential functions of the job to lift more than 50 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme |

**PATROL OFFICER
POLICE DEPARTMENT
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Police Chief & Patrol Sergeant

The patrol position is a responsible and professional position. Patrol duties vary from carrying out general patrol to responding to crises calls that protect the lives of the citizens of Rockport. Patrol Officers are expected to be familiar with the State laws and Town Ordinances.

NATURE OF WORK

Employee of this class is responsible for performing routine police assignments which are received from police officers of superior rank and responding to calls for assistance relayed by the dispatcher. Officers may receive special assignments which call upon special abilities and knowledge. Work requires the use of discretion and judgment, and is reviewed through direct observation, reports and discussions by superiors.

EXAMPLES OF WORK (for illustrative purposes)

- Patrols the Town in a radio/emergency equipped vehicle or on foot as requested by supervisor.
- Use of certified radar to control traffic speeds in the town and to take appropriate action with violators.
- Answers calls and complaints involving intoxicated person(s), domestic disputes, robberies, other misdemeanors, felonies, and to direct traffic as needed at traffic accidents or fire scenes.
- Investigate, gather evidence, and testify as a witness in court as needed. Interview complaints and witness.
- Attempts to make proper disposition of complaints or directs them to the proper agency if beyond their agencies scope of knowledge/practices.
- Conducts accident investigations, interviews of operators and witnesses. Participates in searching and booking of all persons arrested by them to include fingerprinting suspects or prisoners and prepare necessary reports for presentation to the DA's office after review by the Sergeant.
- Citizen fingerprinting requests should be done at their request if the officer is available.
- The officer may serve as a court/constable officer; they also will serve in other capacities as needed when asked by their supervisor.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Knowledge of the principal building, road ways, and the physical layout of the town and adjoining areas.
- Knowledge and the ability to adapt to present principles and practices of police work.
- The ability to make persist and safe decisions under extreme stress.
- Knowledge of town ordinances and their objectives.

- The ability to understand and carry out oral and written instruction and prepare clear and comprehensive written reports.
- The ability to deal with the public courteously yet firmly and establish and maintain effective working relationships under potentially adverse conditions.
- The ability to analyze situations and to adopt quick, effective, and reasonable course of action.
- Skill in the use of firearms, motor vehicle, and other department equipment including but not limited to police radios/codes and radar.
- Physical strength and agility sufficient to perform the duties for this position.

DESIRED EXPERIENCE AND TRAINING

- A graduate from high school or equivalent with a preference towards a college education and or related work experience.
- Emotional maturity and stability appropriate to perform high stress assignments with others or when working alone.
- A valid motor vehicle operator’s license with no criminal history
- The ability to successfully complete the Maine Criminal Justice Academy, Alert test, Physical Agility test, Polygraph examination, and Physiological examination.

| Physical Requirements | |
|-------------------------------------|--|
| Stand or Sit | Must be able to remain in a stationary position 50% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands to operate |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the all police vehicles and equipment |

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| <p>Carry weight, lift</p> | <p>The person in this position is required as part of the essential functions of the job to lift more than 50 pounds on an occasional basis</p> |
| <p>Work Environment/Exposure to the elements</p> | <p>Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme</p> |

**DIRECTOR
PUBLIC WORKS
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

This position involves responsible supervisory, technical and practical work in public works including, but not limited to, roads, parks and buildings, construction repair and maintenance, snow removal and road sanding and with Town projects.

NATURE OF WORK

The Public Works Director schedules, coordinates, and supervises four seasons of public works activity. He/she organizes, assigns and reviews the work of skilled, semi-skilled, and unskilled workers; maintenance and repair of streets; sidewalks; bridges; waste water operations; parks and green areas; a fleet of equipment and heavy trucks; and orchestrates the repair and maintenance of many Town owned facilities. The position requires a practical knowledge of road construction materials, operation of construction equipment, extensive mechanical ability- including maintenance and repair of diesel heavy equipment, the ability to read and interpret engineering plans, and a working knowledge of State vehicle laws electricity, plumbing, heating and air conditioning units, and building knowledge.

