TOWN OF BOONSBORO
BOONSBORO, MARYLAND

PERSONNEL MANUAL

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EMPLOYEES' ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL MANUAL

I have received my copy of the Town of Boonsboro, Personnel Manual which outlines the policies, practices, compensation, and benefit guidelines of the Town and I have read and understand the information contained in this manual.

Since the information contained in this handbook is subject to change as situations warrant, it is understood that changes in this manual may supersede, revise, or eliminate one or more of the policies or practices in this handbook. These changes will be communicated to me by my supervisor or through official notices. I accept responsibility for keeping informed of these changes.

I further acknowledge my understanding that my employment with the Town is for no fixed term and may be terminated by the Town at any time with or without cause. I further understand that this manual is not intended to be an expressed or implied contract of employment.

The Town reserves the right to change or discontinue policies and practices contained in this handbook at any time. All policies and practices, once in force, are not irrevocable and can be modified or deleted at any time.

Therefore, in order to preserve the ability of the Town to meet town needs under changing conditions, the Town may modify, augment, delete or revoke any and all policies, practices, procedures, and statements contained in this handbook at any time.

The Town will make every attempt to give reasonable and prompt notice of any such changes; however, the effective date of any changes will be governed by the Mayor and Council.

_____ _____

Employee Name (please print) Date

_____

Employee Signature

_____ _____

Town Manager Name (please print) Date

_____

Town Manager Signature

WELCOME TO THE TOWN OF BOONSBORO

I want to take this opportunity to welcome you as an employee of the Town of Boonsboro. As fellow Town employees, we share the responsibility for delivering quality services to the people of Boonsboro. We are partners in the success of local government and in continuing to make the town a better place in which to live, work, and play.

The achievement of these goals depends not only upon your attention to the duties assigned to you, but also upon your attendance at work as scheduled. It is only through your day-to-day attention to these essentials that we can provide the best services to the citizens of Boonsboro, our employers.

Working for the Town of Boonsboro is a partnership. As in any good partnership, gains are achieved by both sides. In return for your best efforts in the performance of your duties, the Town offers many advantages and substantial benefits. You will read about many of these benefits in the following pages.

This handbook was developed to prepare you with information in a convenient form. Your talents, skills, and commitment contribute to the success of the Town of Boonsboro.

I welcome you to town government and look forward to your participation in keeping the Town of Boonsboro an excellent Town in every way.

Sincerely,

The Mayor and Council of Boonsboro

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY

The Town shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to the individual's compensation, terms, conditions or privileges of employment, because of such individual's race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual's refusal to submit to a genetic test or make available the results of a genetic test. Nor will the Town limit, segregate or classify its employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee, based on any of the foregoing criteria. Nor will the Town request or require genetic tests for genetic information as a condition of hiring or determining benefits.

Nothing contained in these policies shall be interpreted to require the Town to grant preferential treatment to any individual based on the foregoing criteria, except as may be required under applicable law.

To file a complaint of discrimination you may visit in person, write to, or call:

Town Manager / Civil Rights Coordinator
21 North Main Street
Boonsboro, MD 21713
301-432-7600
townmanager@townofboonsboro.com

USDA
Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
(800)795-3272 (voice) or (202)720-6382 (TDD)

ELECTED AND APPOINTED OFFICIALS SUMMARY

A. Organizational Information

1. Mayor and Council - Elected
2. Town Manager – Appointed
3. Chief of Police - Appointed
4. Office Manager
5. Town Planner
6. Town Clerk - Appointed
7. Water and Sewer Clerk
8. Superintendent of Water and Wastewater
9. Superintendent of Public Works
10. Zoning Administrator/ Code Enforcement
11. Public Works Employees
12. Water and Wastewater Employees
13. Police Employees

B. Elected Mayor and Council

1. Mayor and Council - Governing Body
   a. Elected
   b. Seven (7) Members
   (1) Mayor
   (2) Assistant Mayor
   (3) Treasurer (Appointed)
   (4) Assistant Treasurer (Appointed)
   (5) Three (3) Council Members

C. **Commissions and Boards**

2. Boonsboro Municipal Utilities Commission - Recommending Body
   a. Appointed
   b. Nine (9) Members
   (1) Chairman
   (2) Assistant Chairman
   (3) Secretary
   (4) Four (4) Members
   (5) Consulting Member
   (6) Council Liaison

3. Economic Development Commission - Recommending Body
   a. Appointed
   b. Four (4) to Ten (10) Members
   (1) Chairperson
   (2) Vice Chairperson
   (3) Council Liaison
   (4) Up to Seven (7) Business Representatives

4. Planning Commission - Governing Body
   a. Appointed
   b. Seven (7) Members
   (1) Chairperson
   (2) Vice-Chairperson
   (3) Secretary
   (4) Five (5) Members
   (5) Council Liaison

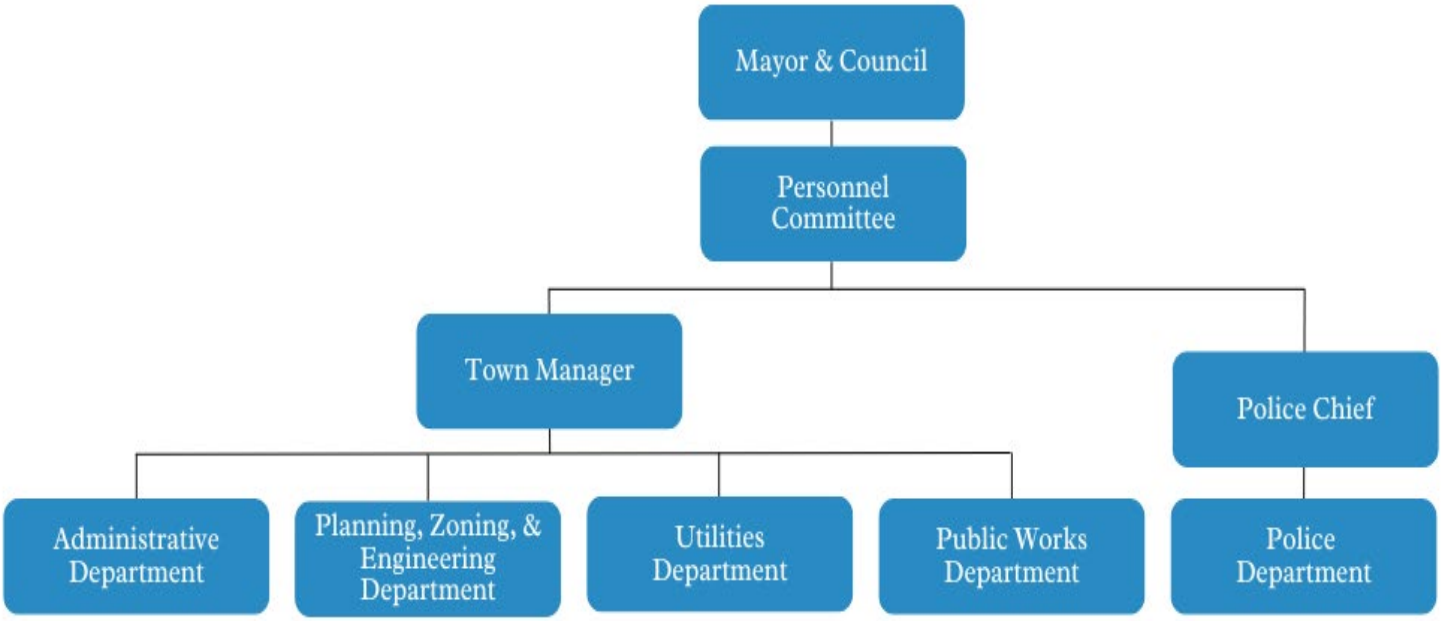
5. Park Board - Recommending Body
   a. Appointed
   b Seven (7) Members
   (1) Chairman
   (2) Secretary
   (3) Five (5) Members
   (4) Council Liaison

6. Public Safety Commission - Recommending Body
   a. Appointed
   b. Five (5) Members
   (1) Chairman
   (2) Secretary
   (3) Three (3) Members
   (4) Council Liaison

7. Board of Zoning Appeals - Independent Governing Body established by Zoning Ordinance
   a. Appointed
   b. Five (5) Members and Two (2) Alternates
   (1) Chairman
   (2) Vice-Chairman
   (3) Secretary
   (4) Four (4) Members

8. Environmental Commission - Recommending Body
   a. Appointed
   b. Seven (7) to Ten (10) Members
   (1) Chairman
   (2) Vice-Chairman
   (3) Secretary
   (4) Four (4) to Seven (7) Members
   (5) Council Liaison

CHAIN OF COMMAND



EMPLOYEE CODE OF CONDUCT

Objective: The Town's objective in establishing the Code of Conduct is to promote ethics, honesty and professionalism within the Town and its employees. The Mayor and Council of Boonsboro believe in being an integrated organization and that the action of every employee affects its entire organization and reputation. Any employee is obligated to strive for the extension of the Town's interests within legal limits, and responsible of preventing damages or loss of the Town's interests. The Town expects all employees to abide by this policy in carrying out their duties and functions so as to preserve public trust and to ensure the Town's sustainable growth and development.

Scope: The Code of Conduct applies to all employees, agents, and contractors of the Town of Boonsboro

Requirements: All employees of the Town of Boonsboro are expected to observe the highest standards of ethics, integrity and behavior during the course of their employment with the Town of Boonsboro. As representatives of the Town, employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behavior:

(a) Morality and Integrity – Employees shall conduct all business ethically and avoid any activity that would lead to a conflict of interest. All business is to be conducted with integrity and all applicable laws, policies, procedures, rules, regulations, and contracts are to be followed.

(b) Respect for Individuals and Customers – The Town respects the privacy and integrity of every employee. Employees shall be respectful, honest, and fair in dealings with customers, clients, suppliers, co-workers, management and the general public. The use of foul, threatening and/or abusive language is prohibited.

(c) Accurate Reporting – Employees are obligated to make full, fair, accurate, and timely disclosure of a variety of information. Information that is prepared or submitted in the course of day-to-day operations needs to be complete and accurate at all times.

(d) Display Professionalism – Employees shall wear the required uniform, safety equipment or work clothes in a neat and tidy manner.

(e) Equipment Use – Any and all equipment owned by the Town of Boonsboro shall not be used in an inappropriate manner, shall not be willfully damaged or destroyed, and shall be properly maintained.

(f) Responsibility – Each employee is part of a larger organization, and the actions or lack of action can have a profound impact on the Town as a whole. Each employee is to adhere to the common goals and violations of any rules or laws or this code are to be reported to the employee's supervisor.

(g) Common Sense and Judgment – Employees shall avoid actions and circumstances that may appear to compromise good business judgment or create a conflict between personal and Town interests.

CLASSIFICATION OF EMPLOYEES

Employees of the Town of Boonsboro are assigned to one of the following classifications:

Full-time employees work a 40-hour week as specified in job description and eligible for all benefits described in personnel policies.

Part-time employees work less than 40 hours per week but do not necessarily work during every available work week, and are ineligible for benefits other than Sick Leave, Workman's Compensation and Unemployment Insurance.

Seasonal employees are hired for a specific time period or until the completion of a specific assignment. Seasonal employees are ineligible for benefits other than Workers Compensation and Unemployment Insurance but compensated at one and one-half (1½) times hourly rate for overtime when such hours are required by the Town.

Essential Personnel includes the Heads of Departments within the Town, as well as designated employees within each of the following: **Police Department, Public Works Department, and Water and Wastewater Department**.

HOURS OF WORK *(this section does not apply to the Police Department)*

The work week consists of 40 hours, Monday through Friday, unless otherwise specified by the Town Manager. Employees must obtain permission from their Supervisor to modify their work schedule (i.e. coming in one hour late and working one hour longer, or working through lunch break to leave a half hour early).

Overtime (Updated 9/13/2021) - Hourly employees who are scheduled/required to work more than 40 hours, or in excess of the employee's scheduled pay period, in one week shall be paid overtime at one and one-half (1½) times their hourly rate. Overtime hours must first be approved by an immediate supervisor or the Town Manager.

Official Town Holidays and Emergency Work (Updated 9/13/2021) - Employees working on official Town Holidays will receive two times their hourly rate. Employees responding to emergency calls, during non-business hours, will receive two times their hourly rate and will be paid for a minimum of two hours of work.

Compensatory (Comp) Time — Salaried employees who are required to work beyond the normal workday may receive comp time at the discretion of the Town Manager. Comp time may be accumulated up to 24 hours. Salaried employees will not be reimbursed for unused comp time.