EXAMPLE OF WORK (for illustrative purposes)

- Plans, organizes, assigns, supervises and participates in the activities of the Public Works crew on repair, maintenance and /or construction of streets, trucks, heavy equipment, roads, bridges, piers, bulkheads, storm drains, ditches, culverts
- Orders construction materials and supplies, winter sand, and salt; supervises the loading, unloading and storage of same.
- Supervises and participates in snow removal, sanding and salting of Town roads.
- Inspects work to insure conformity with engineering specifications and standards; makes necessary adjustments to correct deficiencies.
- Plans new equipment purchases (both small and large) & develops bid specifications. Helps to develop bid specifications for other departments.
- Prepares the budget for Public Works Department, Parks Department, Recreation Department, and the Opera House.
- Helps to formulate the Waste Water, Cemetery, Conservation Commission, Utility, and Sanitation budgets.
- Develops the Capital Improvement Plan recommendations for all departments under the Director's supervision.
- Assists the Waste Water Department, as necessary.
- Establishes road reconstruction schedule for the coming year and overseas subcontractors.
- Supervises the servicing, repair, and maintenance of all public works vehicles and equipment.

- Receives, answers, and remedies citizen complaints regarding a variety of maintenance problems in coordination with the Town Manager.
- Checks quality of acquired work and equipment
- Performs other related work as required.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Extensive knowledge of methods, tools, equipment, techniques, ad practices of maintenance and repair of streets, sidewalks, bridges, piers, bulkheads, culverts, drainages ditches, etc.
- Familiarity with road construction methods and design standards; ability to design roads and supervise their reconstruction and paving.
- Working knowledge of the operation of equipment, such as: trucks, backhoes, loaders, and graders used in road construction, snow removal, etc.
- Ability to organize jobs, assign and supervise workers, set and maintain schedules, supervise workers on the job, and get the required work done satisfactorily.
- Ability to establish and maintain harmonious working relationships with employees and to obtain satisfactory work output.
- Knowledge of the hazards and applicable safety precautions needed to accomplish the job
- Ability to understand and follow complex oral and written directions
- Ability to coordinate several projects at one time.
- Flexibility i.e.: add and/or change job assignments on short notice
- Knowledge of mathematics and figures as they pertain to budgets and roads
- Knowledge of geography of the Town and location of Streets

DESIRABLE EXPERIENCE AND TRAINING

- Previous supervisory experience
- Experience as a crew foreman and supervisor on major road construction, paving, and maintenance projects
- Experience in vehicle, and heavy equipment repair and maintenance
- High school or vocational school diploma, preferably supplemented by additional technical and supervisory training or any equivalent combination of experience and training
- Basic computer skills
- Operation of 5-7-yard dump truck, grader, backhoe, excavator, snowplow, and other equipment
- Possession of valid Class II motor vehicle operator’s license Required
- Ability to pass a standard medical exam and drug test -Required

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| Physical Requirements | |
| Stand and/or Sit | Must be able to remain in a stationary position 25% of time |

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| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers/feet to handle or feel | Needs to be able to operate a wide variety of equipment using hands and feet to operate |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the equipment necessary to do the job. |
| Carry weight, lift | The person in this position may be required as part of the essential functions of the job to lift more than 50 pounds and on an occasional basis more than 50 pounds. |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme. |

**ADMINISTRATIVE ASSISTANT
PUBLIC WORKS
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Public Works Director

The Public Works Administrative Assistant is responsible for assisting the Public Works Director in the administrative functions of the department.

NATURE OF WORK

The Public Works Administrative Assistant types all of the Public Works Director's correspondence, memos, maintains the Public Works Director's filing system, answers the telephone, sends correspondence by e-mail, fax, and postal service, assists with yearly budget and preparing bid proposals. The Public Works Administrative Assistant is the rental agent for Marine Park and is the initial contact person to rent or use the open area green spaces on the Town owned property. This position also schedules the Marge Jones Rec Field & RES East property.

EXAMPLES OF WORK (for illustrative purposes)

- Answers the phone, ascertains the nature of the call, responds with information or takes messages for the Public Works Director.
- Makes appointments for the Public Works Director.
- Photocopies documents and information for mailing or distribution.
- Helps in the preparation of the Annual Town Report for Public Works.
- Helps prepare annual budgets for Public Works, Parks, Recreation, Cemeteries, and RES East
- Provides public outreach for department projects and activities Develops correspondence and e-mails to reply to communications directed to the Public Works Director.
- Maintains vehicle files including, but not limited to: maintenance logs, registration, inspection, repair manuals, keys.
- Maintains safety manual and makes sure all policies, procedures and training are being followed and documented.
- Maintains files for product information and files containing information on equipment and tools.
- Assists the PW Director in keeping the Town Manager, Select Board, and other Town Departments aware of Public Works issues.
- Codes invoices for Accounts Payable.
- Prepares various reports to the State and other agencies, as necessary.
- Orders supplies and equipment for Public Works and Rec Fields as directed or needed
- Such other duties and responsibilities as may be assigned by the Department Head

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Knowledge of personal computer operation, including the Microsoft Office Suite, scanners and Adobe software
- Ability to use modern office procedures, practices, and equipment
- Be able to work in an industrial or construction setting
- Ability to establish and maintain effective working relationships with Town officials, employees, the general public, and suppliers
- Ability to maintain records and prepare reports
- Ability to handle multiple tasks at one time & flexibility to change tasks on short notice
- Knowledge of basic accounting procedures
- Knowledge of Town roads and municipal governmental procedures
- Ability to work alone and accomplish tasks in an accurate and timely manner
- Ability to read maps and plans
- Acts with discretion in dealing with concerns of the public and town
- Ability to follow oral directions
- Needs to have a basic understanding of the functions of the Public Works Department and its various jobs

DESIRED EXPERIENCE AND TRAINING

- Valid Maine driver’s license
- High school graduation or higher education
- Prior office experience of a progressively responsible nature

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time. |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb ladder as apart of essential job responsibilities. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, or crouch. |

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| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job. |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds. |
| Work Environment/Exposure to the Elements | Works in an office environment but occasionally needs to go outside to jobsites. |

TRUCK DRIVER/EQUIPMENT OPERATOR/LABORER
PUBLIC WORKS
- TOWN OF ROCKPORT -

JOB SUMMARY

Full-Time: Hourly

Reports to: Public Works Director

This position involves skilled work operating light to heavy trucks with or without trailers. Duties also involve manual labor.

NATURE OF WORK

This position involves skilled work operating light to heavy trucks with or without trailers. Duties also involve manual labor. It includes the operation of tractors, end loaders, backhoes and other motorized equipment used in road construction and/or repair and snow and ice removal. Work involves the responsibility for the safe and efficient operation of heavy equipment. The individual must be able to operate other equipment used in road construction, both town-owned and rented, in such a manner as to meet industry standards in performance and safety. Work is subject to review and/or inspection by the Public Works Director while in progress and upon completion.

EXAMPLES OF WORK (for illustrative purposes)

- Perform varied work assignments using trucks, snowplows, front-end loaders, backhoes, excavators and graders.
- Perform varied construction, repair, and maintenance work including: building and repair of streets and roads; clearing and rebuilding storm drains; replacing culverts; repairing sidewalks; loaming and seeding; plowing snow, sanding, and/or salting winter streets; sweeping streets; erecting street signs; picking up blow downs, brush, and trash, and disposing of it.
- Maintain trucks and equipment, mounts and dismounts plow blades, sanders, and other seasonal equipment, including winterizing of equipment.
- Performs normal preventative maintenance on vehicles and equipments.
- Be able to work in a safe manner over long periods of time during snow removal operations and be able to operate plow and sanding attachments appropriately.
- Perform all labor related tasks on Public Works type projects including, but not limited to, repairs of Town buildings, floats and bulkheads
- Maintain and build Town parks and open space green area
- Maintain road rights-of-way and waste water type utilities
- The individual must be able to understand simple plans and to comprehend concepts in related fields, and to be able to utilize, work with, and adapt many types of tools and machines.
- Performs other related work, as required.

KNOWLEDGE AND APTITUDE REQUIRED

- Ability to operate a 5-7-yard dump truck, grader, front-end loader, and other motorized equipment safely and according to traffic laws and regulations.