Administrative Leave (added 11/4/2024) – At the discretion of their Supervisor, employees may be awarded administrative leave in recognition of a job well done. This type of leave is reserved for situations in which employees go above and beyond their regular duties. This leave cannot be accrued or carried over into the next year, is non-compensable, and must be used within the timeframe specified by the employee's supervisor.

Breaks: Breaks, including lunch, are taken in accordance with US Labor Department Standards.

PROBATIONARY PERIOD

All new employees will serve a 90-day Probationary Period beginning on the first day of employment. A formal written evaluation will be performed at the end of the 90-day Probationary Period by the employee's Supervisor at which time the Supervisor will recommend that the employee either be placed on regular status or terminated, or probation may be extended.

No benefits are given during the Probationary Period except for Worker's Compensation and Unemployment Insurance. Full-time employees on probation will be paid for Official Town Holidays that fall within the probationary period. **Vacation Leave and Sick Leave accumulation begins on the first day of employment, however, may not be used until after the successful completion of the 90-day probation.**

USE AND OPERATION OF TOWN EQUIPMENT

Town owned property and vehicles are provided to various departments to assist in conducting Town business. The use of such property and vehicles outside of normal work hours is to be allowed only in situations where such use constitutes a benefit to the Town.

Use of Town vehicles for driving to and from work or work-related meetings or training on off-duty hours is permitted. Employees with take-home vehicle privileges must have the required equipment to respond to on call services. Vehicles are to be operated in a safe manner and in accordance with MD Motor Vehicle laws. Seat Belts are always to be worn by you and any authorized passengers.

All accidents must be reported immediately to the employee's supervisor. The employee is responsible for providing any necessary reports to their immediate supervisory. Employees must immediately report to the employee's supervisor all damage to equipment, including dents or scrapes to vehicles, damage to Town property or damage to other Town vehicles. Failure to report accidents and damage will result in disciplinary action up to and including termination.

Employees whose duties require operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to the Town's insurer. Employees are required to self-report, to a direct supervisor, any changes in their driving record. Employees with unacceptable driving records are not permitted to operate Town vehicles and equipment, and will be reassigned to non-driving duties, until appropriate corrective action has been taken.

An employee's driving record is unacceptable if it includes either of the following within the last 3 years:

1) Any major violation ("Type A" below), or
2) Any combination of three or more minor violations ("Type B" below) and/or at-fault accidents.

Major Violations ("Type A")

- Driving while intoxicated or any reference to "implied consent" or open container violations.
- Driving under the influence of drugs or alcohol.
- Negligent homicide with use of a motor vehicle.
- Operating a motor vehicle during a period of suspension of the driver license.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Operating a motor vehicle without the owner's authority (grand theft).
- Permitting an unlicensed person to drive.

- Reckless driving, speeding or careless, wonton or negligent driving.
- Hit and run driving involving Bodily Injury or Property Damage.
- Failure to stop/report an accident.
- Making a false accident report.

All Major “Type A” Violations must be immediately reported to the Town Manager and before driving/operating Town vehicles or equipment. Failure to report a Type A Violation, in a timely manner, will result in immediate termination.

Minor Violations (“Type B”)

- Any moving violation not listed above.
- Any violation arising in conjunction with an accident (in addition to the chargeable accident).

When any employee commits a major violation (“Type A”), his/her driving authorization will be suspended immediately. After an employee has accumulated three or more minor violations (“Type B”) within a 3-year period, his/her driving authorization will be suspended immediately. Authorization may be reinstated after 1-year of driving, with no further violations. If the employee enrolls in and passes a secondary education driving course relevant to the nature of their driving violations, he/she may be reauthorized to drive/operate Town vehicles and equipment. Each case will be decided on its individual merits by Town Administration and the Mayor & Council.

When driving or operating Town vehicles and equipment, employees may not use cell phones (including hands free) or any other mobile electronic device. This includes, but is not limited to, answering/making phone calls, engaging in phone conversations, reading/responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the internet. These restrictions do not apply to calls made to report an emergency. Furthermore, Town employees are required to: 1) Consider turning off, putting on silent or vibrate wireless phones or other devices before driving a Town vehicle or operating equipment. 2) Pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road. 3) Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving. 4) Inform colleagues and other agencies of the Town’s policy as an explanation of why calls may not be returned immediately. 5) Pull over to a safe place and put the vehicle in "Park" to adjust a Global Positioning System (GPS) or other navigation devices. Violations of this policy will result in disciplinary action up to and including termination.

Any use of Town equipment and vehicles for personal use without the permission of the Mayor and Council or their designated representative will result in disciplinary action up to and including termination. No unauthorized passengers are permitted in the Town vehicles/equipment at any time.

All employees assigned take-home vehicles will live within 20-miles driving-distance from Town Hall, unless granted a specific exemption in writing by the Town Manager. All exemptions shall be reviewed for approval by the Mayor & Council. If an employee moves their residency beyond the 20-mile radius, the employee must immediately notify their supervisor of the change and submit a request for exemption, to the Town Manager.

Employees on light-duty, suspension, or extended leave due to injury/disability are not authorized a take-home vehicle. Employees on Personal Leave exceeding 10-days will not keep possession of a take-home vehicle, during such extended leave. The vehicle shall be parked in a secure location on Town property, as advised by their supervisor.

ROTATIONAL ON-CALL PROGRAM POLICY

The Town of Boonsboro is responsible for ensuring the continuous and uninterrupted operation of the Town's water and wastewater collection and distribution systems, as well as maintaining the Town's streets, parks, and buildings, in a reliable and timely manner. The Rotational On-Call Program ensures these responsibilities can be addressed by the Town after normal working hours. The Water/Sewer and Public Works Departments are required to participate in the Rotational On-Call Program.

Examples of after-hours emergencies, requiring a response from an on-call Town employee, can include but are not limited to: water leaks, sewer clogs, pump station failure, mechanical equipment failure, electrical systems failure, street maintenance, distribution/collection infrastructure failure, public safety concerns, snow removal, and emergency buildings and parks maintenance.

After normal work hours and on weekends, the Town of Boonsboro will maintain a weekly rotating On-Call Program to respond to after-hours emergencies. Weekly on-call staff will consist of one water/sewer employee and one public works employee. They will respond to any after-hours emergencies for one week, beginning Friday at 2:00PM, and continuing until the following Friday at 6:00AM. After receiving an emergency notification, on-call employees will address and rectify the emergency.

The Superintendent of Water/Sewer and the Superintendent of Public Works will each create and oversee an On-Call schedule for their respective department at the beginning of every month. The superintendents will ensure complete and dependable on-call coverage throughout each weekly shift and can adjust their department's On-Call schedule as needed. With approval from their Superintendent, On-Call employees can exchange scheduled coverage dates with other department employees. Superintendents will submit their On-Call schedule to the Office Manager prior to the first Friday of every month.

If deemed necessary by a Superintendent, or to address a safety concern, additional Town staff beyond scheduled On-Call personnel can be assigned to help mitigate an after-hours emergency. Unless approved by the Town Manager, or a Superintendent, On-Call employees are permitted to work for a maximum of eight hours before being relieved and given a minimum eight hours of off-duty rest. If an extended period of after-hours work is anticipated that requires a workload beyond the capacity of scheduled On-Call personnel, Superintendents will create a supplemental On-Call schedule to address the emergency safely and efficiently. Upon request by the Town Manager, Superintendents may be required to provide justification for assignment of extra personnel beyond the scope of the On-Call Program Policy.

On-Call employees must be at the emergency location promptly within an hour from notification. They must be prepared to safely drive/operate Town vehicles and equipment and perform public relations as needed for each emergency. On-Call employees are sober for the duration of their assigned weekly On-Call shift. All employees should remain sober if an after-hours emergency (e.g., Snow Event) can be anticipated. If an employee reports to an after-hours emergency inebriated, or under the influence of prescription or recreational drugs, disciplinary action up to and including termination will follow.

USE OF SHAFER PARK FACILITIES

Town employees are permitted to reserve the facilities of Shafer Park at no charge as long as the use is strictly family related and not for profit making. The Pavilions or the Community Center can be reserved with the Office Manager at Town Hall and all Park rules must be adhered to.

GRATUITIES TO EMPLOYEES OR OFFICIALS

All employees and Town officials employed or appointed by the Town of Boonsboro shall comply with the Town Ethics Ordinance.

OUTSIDE EMPLOYMENT

An employee of the Town may engage in other employment as long as it does not conflict with work performed for the Town. Any employee engaging in outside work must ensure that there is not a conflict of interest.

HARASSMENT FREE WORKPLACE

The Town believes that all employees have the right to work in a mature, professional, and productive environment that is free from harassment. The success of the organization is contingent upon an atmosphere of mutual respect and cooperation regardless of individual beliefs or attitudes. Harassment is unwelcome or inappropriate behavior that interferes with or has the potential to interfere with job performance or the maintenance of a positive work environment. It is behavior that undermines the integrity of the entire organization and it is often directed toward individuals based upon their race, color, religion, gender, sexual orientation, national origin, age or disability.

Harassment may be visible in many forms, including, but not limited to the following:

- **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to or rejection of such conduct is used as the basis for employment decisions, or (b) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Examples of conduct which may constitute sexual harassment include the following:
    - Promises or threats regarding any term or condition of employment which is conditioned on providing, or falling to provide, sexual favors;
    - Repeated offensive sexual flirtations, advances or propositions;
    - Unwelcome physical contact that is sexually suggestive. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

- **Verbal Harassment** - Language or comments that are offensive, including vulgarities. This may include mocking, hostility, lewd comments and jokes, or intimidation which alters an individual's job efficiency.

- **Nonverbal Harassment** - Leering or gestures that create an intimidating, hostile or offensive work environment.

- **Physical Harassment** - Threats that create an intimidating, hostile or offensive work environment. Unwanted physical contact which includes touching, patting, pinching or brushing the body.

- **Written and Pictorial Harassment** - Ideas, pictures, objects, or expressions that are demonstrated which are not respectful of others and/or conflict with the Town's goal of maintaining an environment that is free from harassment.

This policy applies to all Town employees and elected officials, as well as customers, vendors and other visitors authorized to be on Town property. If you believe that you or someone else is being harassed, or you have observed harassing behavior, report the alleged act to management for further investigation.

The Town of Boonsboro will make every effort to preserve confidentiality and privacy, but the conduct of the investigation or legal proceeding may have to address otherwise private matters and may make complete confidentiality impossible.

DRESS CODE

To present a safe and professional working environment, it is important for all employees to wear clothing that is appropriate for the work being performed. Police, Utilities, and Public Works employees are required to wear uniforms furnished by the Town. Safety equipment must be worn when applicable.

UNIFORM ALLOWANCE (Added 11/4/2024)

Public Works employees must have sturdy footwear to ensure safety while carrying out their regular job duties. As such, each full-time staff member will be allotted a maximum of $200 annually towards work boots. Employees may either purchase the boots and submit a receipt for reimbursement, or the Town may order and pay for the boots. If an employee chooses a pair that is above $200, the employee is responsible for paying the difference.

PERSONAL HYGIENE

All employees are expected and required to maintain good personal hygiene at all times. If an employee reports to work with less than a satisfactory degree of personal cleanliness, the supervisor may relieve the member of duty with the requirement that the individual correct the problem before returning to work. In such cases, the time away from work will be deducted from the hourly pay as either personal vacation, convenience time or without pay.

TOBACCO USE

Tobacco Use is prohibited in any building, vehicle, or other property owned or leased by the Town of Boonsboro. The purpose of this policy is to protect the public health and welfare by regulating tobacco use in the workplace.

DRUG and ALCOHOL-FREE WORKPLACE POLICY

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Town property, and to ensure efficient operations, the Town has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Town. In accordance with the Drug-Free Workplace Act of 1988 (as amended), the Town, as a Federal grant recipient, has established and promotes anti-drug policies for the workplace.

The use of any legally obtained drug, including alcohol, where such use adversely affects job performance, is prohibited. This prohibition covers arriving to work under the effects of any drug that adversely affects job performance, including the use of prescribed drugs under medical direction. If the use of prescription or nonprescription drugs might impair their ability to perform job duties safely and effectively, it is the responsibility of employees to report such usage to their immediate supervisor. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working while medicated. Any employee engaging in the use of alcohol during working hours, or when reasonably expected to report for duty, is subject to disciplinary action, up to and including discharge.

Illegal drugs for the purpose of this policy include (a) drugs that are not legally obtainable and (b) drugs that are legally obtainable but have been obtained illegally. The sale, possession, purchase, transfer, or use of illegal drugs by employees is prohibited, both on and off duty. Any employee engaging in the above actions is subject to disciplinary action, up to and including discharge.