- Ability to perform manual labor for extended periods of time under adverse weather conditions.
- Knowledge of traffic laws, ordinances, and rules involved in the operation of automotive vehicles.
- Ability to make minor repairs and adjustments and service equipment
- Ability to work independently and complete a task in a timely manner
- Such other duties and responsibilities as may be assigned by the Department Head
- Possession of a valid Class II motor vehicle operator's license - Required
- Ability to pass a standard medical exam, and random drug tests as required by Maine DOT - Required

DESIRABLE EXPERIENCE AND TRAINING

- Experience in the operation of standard automotive equipment heavier than passenger vehicles
- Ability to perform tasks without direct supervision in an accurate and timely manner

| Physical Requirements | |
|--|--|
| Stand or Sit | Must be able to remain in a stationary position 25% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/feet/fingers to handle or feel | Needs to be able to operate a wide variety of equipment using hands and feet to operate |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the equipment necessary to do the job. |
| Carry weight, lift | The person in this position may be required as part of the essential functions of the job to lift more than 50 pounds and on an occasional basis more than 50 pounds |

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| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme. |
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**BUILDING AND GROUNDS MAINTENANCE
PUBLIC WORKS
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Public Works Director

The building and grounds maintenance person will be responsible for assisting in the management of the care and maintenance of all municipal buildings and grounds as well as all ballfields, cemeteries, municipal parks and trails.

NATURE OF WORK

The building and grounds maintenance person will work under the direction of the Public Works Director and will be responsible for assisting in the management of the care and maintenance of all municipal buildings and grounds as well as all ballfields, cemeteries, municipal parks and trails.

Through the Public Works Director, this position manages all of the contractors working on any municipal buildings and grounds and it is a hands-on position with a great deal manual labor involved.

EXAMPLES OF WORK (for illustrative purposes)

- Supervision of all contractors working on any town owned buildings and grounds, as directed by the Public Works Director. Including, but not limited to, contract custodians, mowing contractors, landscapers and gardeners, tree work and construction projects.
- Perform basic carpentry, painting and utilizing variety of general maintenance skills.
- Manual labor requiring the use of hand and power tools.
- Operation and maintenance of machinery such as lawn mowers, chain saws and other equipment.
- Ensure that all buildings and grounds are kept in clean and orderly condition.
- Perform cleaning duties, such as cleaning floors, lavatory fixtures, washing walls and glass, as well as trash removal.
- Assist with plowing and snow removal as needed.
- Open/close parks as needed.

KNOWLEDGE AND APTITUDE REQUIREMENT

- Work independently and with limited direct supervision
- Works with members of the Public Works crew.
- Be self-sufficient and able to prioritize projects based on public safety and need.
- Stand, walk, bend and lift heavy objects and work in inclement weather for periods of time, as necessary.
- Able to lift 50 Pounds or more
- Be flexible in tasks moving quickly from one job to another throughout town.

- Interact with the public in a courteous and professional manner.
- Communicate problems/progress/etc. to the Director on a regular basis.
- A valid Maine driver s license

DESIRABLE EXPERIENCE AND TRAINING

- High School graduate or higher education
- Related experience in landscaping, building maintenance or construction trades

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| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 50% of time. |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/feet/fingers to handle or feel | Needs to be able to operate a wide variety of public works equipment using their hands and feet to operate. |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, including operating heavy equipment on the road. |
| Carry weight, lift | The person in this position may be required to regularly as part of the essential functions of the job to lift 50 pounds and on an occasional basis more than 50 pounds. |

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| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. |
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**LABORER
PUBLIC WORKS
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time/Part-Time/Hourly

Reports to: Public Works Director

Provides general labor for the Public Works Department as needed.

NATURE OF WORK

This position involves manual work in road construction, repair, and maintenance, snow and ice removal, and other seasonal public works projects. Work is subject to review and/or inspection by the Public Works Director while in progress and upon completion.

EXAMPLES OF WORK (for illustrative purposes)

- Performs all labor related tasks on Public Works type projects.
- Helps build, repair, and maintain streets and roads
- Helps replace culverts
- Clears and helps build storm drains
- Repairs sidewalks
- Erects and straightens street signs
- Picks up blowdowns, brush, and trash and disposes of it
- Helps maintain vehicles and equipment
- Helps winterize trucks, mount and demount plow blades, sanders and other seasonal equipment
- Helps with projects to include, but not be limited to, repairs of Town buildings, floats and bulkheads
- To maintain and help build Town parks and open space green area
- Helps maintain road right-of-ways and waste water type utilities
- Such other duties and responsibilities as may be assigned by the Department Head

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Ability to pass a standard medical exam, if required
- Possession of a valid automobile operator's license
- Ability to perform manual labor for extended periods of time under adverse weather conditions.
- Knowledge of the geography of the Town and location of streets - helpful
- Knowledge of traffic laws, ordinances, and rules involved in the operation of automotive vehicles.
- Ability to work independently and complete a task in a timely manner
- Possession of a valid automobile operator's license

DESIRABLE EXPERIENCE AND TRAINING

- Experience in working in some aspect of the construction industry
- Experience in operating equipment beyond a personal passenger vehicle
- High School Diploma or GED

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| Physical Requirements | |
| Stand and/or Sit | Must be able to remain in a stationary position 25% of time |
| Walk | The person in this position needs walk on uneven surfaces while performing the essential functions of the job. |
| Use hands/fingers/feet to handle or feel | Needs to be able to operate a wide variety of equipment using hands and feet to operate |
| Climb (stairs/ladders) or balance | Would be required to climb stairs, ladders and other objects in order to perform the essential functions of the job. |
| Stoop, kneel, crouch, or crawl | Would need to occasionally stoop, kneel, crouch, or crawl while performing the essential functions of the job. |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job, and to operate the equipment necessary to do the job. |
| Carry weight, lift | The person in this position may be required as part of the essential functions of the job to lift more than 50 pounds and on an occasional basis more than 50 pounds. |
| Work Environment/Exposure to the Elements | Works in all outdoor weather conditions and a variety of work environments. Some of these conditions could be extreme. |

TOWN CLERK/TAX COLLECTOR
TOWN OFFICE
- TOWN OF ROCKPORT -

JOB SUMMARY

Full-Time: Exempt

Reports to: Town Manager

NATURE OF WORK

This position requires responsible administrative and supervisory work in the management of the Town Clerk/Tax Collector's Office functions staff duties. Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following established Town policies and procedures. The Town Clerk/Tax Collector must exercise independent judgment and initiative in managing work load and Office staff/clerk duties. This position also includes Registrar of Voters, Deputy Treasurer and Deputy General Assistance Administrator. The position requires considerable interaction with the public.

EXAMPLES OF WORK (for illustrative purposes)

- Organizes and records all Town Meeting activities.
- Preserves and allows public access to important town records and ordinances as the Town record keeper. Responsible for updating Ordinance Books as new ordinances are adopted by the voters.
- Administers oaths of appointments of officials and maintains appointment records.
- Serves as Agent for Bureau of Motor Vehicle – Re-registration and New Limited Registrations.
- Serves as Agent for the Department of Inland Fisheries & Wildlife and supervises sales. Is responsible for monthly reporting of hunting, fishing, dog licenses and recreational vehicle and boat registrations, and reports to the State on same.
- Oversees issuance of past due dog licenses and works with the Animal Control Officer.
- Oversees and administers sale of cemetery lots and provides assistance as necessary to the Sexton and Assistant Sexton in matters of cemetery administration and works with the five Cemetery Associations regarding town cemetery records and other assistance, as requested. May serve as the Chair of the Town Cemetery Committee.
- Responsible for updating and maintaining voter list, including adding new voter registrations, deleting voters for various reasons, providing current voting lists to public when requested and certifying registered voters' names on all state and local petitions.
- Is the supervisor of all elections in accordance with applicable state statute and is responsible for producing and receiving nomination papers, producing ballots for Town votes and supervising warrant printing, issuing absentee ballots, organizing and supervising election ballot clerks.
- Acts as Agent for the State Registrar of Vital Records (Hospital/Town) regarding all records of birth, death, and marriage records, and is responsible for any vital record certified abstracts needed by the public, processes paternal acknowledgments, adoptions and legitimizations of birth and court documented name changes on birth certificates and files vital record with State Agency.
- Assists Assessor in printing tax bills, preparing reports, etc. for real estate and personal property which includes time share properties.