The Town does not condone drug use. It is the expectation of the Town that maintaining satisfactory performance is the responsibility of the employee, and that the decision to acknowledge substance abuse related problems and seek assistance is also the responsibility of the employee.
As a drug-free workplace, all Town employees may be required to submit to drug and alcohol testing under the following conditions. Employees who violate the Town's Drug and Alcohol Policy, by testing positive or refusing to submit to a test, shall be subject to discipline up to and including termination.

- **Supervisor Request**: When a supervisor has reasonable suspicion to believe that an employee has violated the Town's drug-free workplace policy, and the Town Manager approves testing, employees are required to submit to a drug test. For the purposes of this policy, "reasonable suspicion" means the existence of facts, and the rational inferences which may be drawn from such facts, including articulatable observations concerning behavior, speech or body odors, such as to create an objective base of knowledge sufficient to induce an ordinary, prudent and cautious person under the same circumstances, to believe that an employee has violated the policy.

- **Post-Accident/Incident**: Employees involved in an accident or incident, while on duty, are required to submit to a drug test, immediately following the accident/incident.

- **Random Drug Testing**: The Town randomly drug-tests employees for compliance with its drug-free workplace policy. Random testing means employees will be selected for testing, at random, by the Town Manager. The Town Manager will pull a random selection of employee names and immediately notify the employees selected for testing. Testing must be completed the same workday, immediately after notification. The Town Manager has no discretion to waive the selection of an employee selected at random.

- **New Hires**: As a condition of employment, individuals must submit to a drug test prior to their first scheduled day of work. Any individual who refuses to submit to a drug test shall not be considered for employment with the Town.

SAFETY POLICY

It is the policy of the Town to provide safe working conditions for its employees and to provide a safe environment for the citizens of the town. All levels of the workforce are urged to make safety a priority concern, equal in importance to all other job duties and operational responsibilities.

As a condition of continued employment with the Town, all employees are required to incorporate safety knowledge and good safety procedures into their everyday work performance, and to be aware of and follow all applicable safety rules, regulations and policies, including county, state and federal regulations.

DISCIPLINARY ACTION POLICY

The Town is committed to providing a safe working environment for all employees. In order to achieve an accident and injury free workplace, employees must follow reasonable policies, rules and practices. When employee misconduct occurs, corrective measures must be taken to curtail further occurrences.

Discipline can take one of the following forms, but not necessarily in any specific order:

1. Verbal counseling
2. Written warning or reprimand
3. Probation
4. Demotion
5. Suspension from work without pay up to three days.
6. Suspension, subject to termination
7. Termination of employment

Appeal - At any time during the disciplinary process, an employee may appeal to the Town Manager, and ultimately to the Mayor and Council. The decision of the Mayor and Council shall be final. No employee will be terminated without the consent of the Town Manager and Mayor.

Discipline Documentation Form

Employee Information

Name: _____

Job Title: _____

Incident Information

Date/Time of Incident: _____

Location of Incident: _____

Description of Incident:

_____

_____

Witness(es) to Incident: _____

Was this incident in violation of Town policy? **Yes** **No**

If yes, specify which policy and how the incident violated it.

_____

_____

Emergency Response (if any): _____

Action Taken

What action will be taken?

_____

_____

Signature of Employee indicating he/she understands charge(s):

_____

Person preparing report: _____

Signature Printed Name

Date: _____

Request to Appeal: **YES*** **NO**

*If answered yes, a letter addressed to the Mayor and Council must be submitted to the Town Manager within 5 business days of receipt of the discipline documentation form. The Town Manager will forward immediately to the Mayor and Council. The Employee will be notified within 10 business days of an appeal hearing.

PAID HOLIDAYS

Paid Holidays will be observed by the closing of Town Offices. When the Holiday occurs on a weekend, Town Offices will be closed on the Friday before or the Monday after the Holiday.

The following Holidays are observed by the Town of Boonsboro and Washington County:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

FLOATING HOLIDAYS – POLICE DEPARTMENT (Added 11/4/2024)

Full-time sworn officers of the Boonsboro Police Department receive "floating holidays." Floating holidays are earned as each holiday occurs, cannot be carried over into the next year, and are non-compensatory. Floating holiday accrual begins on July 1 of each year and ends on June 30. Any floating holidays remaining after June 30 will be forfeited. Full-time officers who work on a Town-observed holiday receive regular pay for time worked.

Part-time sworn officers who work on Town-observed holidays receive either double pay for hours worked OR regular pay plus comp time for hours worked (e.g., 8 hours worked on a holiday equals 8 hours regular pay plus 8 hours comp time).

VACATION LEAVE (Updated 11/4/2024)

Full-time employees accumulate Vacation Leave at the following rate:

1) During first year of service: 80 hours annually or **3.08 hours per pay period**
2) After 1 year of service: 40 hours plus 80 hours or **4.62 hours per pay period**
3) 2 to 5 years of service: 80 hours plus 80 hours or **6.15 hours per pay period**
4) 6 to 10 years of service: 120 hours plus 80 hours or **7.70 hours per pay period**
5) 10 + years of service: 160 hours plus 80 hours or **9.23 hours per pay period**

- **Maximum Accumulation:** In order to encourage employees to take time off on a regular basis, maximum levels of accumulation are established. On the last pay day of each Fiscal Year, the maximum accumulated benefit allowed is **260 hours, or 30 days**.

- **Payout Upon Separation**: Accumulated vacation leave may be paid out upon resignation or retirement. Payout will be at the employee's regular rate of pay, up to a maximum of **260 hours**.

- **Vacation Leave Scheduling:** Vacation leave must be scheduled and approved by the employee's immediate supervisor prior to taking leave. To plan for a vacation absence, employees are expected to apply for leave with as much advance notice as possible. Supervisors may deny vacation leave requests due to staffing issues, emergency situations, project deadlines, or other work-related reasons. If vacation leave is denied, employees will be provided the reason for denial.

- **Buy-Back Provisions:** Employees may sell up to one week (40 hours) unused Vacation Leave back to the Town per Fiscal Year. The pay rate will be the employee's regular base wage. Requests must be made in writing to the Town Manager by 4:30pm on Monday of payroll week.

- **Recognition of 20 Years of Service**: At the conclusion of an employee's 20th year of service, an additional 40 hours of vacation leave will be added to the employee's leave balance. This is a one-time addition; the employee will resume his or her regular rate of accumulation after the 20th year.

SICK LEAVE (Updated 11/10/2025)

(In Accordance with the Maryland Healthy Working Families Act – February 11, 2018)

Definitions: Immediate family is defined as parent (including in-laws), spouse, child, or sibling, and also includes any person living in the household of the employee. Extended family is defined as relatives beyond the nuclear family, including grandparents, aunts, uncles and other relatives.

Accrual of Sick Leave: Full-time employees will accrue Sick Leave **at a rate of four hours per pay period**. Part-time employees will accrue Sick Leave at a rate of **one hour for every 30 hours worked per pay period.** Employees begin accruing sick leave during the first month of employment and may use Sick Leave time as defined below beginning with your date of employment. Only hours earned may be used. The Town's Sick Leave policy runs concurrently with FMLA. **Sick Leave is not paid at separation of employment or retirement.**

- **Eligible Uses of Sick Leave**:
    - For employee's self-care due to mental or physical illness, or injury. To directly care for the employee's family member's mental or physical illness, or injury.
    - To *obtain preventive medical care* for the employee or employee's family member. This includes Doctor and Dentist appointments and exams.
    - Maternity and Paternity Leave.
    - Additional Bereavement Leave.
    - Medical or mental health services from a victim service organization, or to attend legal services or proceedings relating to victim service organizations.
    - Employees scheduling appointments during scheduled work days are expected to return to work unless an unforeseen circumstance arises.
        - If an employee plans to take additional time off before or after an appointment, they must let their Supervisor know in advance and the employee will be expected to use Vacation Leave or Comp Time for that additional time off.
    - Sick Leave may be used in any increment. If an employee is absent for three or more consecutive scheduled work days, the employee must obtain a written excuse from a licensed healthcare provider and must provide the written excuse to the employee's Supervisor upon return to work.
        - This requirement also applies to an employee who calls in sick from work either the **day before or the day after a Holiday**; failure to provide the required excuse will result

in the employee not being paid for the Holiday.

- **Notification Requirements**:
    - If the need for Sick Leave is not foreseeable, employees must request Sick Leave as soon as possible.
    - For unforeseeable same-day Sick Leave requests, the employee must notify their immediate Supervisor as soon as possible, prior to the scheduled start time of the workday.
    - If the need to use Sick Leave is foreseeable, such as in the event of a Doctor or Dentist appointment, exam or planned hospitalization, employees must request sick leave a minimum of seven calendar days in advance.

Abuse of Sick Leave (Added 2/26/2024): Sick leave is intended to be used for legitimate illnesses and for health-related reasons such as Doctor and Dentist appointments, exams, and emergency care. Sick leave is not to be used for Vacation, personal business, leave of absence or weather-related Liberal Leave.

An employee's Supervisor and Human Resources are jointly responsible for monitoring Sick Leave usage, notifying an employee of problematic Sick Leave use, and taking appropriate disciplinary action in cases of substantiated Sick Leave Abuse such as, but not limited to, requiring a written excuse for all Sick Leave usage from a licensed healthcare provider upon return to work.

Examples of Sick Leave Abuse include, but are not limited to, the following:

- Any pattern of unsubstantiated Sick Leave use, such as the use of six or more days in a six month period in increments of one or two days at a time without sustaining a major illness during that time period.
- Habitual Sick Leave absences on Mondays, Fridays, and the days immediately before and after Holidays or scheduled days off work.
- Use of Sick Leave in excess of any Sick Leave accrued, whether substantiated or unsubstantiated, during the first calendar year of new employment.
- Use of Sick Leave along with other types of Leave (Vacation Leave and Comp Time) or scheduled days off work.
- Use of Sick Leave to avoid undesirable scheduling of work.
- No significant accumulation of Sick Leave after at least three to five years of employment, without sustaining a major illness during that time period.

Family Sick Leave (Added 2/26/2024): Employees are entitled to use up to 40 hours of their accumulated Sick Leave per Fiscal Year (July through June) to care for ill family members. Family Sick Leave may also be used for the birth or adoption of a child, for the placement of a child in foster care with an employee, or for the care of any person for whom the employee is financially responsible.

All family Sick Leave hours should be coded FAMILY SICK on timesheet for reporting records.

Family Sick Leave is paid only for days and hours of regularly scheduled work. If an employee has been approved for use of Family Sick Leave under the Family and Medical Leave Act (FMLA), any used Family Sick Leave will be counted against and will run consecutively with the approved period of absence allowed under the FMLA.

If an employee is absent for three or more consecutive work days due to care of an ill family member, the

employee must obtain a written excuse from a licensed healthcare provider and must provide the written excuse to the employee's Supervisor upon return to work. This requirement also applies to an employee who is absent from work either the day before or the day after a Holiday; failure to provide the required excuse will result in the employee not being paid for the Holiday.

Vacation and Sick Leave Donation: The Town recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available Vacation or Sick Leave. To address this need, employees may donate accrued Vacation or Sick Leave hours from their unused balances to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Employees who would like to make a request to receive donated Vacation or Sick Leave from their co-workers must have a situation that meets the following criteria:

1. **Medical Emergency**: Defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.
2. **Major Disaster**: An employee is adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.
3. **Bereavement**: Defined as the death or funeral of an employee's immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

The donation of Vacation or Sick Leave is on an hourly basis, without regard to the dollar value of the donated or used leave. Employees cannot borrow against future Vacation or Sick Leave to donate. Employees who are currently on an approved leave of absence cannot donate Leave.

Requests for donations of Leave must be approved by the employee's immediate supervisor and the Town Manager. If the recipient employee has available Vacation or Sick Leave in his or her balance, this time will be used prior to any donated Vacation or Sick Leave. Donated Leave may only be used for time off related to the approved request.

OTHER LEAVES OF ABSENCE

Family Medical Leave Act (FMLA): Health Care Benefits - When an employee taking FMLA leave is on unpaid status, the Town will continue to pay its portion of the employee's medical and dental insurance, in conformity with the employee's most recent benefit election.

The employee must continue to pay the amount normally deducted from his/her paycheck that is necessary to keep the coverage in effect or the employee may elect not to continue his/her medical and/or dental insurance coverages during the period of his/her unpaid leave.

The Town will assist the employee to work out payment arrangements for the employee's share of his/her health care coverages cost. If employee contributions to coverage are not timely paid by the employee, after a 30-day grace period, the insurance coverage(s) will be canceled.

Upon the employee's return to paid status, his/her insurance benefits will be reinstated to the same level and terms as were provided when the FMLA leave commenced. If the benefit plan provided to employee changes

while the employee on FMLA leave is on unpaid status, the changes to the coverages will be applied to the employee in the same manner as employees in paid status.

Reinstatement Rights - An employee who is granted unpaid leave, and who returns to work within four consecutive months or less of absence, will be reinstated with all rights and privileges.

Except under limited circumstances specified by the FMLA, if an employee fails to return from unpaid FMLA leave, the Town's expenses in providing health care coverage to the employee while in unpaid status must be reimbursed by the employee to the Town.

Employee Requirements - The following requirements or limitations apply to all FMLA leave:

1. **1.** An employee must provide 30 days advance notice when requesting FMLA leave for "foreseeable" events; as much notice as possible must be given for "unforeseeable" events.
2. **2.** An employee must provide a letter from the employee's physician to support requests for FMLA leave because of serious health conditions. The Town may require, at its expense, a second opinion as to the serious health condition to confirm the validity of the medical certification provided.
3. **3.** While on FMLA leave, an employee may be required to provide periodic reports concerning his/her status and intent to return to work.
4. **4.** Paid leave will not be accrued while an employee is on unpaid leave.
5. **5.** An employee must exhaust all accrued leaves (annual, disability and/or personal, as defined in this manual) applicable to the reason for which FMLA leave is requested before unpaid FMLA leave is granted.
6. **6.** If an employee is absent for one work week or more for any of the reasons listed above as qualifying the employee for FMLA leave, even if accrued paid leave is used to cover that absence, the leave will be treated as FMLA leave for purposes of calculating the total amount of such leave an employee may be granted in one year. The employee will be notified pursuant to the Act when paid leave is to be treated as FMLA leave.
7. **7.** Employees who are absent due to a FMLA qualifying event are understood to be unable or unavailable to work in any capacity for any employer, including a secondary employer. If an employee's work ability and/or availability improve in a manner that permits the employee to resume any level of work activity, the employee is required to contact the Town to determine if work that is consistent with his or her work capacity is available. If the employee fails to notify the Town of the improved ability and/or availability and is found to be working in any capacity for another employer, the employee will be subject to disciplinary action, up to and including termination. Overtime is prohibited while on FMLA.

Unpaid Leave of Absence: If an employee needs leave for a valid reason such as training and education, extended military service and certain family responsibilities not covered by FMLA, or if he/she needs leave for a reason enumerated as FMLA leave but beyond his/her 12 weeks of eligibility, the employee may apply for Unpaid Leave.

The Town Manager, with the consent of the Mayor and Council, may grant such leave when it is in the best interest of the Town. An employee's eligibility for Unpaid Leave ends when the total amount of leave, paid and unpaid, including any FMLA leave, amounts to 12 consecutive months of absence. If an employee does not return to work after 12 consecutive months of absence, eligibility for additional FMLA leave is not granted.

- **Reinstatement Rights** - An employee who is granted unpaid leave, and who returns to work within four consecutive months of absence, will be reinstated with all rights and privileges. An employee who is granted a leave of absence that will result in his/her absence from work, on paid and unpaid leave, for more than four but less than 12 consecutive months will be reinstated to an equivalent position, if such position is available and if the employee's reinstatement is in the best interest of the Town.

- **Requirements** - The following requirements or limitations apply to unpaid leave:
  1. An employee's request for a non-FMLA leave of absence without pay for valid purposes must be approved by the Town Manager, with consent from the Mayor and Council.
  2. Unpaid leave will not be granted unless the employee has exhausted his/her accrued annual and personal leave and any compensatory time.

During any unpaid leave that does not qualify as FMLA leave, the employee must pay the full cost of any Insurance coverages he/she may wish to keep in effect during the Unpaid Leave.

Bereavement: A leave of absence of **five** business days with pay will be granted for the death of a member of the immediate family of a full-time employee. **Three** business days with pay will be granted for the death of a member of the extended family of a full-time employee.

Military Leave: A leave will be granted to employees who are members of the reserve components of the U.S. Armed Services and National Guard. If military pay is less than the employee's regular wages, the Town will make up the difference.

Jury Duty: Jury Duty is an excused leave of absence. An employee on Jury Duty is expected to report to work on any day that the jury is not in session, or when the jury is dismissed in time for the employee to work at least one-half day. If jury pay is less than the employee's regular wages, the Town will make up the difference.

Weather Related Leave (Added 2/26/2024):
Closing of Washington County Offices and Town Offices Due to Weather: In the event of extreme weather conditions, a determination may be made to close non-essential Washington County offices. If non-essential Washington County Offices are closed due to weather, Town Hall will close, and all regularly scheduled non-essential Town employees will be granted paid leave, excluding any employee already scheduled off using Vacation Leave or Sick Leave. [***See page 7*** *for Classification of Employees*]

Washington County and Town Liberal Leave: If marginal weather conditions exist, and if travel to or from work is deemed unsafe by a Supervisor due to the weather, a determination may be made by Washington County and/or the Town to allow the use of Liberal Leave for non-essential personnel. **Vacation Leave or Leave Without Pay, if no Vacation Leave is available, will be used for time taken off due to Liberal Leave. Employees may not use Sick Leave for a Liberal Leave absence.**

- The Town will grant Liberal Leave to non-essential employees who need to be late or absent from work due to marginal weather conditions and unsafe driving conditions.
- Employees must notify their Supervisors immediately if they intend to take Liberal Leave.
- Under these circumstances, the Town will grant Liberal Leave to non-essential employees whose children's specific school districts are delayed or closed on said day.
- Non-emergency essential employees arriving late under a Liberal Leave determination will not be penalized for tardiness but will be charged Vacation Leave or Leave Without Pay, if no Vacation Leave is available, for the period between the scheduled work starting time and their arrival.

INSURANCE BENEFITS

Only permanent full-time employees are eligible for insurance benefits.

- **Life Insurance** - The Town provides a life insurance policy of $25,000 for each full-time employee. Upon termination, this insurance may be converted to an individual policy at the employee's expense.

- **Accidental Death and Dismemberment Insurance** - The Town provides a policy of $25,000 for each full-time employee.

- **Health Insurance** - The Town provides coverage for each full-time employee. The employee may elect dependent health coverage at a shared expenditure of 75% by the Town and 25% by the employee. Upon retirement, hospitalization and health insurance may be converted to an individual Cobra policy at the employee's expense.

- **Health Insurance Benefit Credit** - If an employee is covered under another plan and elects to opt out of the Town's health insurance benefits, the employee may be eligible for the Health Insurance Benefit Credit. Eligibility will be evaluated at the beginning of each calendar year. Eligible recipients are full-time, non-probationary employees who did not elect coverage under Town insurance during the prior 12-month period. Employees will have the option of receiving $1,000 or 40 hours of vacation leave.

- **Short Term/Long Term Disability Insurance** - The Town provides short-term disability insurance coverage for each full-time employee after exhausting all of his/her sick leave. An employee may elect to purchase long-term disability insurance coverage at his/her expense.

RESIGNATION

Employees are required to give two weeks notice of their intent to resign or retire. An employee who does not give the required notice may lose reimbursement of Vacation Leave at the discretion of the Mayor and Council. Final compensation and final paycheck will not be paid to an employee until all Town property, including keys, tools and uniforms, are returned.

RETIREMENT

The Town provides a full funded "money purchase" Pension Plan for the employees of the Town of Boonsboro. At the end of each Fiscal Year, an annual contribution is made to the Pension Plan equal to 7% of each eligible permanent full-time employee's earnings, not to exceed $30,000 for any one participant in any plan year. Employees are eligible for the plan if they are on the payroll and have worked 1,000 hours on the last day of the Town's Fiscal Year (June 30).

Employees are vested according to the following schedule:

6	Years	100%
5	Years	80%
4	Years	60%
3	Years	40%
2	Years	20%
0-1	Year	0%

COMPENSATION AND EVALUATION (Updated 7/08/2024)

Town employees are paid bi-weekly based on hours listed on their timesheets.

Timekeeping - Hourly employees may be required to punch a time clock. Handwritten entries on the timecard will only be accepted when indicating personal leave and compensatory time. Employees may also be required to apportion time spent working for the Town, Water or Sewer Departments. All timecards must be signed by the employee and his/her Supervisor. Any falsification of documents is grounds for dismissal.

Probationary Review - All new hires will receive a performance evaluation at the end of their 90-day probationary period. A standard "Performance Appraisal" form will be used for all probationary reviews. An employee's performance during the probation period, as assessed and documented by the Town Manager and immediate supervisor, will determine if probation can be lifted or extended, or the employment is terminated.

Merit Increases and Annual Performance Evaluation - To promote a high-performance culture and provide excellent customer service to the residents of the Town, employees may be eligible for an annual merit increase in pay on the anniversary of their service to the Town. Depending on current economic conditions, and the parameters of the Town's current approved budget, merit increases will generally be paid on a sliding scale with high performers receiving a higher percent merit increase and average performers receiving a lower percent increase. Merit increases are tied to an employee's annual performance appraisal rating and a pay increase is not guaranteed. A schedule of percentage increases is provided to employees immediately following the approval of a new budget and effective the new Fiscal Year.

Pending approval by the Mayor and Council, merit increases are awarded using the following metric:

- Employees who meet or exceed performance standards will receive merit increases proportionate to their appraisal rating.
- Employees demonstrating inconsistent and occasionally sub-par work performance will receive a base merit increase and a performance improvement plan.
- Employees whose performance is unsatisfactory and routinely sub-par will not receive a merit increase. They will be immediately placed on a 90-day probation and assigned a performance improvement plan. After 90 days, failure to comply with the improvement plan and adjust work performance to par with Town standards will result in further disciplinary action up to and including termination.

A standard evaluation form will be used for all performance evaluations. Employees have the right to appeal their evaluation to the Personnel Committee, who will then discuss the appeal with the Mayor and Council. The decision of the Mayor and Council shall be final. Employees will receive an annual economic adjustment, or COLA, on the first paycheck of the new Fiscal Year and may receive a merit pay increase of up to 3% above an employee's existing salary. Pay increases greater than 3% must be approved by the Mayor and Council. Annual merit increases in pay are awarded following a performance evaluation with each employee's immediate Supervisor and/or the Town Manager, on/near the anniversary of their hire, and according to the performance appraisal rating scale below:

Exceeds Standards	3% Pay Increase
Meets Standards	2% Pay Increase
Needs Improvement	1% Pay Increase
Unsatisfactory	No Pay Increase

Promotions – Continuous learning and development is encouraged. If an employee in the Public Works or Water & Wastewater department obtains a certification issued by the Maryland State Board of Waterworks & Waste System Operators, the employee will be promoted to the next level (i.e. Operator I to Operator II, Municipal Service Worker I to II, etc.) and awarded a 5% increase in pay.

EMPLOYEE CELL PHONE STIPEND

Eligible employees may receive a Cell Phone Stipend from the Town for work-related costs incurred when using their personal cell phones. Except for a limited number of Essential Personnel, the Town no longer owns cell phones for use by employees.

Eligibility: An employee may be eligible for a stipend if at least one of the following criteria is met, as determined by the Town Manager, and alternative means of communication are unavailable.

- The job function of the employee requires significant time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times.
- It is essential to the employee's job function that he/she have wireless data and internet access, at all times.
- The employee is designated as a "first responder" to emergencies.
- To apply for a Cell Phone Stipend, employees must complete a Cell Phone Stipend Request form and submit for consideration to the Town Manager. If approved, eligible employees may receive a stipend of $25 per month.

The Town Manager will determine the work-related cell phone needs of employees and assessing each employee's continued eligibility for a Cell Phone Stipend.

Eligible employees are responsible for purchasing a cell phone and establishing and maintaining service with the cell phone provider of his/her choice. The employee is solely responsible for all payments to the service provider. Eligible employees can use their phone for both work and personal purposes, as needed.

Cancellation: Any stipend will immediately cease, as a result of any of the following circumstances:

- An employee's employment with the Town terminates.
- The Town Manager determines an employee is no longer eligible for the Cell Phone Stipend.
- The eligible employee no longer has a cell phone or cell phone service plan.
- The Town decides to eliminate the Cell Phone Stipend policy.
- The eligible employee uses the cell phone in any manner contrary to local, State, or Federal laws or Town policy.