- Oversees and is responsible for daily collection of all monies and interacts with Finance Director
- Responsible to see that personal property summonses are issued.
- Supervises all property tax collections.
- Oversees issuance of tax liens, including researching Registry of Deeds, producing 30-day notices, filing liens, discharge notices and preparing quit claim deeds.
- Responsible for preparing Town Clerk's office annual budget and attends budget meetings.
- Assists General Assistance Administrator in regard to administrating General Assistance in Administrator's absence and as backup.
- Coordinator for administering Wellness Works Program through the Employee Health Benefit Trust.
- Issues Liquor Licenses, Special Amusement Permits, Off Premise Catering Permits and Game of Chance, and other required licenses or permits upon the approval of the Select Board or Police Chief, as appropriate.
- Responsible for coordinating alcohol and drug testing between Health Connections and all employees with Class A driver's licenses. Must maintain files and related documents of strict confidentiality.
- Responsible for Town Clerk's Office public contact.
- Available to assist all townspeople, town employees and the general public on matters within the realm of the Town Clerk's knowledge or direct them to the appropriate party.
- Such other duties and responsibilities as may be assigned by the Town Manager.

REQUIREMENTS OF WORK

- A thorough knowledge of Town Clerk duties, including election laws and their enforcement.
- A thorough knowledge of Treasurer & Tax Collector duties.
- Ability to compile and process vital statistics according to State law and local requirements.
- Ability to supervise and train Town Clerk's Office staff.
- Ability to exercise considerable independent judgment and initiative in managing a busy office.
- Ability to interact and provide high quality service to the citizens of the Town of Rockport.

DESIRED EXPERIENCE AND TRAINING

- Considerable experience in responsible administrative office work.
- Previous supervisory experience.
- Previous municipal Town Clerk experience.
- Must have Town Clerk Certification through MMA
- Training and/or experience in the operation of computer systems.
- Two-year Associate of Arts degree or equivalent in computer science/business administration or other related discipline.
- Equivalent training or experience.

NECESSARY REQUIREMENTS

- Must possess all certifications from the State of Maine to hold the position of Town Clerk/Tax Collector.

| Physical Requirements | |
|---|--|
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**DEPUTY GENERAL ASSISTANCE ADMINISTRATOR
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Stipend Position

Reports to: General Assistance Administrator

Responsible for assisting the Town's General Assistance Administrator

NATURE OF WORK

Employee of this position is responsible for assisting the General Assistance Administrator in providing welfare assistance, including processing applications, determining eligibility, and providing other necessary assistance and filling in on cases in the event the Administrator is absent or on cases requested by the Administrator.

EXAMPLES OF WORK (for illustrative purposes)

- Takes applications for welfare assistance; interviews clients; investigates and determines need in accordance with applicable welfare guidelines and determines the amount and type of assistance necessary as requested by the GA Administrator
- Attends meetings and represents Town on matters dealing with welfare, housing mental health and other social work programs.
- Keeps informed on legal and administrative changes in regulations relating to the Town's General Assistance responsibility.
- Performs related work as required by the GA Administrator.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Understanding of welfare laws, guidelines, and pertinent regulations and the ability of applying the laws and regulations to departmental operations.
- Understanding of other agencies to which clients may be referred for services needed and ability to maintain effective working relations with those agencies.
- Thorough knowledge of the theory and practice of welfare administration and the social factors involved in cases.
- Effective communication skills, especially verbal and listening.
- Skill in interviewing persons on a one-to-one basis.

DESIRED EXPERIENCE AND TRAINING

- Graduation from an accredited high school with experience in welfare administration or social service work.

| Physical Requirements | |
|---|--|
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**DEPUTY TOWN CLERK/DEPUTY REGISTRAR OF VOTERS
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Town Clerk

This position requires responsible administrative and fiscal work in the support of the Town Clerk.

NATURE OF WORK

The employee is involved in a considerable range of accounting, and Town Clerk, Treasurer, & Tax Collector processes, following established procedures. The employee must exercise independent judgment and initiative. The position requires considerable interaction with the public.

EXAMPLES OF WORK (for illustrative purposes)

- Waits on public, answers telephone, directs calls and answers questions.
- Collects and processes property taxes, excise taxes, vehicle re-registrations and new limited registration fees, hunting and fishing license fees, boat, ATV, snowmobile fees, dog license fees and all other revenues.
- Cashes up daily; reconciles and prepares bank deposits.
- Assists in all accounting functions, including file maintenance and posting treasurer's receipts.
- Assists Town Clerk in all duties, including writing correspondence, filing of vital statistics, issuing birth and death certificates and marriage licenses, and assists public in accessing records including researching genealogies with strict regard to confidentiality.
- Prepares weekly BMV reports, orders supplies and files excise tax forms.
- Deputy Registrar aides Town Clerk with election including voter registration.
- Performs duties of Town Clerk in her absence: last mail run of the day, making bank deposits, overseeing function of the town clerk's office, etc.
- Prepares lists of unpaid taxes for annual report.
- Does annual harbor billing and works closely with the harbormaster maintaining, mooring, tie off, dinghy rack space and waiting lists. Collects harbor fees.
- Such other duties and responsibilities as may be assigned by the Department Head.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Possess strong communication skills, with telephone and correspondence. Prompt and professional service to the public.
- Ability to understand directions and assume responsibility for repetitive but important daily accounting procedures.
- Familiarity with computer/data processing, adding machines, typewriter.
- Ability to function in busy municipal office, meeting deadlines with pressure and interruptions.