Town of Boonsboro
Cell Phone Stipend Request

Employee Name/Title:

_____

Signature:

_____

Phone Number:

_____

Job functions that require this position to maintain a cellular device:

From the ranges below, please estimate the average work-use on your cellular device:

- ☐ 0%
- ☐ <40%
- ☐ 41-70%
- ☐ 71-100%

Date Received _____

STATUS UPDATE

Date _____Explanation_____

Date _____ Response sent to Employee

JOB DESCRIPTIONS and PAY GRADES (Updated 3/9/2026)

Job descriptions are used to determine employee selection, job requirements, performance evaluations, and organizational structure. Each employee shall have a job description, which shall define that employee's function, tasks and responsibilities. Employees requiring a Maryland certification/license shall comply with all Maryland standards and requirements for maintaining the license/certification.

Total Benefit Package includes Retirement contribution of 7% of salary (up to allowable cap), 14 paid holidays, and the Town's Insurance contribution median per employee per year.

Town Hall Administration

Position	Hourly	Annually	Total Benefit Package
Town Clerk	$25.24 - $34.58	$52,499 - $71,926	$81,298 - $103,131
Office Manager	$28.60 - $39.18	$59,488 - $81,494	$89,153 - $113,884
Town Planner	$33.66 - $46.11	$70,013 - $95,909	$100,981 - $130,084
Town Manager	$40.90 - $56.03	$85,072- $116,542	$117,905 - $153,273

Department of Public Works

Position	Hourly	Annually	Total Benefit Package
Parks Groundskeeper	$15.00 - $20.55	$23,400 - $32,058	Ineligible (part-time position)
Municipal Service Worker I	$17.00 - $23.29	$35,360 - $48,443	$62,036 - $76,740
Municipal Service Worker II	$18.45 - $25.28	$38,376 - $52,582	$65,426 - $81,391
Municipal Service Worker III	$20.77 – $28.46	$43,202 - $59,197	$70,850 - $88,820
Crew Leader	$23.38 - $32.03	$48,630 - $66,622	$76,950 - $97,170
Superintendent of Public Works	$35.93 - $49.22	$74,734 - $102,378	$106,287 - $137,354

Department of Water and Wastewater

Position	Hourly	Annually	Total Benefit Package
Water and Sewer Clerk	$20.68 - $28.33	$43,014 - $58,926	$73,639 - $88,521
Operator Trainee	$17.00 - $23.29	$35,360 - $48,443	$62,036 - $76,740
Operator I	$18.90 - $25.89	$39,312 - $53,851	$66,478 - $82,455
Operator II	$24.66 – $33.78	$51,293 - $70,262	$79,943 - $101,261
Superintendent of Water and Wastewater	$35.93 – $49.22	$74,734 - $102,378	$106,287 - $137,354

Police Department

Position	Hourly	Annually	Total Benefit Package
Operations Manager	$27.00 - $36.96	$56,160 - $76,877	$82,766 - $105,073
Police Officer Trainee	$20.00	$41,600	$69,031
Police Officer	$25.00 - $34.25	$52,000 - $71,240	$80,737 - $102,360
Police Officer First Class	$30.00 – $41.10	$62,400 - $85,488	$92,425 - $118,373
Police Sergeant	$32.50 - $44.53	$67,600 - $92,622	$98,269 – $126,372
Police Lieutenant / Assistant Chief	$35.00 – $47.95	$72,800 - $99,736	$104,113 - $134,367
Chief of Police	$44.00 - $60.28	$91,520 - $125,382	$125,152 - $163,190

TOWN MANAGER

Department: Town Hall Administration

Job Description:
This position is a professional, administrative and supervisory position involving management and administration of the municipal government. This position reports directly to the Mayor and Council.

Duties and Responsibilities:
- Lead and engage the Town's employees.
- Prepare a comprehensive annual budget and Capital Improvement Plan.
- Plan for short-term and long-term financing for Capital Projects.
- Ensure fiscal responsibility and modern accounting and financial reporting practices.
- Serve as the Chief Procurement Officer.
- Prepare and present to the Mayor and Council a comprehensive annual report, including a financial statement, accomplishments, challenges and future projects.
- Make applications and administer Federal, State and private grant funds.
- Oversee and manage property and assets.
- Prepare Mayor and Council and the Boonsboro Municipal Utilities Commission monthly meeting agenda materials.
- Attend regular meetings of the Town's boards and commissions.
- Act as the liaison with County, State and Federal Government, local civic and business entities, and interested members of the public.
- Maintain a visible presence in the community.
- Recruit and recommend candidates for hire and supervise employees.
- Provide oversight of personnel functions, compensation plans and benefits.
- Oversee development and execution of special projects.
- Develop, promote, and encourage sustainable practices within the government and community.
- Monitor and regularly review insurance policies covering employees, liability, and property.
- Engage in strategic planning methods to guide Town decision-making to meet stated goals.
- Facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens.
- Provide professional administration, management and supervision of Municipal employees.
- Ensure compliance with relevant federal laws and regulations; Maryland laws; and Municipal bylaws, ordinances, and regulations.
- Develop long-range plans with guidance from the Mayor and Council and assist in the achievement of common goals and objectives.
- Perform other duties as may be required.

Knowledge, Skills, and Abilities:
- Must demonstrate initiative and have a solid understanding of Municipal finance, procurement, and personnel principles; and possess strong organizational, communication, and community leadership skills.
- Ability to establish and maintain effective working relationships.

Education and Experience:
Applicants must possess a Bachelor's Degree (Master's Degree is preferred) in Public Administration, Business Administration or relevant field. Five years' previous experience in Municipal Government and Finance is preferred; experience as a Town Manager is a plus. Discretion and good judgment in working with sensitive information and confidential employee matters a must.

TOWN PLANNER

Department: Town Hall Administration

Job Description:
This position is a professional, administrative and supervisory position involving management and administration for the Planning and Zoning Department. The position reports directly to the Town Manager and Mayor and Council.

Duties and Responsibilities:
- Planning, coordinating and evaluating the land use planning of the Town and overseeing the implementation and enforcement of the Subdivision, Zoning, Comprehensive Plan and other applicable regulations of the Town
- Assist in the development and implementation of short- and long-term community initiatives and in the development of local initiatives to facilitate expansion of the economic growth of the Town.
- Performs highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws and land use practices.
- Facilitates, in a collaborative manner, all long range-planning, including the development, updating and implementation of the Comprehensive Plan; assists the town in creating a vision for its future and recommends strategies for realizing that vision.
- Responsible for the preparation and justification of annual departmental budget.
- Submits an annual report to the Planning Commission and Town Council outlining the activities of the department. Supervise the maintenance of all records and accounts. Submits all reports required by State County and Federal entities.
- Prepare and manage compiling of Planning Commission and Board of Zoning Appeals agendas, staff reports, minutes and direct recommendations for approvals and provides planning and administrative services to other Town boards and commissions.
- Manage and submit the Maryland's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit requirements.
- Coordinates the work of consultants in the study of major planning projects. Evaluates studies and reports for the Planning Commission and Town Council.
- Prepares revisions to zoning, subdivision, and other land use regulations for consideration by the various Commissions
- Process and review of development applications, including minor, major, and commercial development, from application to recordation for compliance with all applicable regulations
- Confers with developers, Town and State agencies, regional planning bodies, other municipalities and the general public to provide information, to resolve problems and complaints, to coordinate activities and to represent the Planning Commission in joint planning studies.
- Assists other Town Departments in the planning and administration of municipal projects.
- Prepares grant applications for municipal projects and initiatives.
- Pursues economic development and grant opportunities and assists organizations, businesses and individuals who are interested in development projects in the Town.
- Acts as liaison between prospective business developers and the Town
- Serves as lead staff to the Planning Commission and Board of Zoning Appeals
- Assist the public with processes, procedures, and interpreting the regulations

Knowledge, Skills and Abilities:
- Thorough knowledge of the laws and the principles and practices of municipal land use and planning and zoning, the regulation of the subdivision of land, and related State laws and regulations.
- Knowledge of municipal economic development practices.
- Understanding of Maryland's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Regulations.
- Ability to interpret architectural, engineering and landscape drawings.
- Ability to communicate in oral and written form in a professional manner with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.

- Organizing and executing multi-function cross organizational tasks.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town commission and board members.
- Possess supervisory skills.
- Basic computer skills including the use of standard office software including word processing and spreadsheets.

Qualifications and Requirements:

- A minimum of three years' experience in Municipal land use, planning and zoning, land use law and policy or other related experience of which at least one year was in Municipal planning.
- A Bachelor's Degree in Planning, Environmental Planning, Public Administration or a related field
- Experience with the use of Geographic Information System (GIS) software is preferred.

OFFICE MANAGER

Department: Town Hall Administration

Job Description:
This position is a professional, administrative and supervisory position involving management of the Town office. The position reports directly to the Town Manager and Mayor and Council.

Duties and Responsibilities:
Responsible for ensuring that the office operates smoothly and efficiently, procedures are organized, filing systems maintained, and clerical functions are properly assigned and monitored. Job duties include but are not limited to the following:

- Provides customer service to citizen inquiries about the Town
- Assists Town Manager with Human Resources to maintain office policies as necessary, processes onboarding forms and benefit information for new employees
- Provides clerical support to the Town Manager, Mayor and Council, and various Commissions as needed
- Attends meetings of the Mayor and Council, recording and providing the monthly meeting minutes
- Maintains the Town insurance policies for property, liability, employee health, life, disability and worker's compensation, enrolls employees, submits insurance claims, serves as point-of-contact for the bi-annual worker's compensation audit
- Maintains employee pension plans, calculates & coordinates annual deposit with CPA and advisors
- Processes payroll and associated payroll tax as required, records & monitors vacation and sick leave for employees
- Processes Accounts Payable and issuing of check, credit card, and ACH payments for all invoices
- Provides support to Town Clerk with year-end financial audits and assist auditors, as needed
- Coordinate with IT services for maintenance of equipment and software
- Monitors daily responsibilities and tasks of staff, ensure that office records and filing systems are maintained and current
- Monitor and maintain office supplies and equipment inventory
- Maintains and monitors Town website, social media accounts, and yearly meeting and event calendars
- Point of contact for all Town sponsored annual events, assists Commissions in coordinating of events, and obtains all permits and agreements for Park events
- Maintains and monitors Park Community Center and Pavilion rentals and agreements
- Maintains and monitors Park sports fields calendar, obtains agreements and certificates of insurance
- Creates and publishes quarterly Town newsletter
- Creates Town proclamations as needed
- Notarizes documents
- Assists in maintaining a safe and secure working environment
- Uses independent judgment to interpret and enforce policies and procedures
- Perform other related duties as assigned by the Town Manager

Knowledge, Skills and Abilities:
- Effective communication and analytical skills
- Proficiency in Microsoft Word and Excel
- Ability to prepare and maintain accurate records
- Ability to effectively transcribe meeting minutes
- Ability to establish priorities and complete assigned duties with minimal supervision
- Ability to establish and maintain effective working relationships with co-workers and the general public

Education and Experience:
High school graduate with five years administrative experience or an equivalent combination of education and experience. Must have demonstrated experience exercising discretion and good judgment working with sensitive information and confidential employee matters, . .Must be a current Notary Public of the State of Maryland or have the ability to become one within the first six months of employment.

TOWN CLERK

Department: Town Hall Administration

Job Description:
The Town Clerk is appointed by the Mayor, with approval from the Council, and serves at the pleasure of the Council. Day-to-day, the Town Clerk reports directly to the Town Manager and Office Manager. This position requires a firm understanding of GAAP and excellent financial, computer, analytical, teamwork and writing skills. The Town Clerk must have the ability to work effectively in a fast-paced public environment.

Duties and Responsibilities:
- Process real estate and personal property tax accounts.
- Receive all funds, monies, and revenues for the Town, and disperse them promptly on order of the Town Manager and Town Treasurer.
- Ensure that all taxable property in the Town is assessed and collects all taxes, special assessments, license fees, liens and other revenues of the Towns.
- Process and reconcile all receivables, financial statements and ledgers on a monthly basis for all funds.
- Manage and collect all receivables.
- Prepare monthly bank account reconciliations for Treasurer's Reports.
- Assist Town Treasurer in preparing and monitoring investments and reports.
- Facilitate year-end financial audits and assist auditors as needed.
- Coordinate Town Elections.
- Process year-end 1099s for contractors and other year-end governmental reports as required.
- Maintain an orderly record and filing system of all official Town documents.
- Perform other related duties as assigned by the Town Manager.

Knowledge, Skills and Abilities:
- Knowledge of accounting or bookkeeping required to handle the Town's financial records.
- Knowledge of computer hardware and software, including word processing, data processing Software and the Internet.
- Must be proficient in Word, Excel, and conventional accounting software programs.
- Ability to prepare and maintain accurate records
- Knowledge of telephone etiquette.
- Ability to maintain confidentiality.
- Ability to use independent judgment in interpreting and enforcing policies and procedures.
- Ability to use discretion and judgment in carrying out administrative details.
- Ability to work independently.
- Ability to establish and maintain effective working relationships.

Education and Experience:
Firm understanding of GAAP. Experience in bookkeeping/accounting and personal computers, including but not limited to a working knowledge of Microsoft Word and Excel. Proficiency in PeachTree (SAGE) Accounting software a plus. Office and secretarial practices, and at least 4 years of directly related work experience.

WATER AND SEWER CLERK

Department: Town Hall Administration

Job Description:
The Water and Sewer Clerk reports under the general direction of the Town Manager and Office Manager. This position requires someone with excellent customer service, computer, analytical, oral and writing skills and the ability to work in a fast-paced public environment.

Duties and Responsibilities:
Maintains Water and Sewer utility accounts; provides customer service to citizens inquiries about the Town, operates telephone and directs calls and visitors to appropriate departments and provides clerical support for the Administrative staff, and other departments as necessary, and includes but is not limited to the following job duties;

Duties and Responsibilities:
- Maintains the records and filing system for all correspondence and matters related to the Water and Sewer Utility operations
- Receives payments, balances cash drawer daily, writes receipts for various departments, and prepares daily utility bank deposits
- Responsible for UMS Water and Sewer Utility billing, including calculation of rates, preparation of prebilling estimates, quarterly billing, , adjustments such as refunds, credits, and NSF fees, posting penalties, and shut-off fees.
- Creates new Utility accounts, sets up billing records in the Utility billing software and in filing system and transferring properties, answers customer questions on all Utility billing matters
- Updates system for water meter reads, prepares list for Public Works meter readers, and dispatches staff to Utility calls
- Refers unusual water meter readings to Public Works staff for rereading; maintains records of malfunctioning or broken water meters and repairs made; contact customers to explain errors and to notify of repair work to be done
- Completes the annual Consumer Confidence Report, PFAS Notifications, and MDE Fifth Unregulated Contaminant Monitoring Rule (UCMR5) to maintain compliance
- Prepare quarterly usage and collection reports for Boonsboro Keedysville Water Advisory Board (BKWAB), attends quarterly Meetings (evening) and is responsible for the Meeting minutes
- Attends Boonsboro Municipal Utilities Commission Meetings (evening)
- Assists Town Clerk in the monthly balancing of Water Reports to the General Ledger, creating and manipulating spreadsheets for Keedysville Sewer billing, and generating Month End & Year End reports for the annual audit
- Processes Washington County Permit online services and maintains the Town of Boonsboro Master Permit Record for tracking purposes
- Processes and mails invoices for Building Permits, collects on outstanding permit balances
- Perform other related duties as assigned by the Town Manager and Office Manager

Knowledge, Skills and Abilities:
- Ability to deal tactfully and courteously with the public and communicate effectively with customers and the general public both in person and by telephone and the ability to maintain confidentiality
- Must be proficient in Microsoft Word and Excel
- Ability to prepare and maintain accurate records
- Ability to use independent judgment in enforcing policies and procedures
- Ability to use discretion and judgment in carrying out administrative details and work independently.
- Ability to establish and maintain effective working relationships and utilize teamwork

Education and Experience:
High school graduate. Must have excellent clerical, math and computer skills, the ability to transcribe meeting minutes effectively, the ability to organize work, establish priorities and complete assigned duties with minimal supervision, ability to develop and maintain effective working relationships with co-workers and the general public. Discretion and good judgment in working with sensitive information and confidential Town matters is a must. Experience in Utility billing preferred, bookkeeping, filing and personal computers, including but not limited to a working knowledge of Microsoft Word and Excel.

SUPERINTENDENT OF PUBLIC WORKS

Department: Department of Public Works

Job Description:
Supervises, plans, organizes and coordinates all aspects of the Town's Public Works Department, which may include property and buildings, vehicles, streets, water and sewer. The position reports directly to the Town Manager and Mayor and Council.

Duties and Responsibilities:
Responsible for managing the Public Works Department staff and the operation, maintenance and repair of Town owned buildings, vehicles, grounds and parks and infrastructure; including streets and the water and sewer distribution system.

- Full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, building maintenance, recommend and administer policies and procedures.
- Organization, supervision and training of the Public Works staff.
- Supervision of construction projects, inspecting work for accuracy and effectiveness, coordinating with staff, contractors, engineers, etc.
- Responds to Town emergencies and breakdowns.
- Plans, organizes, coordinates and directs maintenance and construction projects, i.e., water wells, storage tanks, pump houses, storm drain systems, distribution and collection lines and lift stations.
- Assess and monitor the Town's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments
- Monitors work progress and employee performance
- Prepares and manages operations budget for the Public Works Department
- Makes recommendations to the Town Manager for the purchasing of all major equipment.
- Prepares annual proposal for Street Repairs and Overlays.
- Coordinates and implements required protocol to address emergency weather-related conditions (snow, heavy rains, etc.) in conjunction with the Town Manager.

Knowledge, Skills and Abilities:

- Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.
- Principles and procedures of facility maintenance.
- Knowledge of occupational hazards involved in the Public Works Department and appropriate safety precautions, standards and regulations.
- Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- Identify and respond to community issues, concerns and needs.
- Management skills and team building, as well as strong oral, written and organizational skills and computer data management skills.
- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment, as well as a thorough knowledge of the methods, tools, materials and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.
- Ability to work effectively with other employees and the public.
- Possession of a valid driver's license.
- Ability to lift 50-75 pounds, work in all weather conditions, climb ladders, and be willing to work in confined spaces when necessary.

Education and Experience:
Minimum Qualifications includes a Bachelor's Degree in Engineering or a related field and/or eight years of experience in Public Works Department and construction and maintenance work, at least three years in a lead or supervisory capacity or an equivalent combination of education and experience.

Required Certifications:
The following must be obtained prior to appointment:

- Class 1 Water Distribution Operator Certification issued by the Maryland State Board of Waterworks & Waste System Operators
- Class 2 Wastewater Collection Systems Operator Certification issued by the Maryland State Board of Waterworks & Waste System Operators
- NPDES Stormwater Inspector Certification issued by the National Stormwater Center

Continued employment is contingent upon successfully obtaining the following:

- Class 1 Water Distribution Superintendent Certification (and maintenance of certification during tenure of employment)
- Erosion & Sediment Control Certification issued by the Maryland Department of the Environment

CREW LEADER

Department: Department of Public Works

Job Description:
Works under the direct supervision of the Public Works Superintendent and performs a variety of skilled duties related to construction, installation, and repairs. Direction may be received from the Town Manager.

Duties and Responsibilities:
Acts as a lead worker performing a variety of master level skilled duties related to the construction, installation, maintenance and repair of the Towns infrastructure including streets, water transmission and distribution and wastewater collection.

- Operates specialized heavy equipment such as single and tandem axle dump trucks, front-end loaders, backhoe, bucket trucks, snowplow.
- Operates backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters, repairs or replaces water and sewer mains.
- Performs routine and regular maintenance on equipment to assure efficiency and safety.
- Respond to Town emergencies and breakdowns.
- Assists in the routine operations and maintenance of Town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution system.
- Assists Public Works Superintendent in day to day operations of Department

Knowledge, Skills and Abilities:
- Knowledge of occupational hazards involved in the Public Works Department and appropriate safety precautions, standards and regulations.
- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Thorough knowledge of the methods, tools, materials and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.
- Ability to work effectively with other employees and the public.

Education and Experience:
Minimum Qualifications may include graduation from high school; plus one year of specialized training provided through professionally sponsored workshops, technical school or vocational studies; and four years of progressively responsible experience in the construction and maintenance of various Public Works operations.

Qualifications and Requirements:
- Six years or more experience in Public Works Department operating and maintaining equipment
- Water Distribution and Sewer Collections License
- High School Graduate
- Must possess a valid driver's license
- Required availability for snow removal and/or other on-call emergency situations
- Available for Special Event work that is scheduled in advance
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

MUNICIPAL SERVICE WORKER III

Department: Department of Public Works Public Works

Job Description:
Works under the direct supervision of the Public Works Superintendent and Crew Leader. Performs a variety of skilled duties related to the construction, installation, maintenance and repair of utility service systems including streets, water transmission and distribution and wastewater collection. Direction may be received from the Town Manager.

Duties and Responsibilities:
Primary duties and responsibilities involve the routine maintenance and repair of Town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution system.

- Receives project assignments and completion schedules; takes assigned equipment, materials and manpower to the appropriate site and completes the project as directed by the Public Works Superintendent.
- Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, snowplow.
- Operates trucks, snowplows, and sanders in hauling, plowing, and cleaning streets; performs cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches chuck holes, transports road materials, maintains roadways.
- Participates in work site safety procedures; sets up barricades, safety signs and signal equipment; may perform flagging assignments to assure work zone safety.
- Operates backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters, repairs or replaces fire hydrants and plugged water meters; repairs water mains;
- Reads residential and commercial water meters. Installs new water lines; builds meter boxes; builds extensions to raise or lower existing boxes as needed.
- Operates a variety of hand tools and small power equipment such as jack hammers, roller, compressors, packing machine, threading machine, tapping machine and tampers; cleans tools and equipment to assure proper working order.
- Participates in work zone safety procedures. Searches out shut off valves; water line leaks; assists in placement of pipe, operates six- or ten-wheel transport trucks.
- Performs sewer collection system installation, maintenance, and repairs. Installs new sewer mains; taps mains to make service connections; repairs leaks in sewer system(s). Maintains and cleans sewer collection system main lines; inspects manholes and sewer lines; opens clogged sewer lines using various pipe cleaning equipment.
- Mow grass and trim weeds using ride-on, stand-on, push mowers and weed trimmers.
- Drives truck and loads fallen tree limbs and yard debris along the roadside onto truck and delivers refuse to Town debris site or landfill.
- Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses.
- Repairs or replaces building brick, stone, and concrete. Maintains and repairs wood parts of buildings, using carpenter tools. Paints interior and exterior walls and trim, using paint and painting tools.
- Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as trucks, lawn tractors, etc.
- Perform other related duties as required.

Knowledge, Skills and Abilities:
- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Knowledge of the methods, tools, materials and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.

Qualifications and Requirements:

- Five or more experience in Public Works Department operating and maintaining equipment
- Temporary Collections License
- High School Graduate
- Must possess a valid driver's license
- Required availability for snow removal and/or other on-call emergency situations
- Available for Special Event work that is scheduled in advance
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

MUNICIPAL SERVICE WORKER II

Department: Department of Public Works

Job Description:
Works under the direct supervision of the Public Works Superintendent and Crew Leader. Performs a variety of duties related to the maintenance and repair of municipal owned buildings and infrastructure using variety of machines, tools, and equipment. Direction may be received from the Town Manager.

Duties and Responsibilities:
Primary duties and responsibilities involve the routine maintenance and repair of town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution system.

- Receives project assignments and completion schedules; takes assigned equipment, materials and manpower to the appropriate site and completes the project as directed by the Public Works Superintendent.
- Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, front-end loaders, backhoe, bucket trucks, snowplow.
- Operates trucks, snowplows, and sanders in hauling, plowing, and cleaning streets; performs cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; performs in a variety of street maintenance projects and road work; patches chuck holes, transports road materials, maintains roadways.
- Participates in work site safety procedures; sets up barricades, safety signs and signal equipment; may perform flagging assignments to assure work zone safety.
- Operates backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters, repairs or replaces fire hydrants and plugged water meters; repairs water mains;
- Reads residential and commercial water meters. Installs new water lines; builds meter boxes; builds extensions to raise or lower existing boxes as needed.
- Operates a variety of hand tools and small power equipment such as jack hammers, roller, compressors, packing machine, threading machine, tapping machine and tampers; cleans tools and equipment to assure proper working order.
- Participates in work zone safety procedures Searches out shut off valves; water line leaks; assists in placement of pipe, operates six- or ten-wheel transport trucks.
- Performs sewer collection system installation, maintenance, and repairs. Installs new sewer mains; taps mains to make service connections; repairs leaks in sewer system(s). Maintains and cleans sewer collection system main lines; inspects manholes and sewer lines; opens clogged sewer lines using various pipe cleaning equipment.
- Mow grass and trim weeds using Ride-on, Stand-on, push mowers and weed trimmers.
- Drives truck and loads fallen tree limbs and yard debris along the roadside onto truck and delivers refuse to Town debris site or landfill.
- Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses.
- Repairs or replaces building brick, stone, and concrete. Maintains and repairs wood parts of buildings, using carpenter tools. Paints interior and exterior walls and trim, using paint and painting tools.
- Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as trucks, lawn tractors, etc.
- Perform other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Knowledge of the methods, tools, materials and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.