- Ability to prioritize independently and exercise independent judgment and initiative.
- Ability to assume Town Clerks duties when that person is absent.

DESIREABLE EXPERIENCE AND TRAINING

- High school diploma with clerical, accounting/bookkeeping/computer training and two years' experience.
- Ability to interact pleasantly and efficiently with public.

| Physical Requirements | |
|---|--|
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

**ASSISTANT TOWN CLERK/DEPUTY REGISTRAR OF VOTERS
TOWN OFFICE
- TOWN OF ROCKPORT -**

JOB SUMMARY

Full-Time: Hourly

Reports to: Town Clerk

This position requires responsible administrative and fiscal work in the support of the Town Clerk.

NATURE OF WORK

The employee is involved in a considerable range of accounting, and Town Clerk, Treasurer, & Tax Collector processes, following established procedures. The employee must exercise independent judgment and initiative. The position requires considerable interaction with the public.

EXAMPLES OF WORK (for illustrative purposes)

- Waits on public, answers telephone, directs calls and answers questions.
- Collects and processes property taxes, excise taxes, vehicle re-registration and new limited registration fees, hunting and fishing license fees, boat, ATV, snowmobile fees, dog license fees and all other revenues.
- Cashes up daily; reconciles and prepares bank deposits.
- Assists in all accounting functions, including file maintenance, posting treasurer's and tax receipts;
- Assists in producing 30-day notices, issuing tax liens, including researching mortgage holders, preparing discharge notices and preparing quit claim deeds.
- Issues summonses on personal property via the Police Chief.
- Assists Town Clerk in all duties, including writing correspondence, filing of vital statistics, issuing birth and death certificates and marriage licenses, and assists public in accessing records including researching genealogies with strict regard to confidentiality.
- Collects harbor fees for moorings, tie-offs, dinghy rack space and waiting lists.
- Works closely with the Animal Control Officer regarding past due dog licenses, prepares monthly report and orders supplies.
- Prepares monthly reports as required for Hunting & Fishing Licenses and Boats, ATV's and Snowmobiles and orders supplies.
- Deputy Registrar aides Town Clerk with elections including voter registration and maintaining voter registrations in CVR (Centralized Voter Registrations) System.
- Such other duties and responsibilities as may be assigned by the Department Head.

KNOWLEDGE AND APTITUDE REQUIREMENTS

- Thorough knowledge of Town Clerk, Treasurer & Tax Collector duties.
- Prompt and professional service to the public.
- Ability to understand directions and assume responsibility for repetitive but important daily accounting procedures.

- Familiarity with computer/data processing, adding machines, typewriter.
- Ability to function in busy municipal office, meeting deadlines with pressure and interruptions.

DESIRABLE EXPERIENCE AND TRAINING

- High school diploma with clerical, accounting/bookkeeping training.
- Ability to interact pleasantly and efficiently with the public.

| | |
|---|--|
| Physical Requirements | |
| Stand or Sit | Must be able to remain in a stationary position 75% of time |
| Walk | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. |
| Use hands/fingers to handle or feel | Needs to be able to operate a computer and other office equipment, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance | Would not be required to climb stairs or a ladder |
| Stoop, kneel, crouch, or crawl | Would need to occasionally Stoop, kneel, crouch |
| Talk/hear | The person in this position frequently communicates with co-workers, residents and others in order to perform the essential functions of this job. |
| See | Must be able to see clearly in order to perform the essential functions of the job |
| Carry weight, lift | The person in this position is not required as part of the essential functions of the job to lift more than 25 pounds on an occasional basis |
| Work Environment/Exposure to the Elements | Works in an office environment |

- f. Discuss change in Personnel Policy Article 25 Sexual Harassment (10 minutes) - Discussion and Action.