Qualifications and Requirements:

- Three years or more experience in Public Works Department operating and maintaining equipment
- Temporary Collections License
- High School Graduate
- Must possess a valid driver's license
- Required availability for snow removal and/or other on-call emergency situations
- Available for Special Event work that is scheduled in advance
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

MUNICIPAL SERVICE WORKER I

Department: Department of Public Works

Job Description:
Works under the direct supervision of the Public Works Superintendent and Crew Leader. Performs a variety of entry level skilled duties related to the maintenance and repair of municipal owned buildings and infrastructure as directed by the Public Works Crew Leader using variety of machines, tools, and equipment. Direction may be received from the Town Manager.

Duties and Responsibilities:
Primary duties and responsibilities involve the routine maintenance and repair of town owned buildings, grounds and parks and infrastructure; including streets and the water and sewer distribution system.

- Mow grass and trim weeds using ride-on, stand-on, push mowers and weed trimmers.
- Drives truck and loads fallen tree limbs and yard debris along the roadside onto truck and delivers refuse to Town debris site or landfill.
- Repairs streets and sidewalks with asphalt, cold patching materials, and concrete, using shovel, hand roller, trowel, level, and long-handled tamp.
- Removes and replaces damaged traffic signs.
- Operates snow removal equipment to maintain streets, sidewalks, and driveways.
- Reads water meters.
- Maintains and repairs municipal buildings' plumbing and electrical systems, including replacing worn or defective parts, such as switches and fuses.
- Repairs or replaces building brick, stone, and concrete. Maintains and repairs wood parts of buildings, using carpenter tools. Paints interior and exterior walls and trim, using paint and painting tools.
- Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as trucks, lawn tractors, etc.
- Assists in the maintenance and repairs of the town's water and sewer distribution system.
- Perform other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of operating and repair characteristics of a wide variety of Public Works vehicles, equipment, and heavy equipment.
- Knowledge of the methods, tools, materials and equipment employed in the repair of light and heavy vehicles and equipment.
- Knowledge of methods, tools and materials used in structure maintenance and repair.

Qualifications and Requirements:

- High School Graduate
- Must possess a valid driver's license
- Required availability for snow removal and/or other on-call emergency situations
- Available for Special Event work that is scheduled in advance
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

PARKS GROUNDSKEEPER

Department: Public Works

Job Description: Works under the direct supervision of the Public Works Superintendent and Crew Leader. Performs a variety of entry level skilled duties related to the maintenance and repair of Shafer Park using a variety of machines, tools and equipment. Direction may be received from the Town Manager.

Duties and Responsibilities:

- Cuts grass and trims weeds within park, using lawn mower and weed trimmer.
- Cleans park facilities, washes windows, and empties trash cans, using brooms, cleaning supplies, and floor buffer.
- Paints interior and exterior walls and trim of park facilities, using paint and painting tools.
- Repairs or replaces building brick, stone, and concrete. Maintains and repairs wood parts of buildings, using carpenter tools.

Knowledge, Skills and Abilities:

- Knowledge of methods, tools and materials used in facility ground maintenance and repair.

Qualifications and Requirements:

- High School Graduate
- Must possess a valid driver's license
- Required availability for snow removal and/or other on-call emergency situations
- Available for Special Event work that is scheduled in advance
- Must be able to lift 50-75 pounds, work in all weather conditions, and climb ladders
- This position is subject to random drug testing

SUPERINTENDENT OF WATER AND WASTEWATER

Department: Department of Water and Wastewater

Job Description:
Plans, organizes, directs and coordinates the daily operation and maintenance of the Water and Wastewater facilities. Provides direct supervision to the Water and Wastewater Department. The position reports directly to the Town Manager and Mayor and Council.

Duties and Responsibilities:
- Serves as the technical and administrative supervisor over the Water and Wastewater System, exercising full supervisory responsibility over work operations.
- Oversees the operation and maintenance of the Wastewater System including collection, treatment and disposal.
- Oversees the operation and maintenance of the Water system including storage, transmission and distribution.
- Plans and monitors daily Water and Wastewater operations to ensure compliance with all regulatory requirements and standards.
- Applies and ensures compliance with modern safety practices and OSHA regulations.
- Develops, conducts, and coordinates necessary training of division personnel to obtain and maintain required operators' certifications.
- Performs and coordinates daily checks on functioning of pumps, controls, motors and related equipment in all water and wastewater facilities.
- Identify maintenance needs and assist in performing corrective maintenance as necessary to avoid service interruptions.
- Perform and coordinates routine testing of samples from water and sewer.
- Work on occasion longer hours as needed to meet emergency needs.
- Assists in preparation and administration of the annual water and sewer budgets.
- Annually project equipment needs and provide supporting data to justify major items in budget.
- Plans, organizes, assigns, and schedules a varied operational and maintenance program.
- Interacts with Public Works Superintendent to coordinate utility projects and operations.
- Attends the meetings of the Boonsboro Municipal Utilities Commission and the Boonsboro Keedysville Water Advisory Board.
- Perform other related duties as assigned by the Town Manager.

Knowledge, Skills and Abilities:
- Comprehensive knowledge of the principles and practices of the design, operation and maintenance of Water and Wastewater Systems.
- Thorough knowledge of materials, equipment, processes, and techniques used in the operation and maintenance of Water and Wastewater Plants.
- Knowledge of the operation, maintenance, and repair of the machinery and equipment, including electrical and electronic controls used in treating Water and Wastewater.
- Knowledge of laboratory analysis and tests required for Water and Wastewater Systems.
- Ability to effectively supervise the work of treatment plant operators and to train new operators.
- Ability to keep records and to prepare clear, concise reports of Water and Wastewater operations.
- Knowledge in the operations of personal computers.
- Ability to prepare budget requests and to control purchases and expenditures.
- Knowledge and skill in taking samples of water and sewage.
- Knowledge to keep accurate records for water and wastewater departments
- Ability to establish and maintain effective working relationships with public and private officials, employees and the general public;
- Ability to communicate effectively, both verbally and in writing.

Qualifications and Requirements:

- High School Graduate
- Minimum of five years of verifiable supervisory or management experience in Water or Wastewater operations and maintenance.

- Must possess a valid driver's license
- Required availability for snow removal and/or other on-call emergency situations
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

Required Certifications:

The following must be obtained prior to appointment:

- Class 5 Wastewater Treatment Plant Operator Certificate and a Class 2 Water Treatment Operator Certification with Class 5 Water Endorsement for Filtration issued by the Maryland State Board of Waterworks and Waste System Operators
- Water Sampler Certification issued by the Maryland Department of the Environment

Continued employment is contingent upon successfully obtaining both Class 1 Water and Class 1 Wastewater Distribution Superintendent Certifications (and maintenance of certifications during tenure of employment)

Applicants with appropriate experience and equivalent licensing from another state may be considered with the requirement to obtain a Statement of Reciprocity from the Maryland State Board.

WATER AND WASTEWATER OPERATOR II

Department: Department of Water and Wastewater

Job Description:
This is a skilled technical position that is responsible for the operation and maintenance of the Water and Wastewater treatment plants, process equipment related to the treatment, including distribution and collection. Daily supervision is received from the Water and Wastewater Superintendent and direction may be received from the Town Manager.

Duties and Responsibilities:
- Perform operations related to Water and Wastewater treatment and process equipment
- Operate various equipment including pumps, blowers, engines, valves, gates, etc.
- Accurately read and maintain log of operations including process gauge and meter readings
- Observe variations in operating conditions and interpret meter and gauge readings and test results
- Monitor and control chlorination, fluoridation and pH control
- Conduct routine laboratory tests
- Assist in the maintenance of equipment, building, and grounds
- Perform other related duties as required

Qualifications and Requirements:
- Possession of a Class 2, 5 Water License and Class 5 Wastewater License and five years' experience
- High School Graduate
- Must possess a valid driver's license
- Must have a good knowledge of mathematics and chemistry
- Required availability for snow removal and other on-call emergency situations
- Must be able to lift 50-75 pounds and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

Special Requirements:
- Operators work a rotation schedule that includes weekends as part of the routine workweek

WATER AND WASTEWATER OPERATOR I

Department: Department of Water and Wastewater

Job Description:
This is a skilled technical position that is responsible for the operation and maintenance of the Water and Wastewater treatment plants, process equipment related to the treatment, including distribution and collection. Daily supervision is received from the Water and Wastewater Superintendent and direction may be received from the Town Manager.

Duties and Responsibilities:
- Perform operations related to Water and Wastewater treatment and process equipment
- Operate various equipment including pumps, blowers, engines, valves, gates, etc.
- Accurately read and maintain log of operations including process gauge and meter readings
- Observe variations in operating conditions and interpret meter and gauge readings and test results
- Monitor and control chlorination, fluoridation and pH control
- Conduct routine laboratory tests
- Assist in the maintenance of equipment, building, and grounds
- Perform other related duties as required

Qualifications and Requirements:
- Possession of a Class 2 or higher Water License and/or Class 5 or higher Wastewater License
- High School Graduate
- Must possess a valid driver's license
- Must have a good knowledge of mathematics and chemistry
- Required availability for snow removal and other on-call emergency situations
- Must be able to lift 50-75 pounds and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

Special Requirements:
- Operators work a rotation schedule that includes weekends as part of the routine workweek
- Operators are required to have a Class 2 Water Certification with Class 5 Water Endorsement for Filtration and a Class 5 Wastewater Certificate to operate the Town's system. If different certifications are held, Maryland Temporary Certification is required to be obtained at time of hire and appropriate certifications are required within one year of employment

WATER AND WASTEWATER OPERATOR TRAINEE

Department: Department of Water and Wastewater

Job Description:

This is a technical position that is responsible for the operation and maintenance of the Water and Wastewater treatment plants, process equipment related to the treatment, including distribution and collection. Daily supervision is received from the Water and Wastewater Superintendent and direction may be received from the Town Manager.

Duties and Responsibilities:

- Perform operations related to Water and Wastewater treatment and process equipment
- Operate various equipment including pumps, blowers, engines, valves, gates, etc.
- Accurately read and maintain log of operations including process gauge and meter readings
- Observe variations in operating conditions and interpret meter and gauge readings and test results
- Monitor and control chlorination, fluoridation and pH control
- Conduct routine laboratory tests
- Assist in the maintenance of equipment, building, and grounds
- Perform other related duties as required

Qualifications and Requirements:

- High School Graduate
- Must possess a valid driver's license
- Must have a good knowledge of mathematics and chemistry
- Required availability for snow removal and other on-call emergency situations
- Must be able to lift 50-75 pounds and be willing to work in confined space areas when necessary
- This position is subject to random drug testing

Special Requirements:

- Operators work a rotation schedule that includes weekends as part of the routine workweek
- Operator Trainees have three years from the date of employment to obtain a Class 2 Water License and a Class 5 Wastewater License

CHIEF OF POLICE

Department: Boonsboro Police Department

Job Description:
The Chief of Police oversees and directs all activities of the Boonsboro Police Department. He is appointed by the Mayor and affirmed by the Town Council. He takes part in the design, management, and evaluation of all law enforcement activities. The Police Chief works directly with the Mayor, Assistant Mayor and Town Manager.

Duties and Responsibilities:
- Directs all activities of the Police Department
- Ensure the implementation of goals, objectives, policies, procedures, and standards for the Police Department
- Strategically plans the use of resources, coordinating activities, and ensuring high quality service plans, organizes, and reviews all the Police Department staff
- Contributes to the development and implementation of projects and programs to maximize Police services in coordination with the Mayor, Town Council, Town Manager, other Town departments, and public and private organizations
- Other tasks include directing investigation of major crimes in coordination with other agencies as well as providing assistance to the Town Attorney and District Attorney in case preparation.
- Preparation of the Fiscal Year Police Department budget
- Oversees the maintenance of Departmental files
- Investigate and resolve personnel problems within Department and charges of misconduct against staff
- Performs other related duties as assigned by the Mayor

Qualifications and Requirements:
- MPCTC 1st Line Administrator certification.
- High School Graduate
- Must possess a valid driver's license
- Must be of the highest integrity, committed to public service, good leadership skills, ability to supervise
- Required availability to be call out for emergency situations
- Knowledge of personnel management practices
- Knowledge of Maryland State criminal, civil and traffic laws
- Knowledge of agency policies, rules and regulations concerning police duties
- Knowledge of law enforcement practices and methodologies
- Knowledge of investigative techniques
- Ability to plan, organize and direct the work of others
- Ability to care for and use firearms, department vehicles, and other equipment assigned
- Ability to prepare concise and accurate reports
- Ability to communicate effectively and tactfully with employees, volunteers, supervisors, volunteer and civic organizations and the general public
- This position is at the discretion of the of the Mayor, and 2/3 majority of the Council
- This position is subject to random drug testing

Special Requirements:
- Chief of Police is required to work on an on-call basis
- Chief of Police is required to obtain a MPCTC 1st Line Administrator certification within one year of appointment
- Chief of police is a working chief, handling calls for service, and could be subjected to life-threatening situations on a routine basis

POLICE LIEUTENANT / ASSISTANT CHIEF

Department: Boonsboro Police Department

Job Description:
This position is one of two managerial levels of law enforcement work at this department. Employees in this classification directly supervise Sergeants and through them indirectly supervise lower-level Police Officers and other personnel.