Manager's Comments:

On January 8th all employees will be involved in our required, annual training set up by our Safety Training Coordinator, Diane Hamilton. This training covers a wide variety of topics, not the least of which is our annual sexual harassment training.

Before doing the training on the current policy, I thought it would be a good idea to send it over to our lawyer to be sure that the policy we had, was the most up to date policy as things have changed in the last few years with this issue.

Attached is a copy of the proposed revisions to the policy as recommended by Ann Freeman of Bernstein Shur. She is one of the lawyers that is often called on to speak at MMA and Maine Manager's meetings on this specific topic.

Suggested Motion:

I move to approve the proposed change in the Personnel Policy, Article 25 on Sexual Harassment as presented (amended)

ARTICLE 25 - SEXUAL HARASSMENT

A. Prohibition of Sexual Harassment

1. It is the policy of the Town of Rockport to provide a work environment that is free from any and all forms of sexual harassment. Unwelcome sexual harassment is a form of sex discrimination that violates the Maine Human Rights Act. Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which threatens job security, working conditions, or advancement opportunities is considered sexual harassment when:

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Moved down [1]: Sexual harassment can affect both female and male employees and may occur between co-workers; supervisor and employee; department head and employee; manager and department head and/or employee; and select board member and/or manager, department head, employee.

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can affect and occur by and between members of any gender or the same gender and may occur between co-workers; supervisor and employee; department head and employee; manager and department head and/or employee; and select board member and/or manager, department head, employee. Sexual harassment may also occur by and between employees and members of the public, vendors, and citizens when the conduct occurs during the course and scope of employment.

Moved (insertion) [1]

Deleted: both female and male employees

The following types of behavior are prohibited:

a. Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct.

b. Threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of or acquiescence to sexual advances.

c. Other sexually harassing conduct in the workplace whether committed by supervisors or non-supervisory personnel. This may include, but is not limited to:

- offensive sexual flirtations, advances, or propositions;
- verbal abuse of a sexual nature;
- graphic, verbal comments about an individual's body;
- sexually degrading words used to describe an individual;
- the display of sexually suggestive objects or pictures;
- unwanted hugs, touches, or kisses;
- sexually suggestive or sexually graphic emails, texts, tweets or postings on social media sites either to a fellow employee or about a fellow employee.

2. Under the law, you may not be punished or penalized in any way for reporting, complaining about, or filing a claim concerning unlawful sexual harassment, regardless of the nature or category, or for cooperating with or testifying in any proceeding related to allegations of sexual harassment in the workplace. If you feel that you have been retaliated against for opposing or reporting what you reasonably believe to be sexual harassment, or for cooperating in the investigation of the same, please follow the Internal Complaint Procedure set forth above. The Town will not tolerate any act of unlawful retaliation against employees who have reported, complained about, or filed a complaint of unlawful harassment.

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3. The violation of this policy may result in disciplinary action up to and including dismissal.

4. It is the responsibility of employees to promptly report incidents of sexual harassment. Employees who have complaints of sexual harassment should bring the matter to the attention of the Town Manager either in person; by phone (236-0806); email (rbates@town.rockport.me.us with confidential in the subject line), by mail (PO Box 10, Rockport, ME 04856- please mark envelope as "Confidential"). If an employee does not feel comfortable discussing allegations with the Town Manager or the Town Manager may be implicated, the employee may report the conduct to his or her direct supervisor, or, if the Town Manager is the employee's direct supervisor, the Chair of the Select Board.

Deleted: townmanager@town.rockport.me.us; or

5. Employees may also file a complaint with the Maine Human Rights Commission within 300 days of the alleged harassment or discrimination as follows:

- By letter addressed to:
Executive Director
Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
- By phone: (207) 624-6290
- FAX: (207) 624-8729
- TTY: 1-888-577-6690
- By e-mail: Melody.Piper@maine.gov
- In person at the Commission's Office, 19 Union Street, Augusta.

6. The Town of Rockport is committed to promptly investigating each complaint and determining its merits and the appropriate action to be taken. In the course of investigation, every effort will be made to protect the privacy of those involved.

Deleted: The

Deleted: may be contacted by any of the following manners