Employees receive general supervision from the Chief of Police. Employees may be assigned to day, evening, night or rotating shifts which may include holidays and weekends. They may be subject to call-in and overtime based on staffing needs.

The Lieutenant is responsible for managing all security operations on an assigned shift and supervising Sergeants and through them a staff of police officers and other personnel. The Sergeants functions as a first-line supervisor of police officers.

Duties and Responsibilities:
- Supervises all security operations on an assigned shift through intermediate supervisors;
- Enforces laws, rules and regulations governing the protection of personnel, citizens, and Town property;
- Reviews all reports of malfunctions of building mechanical equipment, safety hazards and condition of outdoor lighting;
- Makes periodic rounds to ensure all posts are staffed personnel are properly uniformed, equipped and alert;
- Conducts detailed investigations of criminal incidents;
- Submits reports of accidents and unusual incidents;
- Maintains records and reviews reports;
- Trains and instructs police officers and other personnel regarding policies, procedures and practices;
- Analyzes, recommends the implementation of new or revised procedures;
- Evaluates leave requests based on staffing requirements and notifies employees to report to work during emergencies or staffing shortages;
- Testifies in court in connection with arrests made during the shift;
  Investigate and resolve personnel problems within department and charges of misconduct against staff;
- Performs other related duties as assigned by the Police Chief.

Qualifications and Requirements:
- MPCTC 1st Line Administrator certification.
- High School Graduate
- Must possess a valid driver's license
- Must be of the highest integrity, committed to public service, good leadership skills, and ability to supervise
- Required availability to be call out for emergency situations
- Knowledge of personnel management practices
- Knowledge of Maryland State criminal, civil and traffic laws
- Knowledge of agency policies, rules and regulations concerning police duties
- Knowledge of law enforcement practices and methodologies
- Knowledge of investigative techniques
- Ability to plan, organize and direct the work of others
- Ability to care for and use firearms
- Ability to prepare concise and accurate reports
- Ability to communicate effectively and tactfully with employees, volunteers, supervisors, volunteer and civic organizations and the general public
- This position is at the discretion of the Chief of Police
- This position is subject to random drug testing

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Special Requirements:

- Lieutenants are required to work a rotation schedule that includes weekends and holidays as part of the routine work week
- Lieutenants are required to obtain a MPCTC 1st Line Administrator certification within one year of promotion.
- Lieutenants could be subjected to life-threatening situations on a routine basis.

POLICE SERGEANT

Department: Boonsboro Police Department

Job Description:
A Sergeant is the supervisory level of law enforcement work at this department. Employees in this classification supervise lower-level Police Officers and other agency personnel.

Employees may be assigned to day, evening, night or rotating shifts which may include holidays and weekends. Employees may be subject to call-in and overtime based on staffing needs. Employees may be required to work outdoors in all types of weather conditions.

The Sergeant is differentiated from the Lieutenant in that the Lieutenant has managerial responsibility for a staff of Police Officers supervised by subordinate Sergeants.

In the absence of the Lieutenant and/or Chief of Police the Sergeant would step into the roll managerial responsibility.

This position is responsible for the first line supervision of the operation and performance of the police department. To supervise and coordinate activities of the subordinates sworn members of the police department. Daily supervision and direction is received from the Lieutenant, under the direction of the Chief of Police.

Duties and Responsibilities:
- Supervises police officers on an assigned shift;
- Explain police operations to subordinates to assist them in performing their job duties;
- Ensures all posts are staffed by making periodic rounds throughout the shift;
- Trains and instructs police officers concerning assignments, traffic control, special events, and community policing;
- Investigate and resolve personnel problems within the department;
- Monitor and evaluate the job performance of subordinates;
- Train staff in proper police work procedures;
- Testifies in court in connection with arrests made during the shift;
- Coordinates staff efforts in the enforcement of criminal & traffic laws, and agency rules and regulations;
- Directs and participates in rendering aid at the scene of emergencies;
- Authorizes use of Criminal Information Justice System by subordinate staff;
- Maintaining the PMP for all fleet vehicles, as well monthly inspections
- Performs other related duties as assigned by the Lieutenant and /or Police Chief.

Qualifications and Requirements:
- MPCTC 1st line Supervisor certification, with in a year of promotion
- Must have 10 years of total law experience to be considered
- High School Graduate/GED
- Must possess a valid driver's license
- Must be of the highest integrity, committed to public service, good leadership skills, and ability to supervise
- Required availability to be call out for emergency situations
- This position is subject to random drug testing
- Knowledge of personnel management practices
- Knowledge of Maryland State criminal, civil and traffic laws
- Knowledge of agency policies, rules and regulations concerning police duties
- Knowledge of law enforcement practices and methodologies

- Knowledge of investigative techniques
- Ability to plan, organize and direct the work of others
- Ability to care for and use firearms, department vehicles, and other equipment assigned
- Ability to prepare concise and accurate reports
- Ability to communicate effectively and tactfully with employees, volunteers, supervisors, volunteer and civic organizations and the general public
- This position is at the discretion of the Chief of Police

Special Requirements:

- Sergeants are required to work a rotation schedule that includes weekends and holidays as part of the routine workweek
- Sergeants are required to obtain a MPCTC 1st Line Supervisor certification within one year of promotion.
- Sergeants could be subjected to life-threatening situations on a routine basis.

POLICE OFFICER FIRST CLASS

Department: Boonsboro Police Department

Job Description:
This position is the intermediate level of law enforcement work enforcing laws, rules and regulations governing the safety and protection of personnel, citizens, and Town property. Employees in this classification do not supervise, may give guidance to junior officers.

Employees depending on their years of experience will receive moderate to little supervision from a Sergeant, Lieutenant, or the Chief of Police. Employees may be assigned to day, evening, night or rotating shifts which may include holidays and weekends. They may be subject to call-in and overtime based on staffing needs. Employees may be required to work outdoors in all types of weather conditions.

The Officer First Class may be differentiated on the basis of degree of supervisory control needed to be exercised by a supervisor over these employees. The Officer First Class may perform duties under little supervision at times and under general supervision at other times depending on the complexity of the specific duty being performed.

Duties and Responsibilities:
- Enforces laws, rules and regulations governing the protection of personnel, citizens, and town property;
- Performs safety, patrol duties in motor vehicles or on foot;
- Confronts prowlers and suspicious persons;
- Directs vehicular traffic and enforces parking regulations;
- Issues warnings or summonses and makes arrests;
- Investigates accidents and criminal acts;
- Prepares clear and accurate reports of accidents and unusual incidents in accordance with agency guidelines;
- Responds to disturbances and emergencies;
- Renders emergency first aid;
- Transports suspects in department vehicles;
- May testify in court in connection with arrests made while on duty;
- Provide guidance at times to junior officers.
- Performs other related duties as assigned by the Sergeant, Lieutenant, and /or Police Chief.

Qualifications and Requirements:
- MPCTC Police Academy certification
- High School Graduate/GED
- Must possess a valid driver's license
- Must be of the highest integrity, committed to public service
- Required availability to be call out for emergency situations
- Must have served as an Officer within this department for at least three (3) years, or have been a police officer with at least ten years of Law Enforcement experience
- Knowledge of Maryland State criminal, civil and traffic laws
- Knowledge of agency policies, rules and regulations concerning police duties
- Knowledge of law enforcement practices and methodologies
- Knowledge of investigative techniques
- Ability to care for and use firearms, department vehicles, and other equipment assigned
- Ability to prepare concise and accurate reports
- Ability to communicate effectively and tactfully with employees, volunteers, supervisors, volunteer and civic organizations and the general public
- This position is at the discretion of the Chief of Police
- This position is subject to random drug testing

Special Requirements:

- Officers are required to work a rotation schedule that includes weekends and holidays as part of the routine work week
- Officers could be subjected to life-threatening situations on a routine basis.

POLICE OFFICER

Department: Boonsboro Police Department

Job Description:
This position is the entrance level of law enforcement work enforcing laws, rules and regulations governing the safety and protection of personnel, citizens, and Town property. Employees in this classification do not supervise.

Employees depending on their years of experience will receive moderate to close guidance/supervision from an Officer First Class (non-supervisor), Sergeant, Lieutenant, or the Chief of Police. Employees may be assigned to day, evening, night or rotating shifts which may include holidays and weekends. They may be subject to call-in and overtime based on staffing needs. Employees may be required to work outdoors in all types of weather conditions.

The Officer may be differentiated on the basis of degree of supervisory control needed to be exercised by a supervisor over these employees. The Officer may learn to perform duties under close supervision, the Officer performs duties under close supervision at times and under general supervision at other times depending on the complexity of the specific duty being performed.

Duties and Responsibilities:

- Enforces laws, rules and regulations governing the protection of personnel, citizens, and town property;
- Performs safety, patrol duties in motor vehicles or on foot;
- Confronts prowlers and suspicious persons;
- Directs vehicular traffic and enforces parking regulations;
- Issues warnings or summonses and makes arrests;
- Investigates accidents and criminal acts;
- Prepares clear and accurate reports of accidents and unusual incidents in accordance with agency guidelines;
- Responds to disturbances and emergencies;
- Renders emergency first aid;
- Transports suspects in department vehicles;
- May testify in court in connection with arrests made while on duty;
- Performs other related duties as assigned by the Sergeant, Lieutenant, and /or Police Chief.

Qualifications and Requirements:

- MPCTC Police Academy certification.
- High School Graduate/GED
- Must possess a valid driver's license
- Must be of the highest integrity, committed to public service.
- Required availability to be call out for emergency situations
- Knowledge of Maryland State criminal, civil and traffic laws
- Knowledge of agency policies, rules and regulations concerning police duties
- Ability to care for and use firearms, department vehicles, and other equipment assigned
- Ability to prepare concise and accurate reports
- Ability to communicate effectively and tactfully with employees, volunteers, supervisors, volunteer and civic organizations and the general public
- This position is subject to random drug testing

Special Requirements:

- Officers are required to work a rotation schedule that includes weekends and holidays as part of the routine work week
- Officers could be subjected to life-threatening situations on a routine basis.

POLICE DEPARTMENT OPERATIONS MANAGER

Department: Boonsboro Police Department

Job Description:
A Police Department Operations Manager is the supervisory level of administrative work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies. Employees in this classification report directly to the Chief of Police.

Police Operation Manager, manages the day to day operations of the Boonsboro Police Department and is responsible for ensuring that the officer operates smoothly and efficiently. The Police Operations Manager performs duties under general supervision at times and little or no supervision at other times depending on the complexity of the specific duty being performed.

The Police Operations Manager is required to obtain and maintain a degree of experience and knowledge of duties performed in the Law Enforcement field. The Police Operations Manger is expected to provide secretarial support as well as obtain additional certifications required to operate the law enforcement software and systems used daily by the Sworn Officers.

Employees in this classification will have contact with the general public, by either telephone, and or from walk-ins to the department. They will type on typewriters or on keyboards of personal computers, computer terminals or word processors using word processing software.

Duties and Responsibilities:

- Provides secretarial support to the Police Department;
- Types manuscripts, correspondence, reports and other documents for the Police Department
- Interprets administrative decisions and policies to staff and transmits instructions with the authority of the Chief of Police;
- Obtains, analyzes and interprets data in order to apply rules, regulations and standards in accordance with laws;
- Assists in the administration of an assigned program, the supervision of an operational unit within the Department, and in the preparation of final reports and suggested recommendations for the improvement of the Department or its programs;
- Consults with the Chief of Police regarding policies, trends, and interpretation of data and program needs;
- Researches and compiles data, as directed;
- Prepares statistical tables, charts and reports, work-flow charts, staffing patterns, and organizational charts;
- Assists in planning and implementing new or revised programs, procedures, practices, and organizations;
- Provides assistance in the formulation and preparation of the budget
- Supervise assigned technical and clerical personnel;
- Provides specialized assistance such as Computer Aided Dispatch (CAD), National Crime Information Center (NCIC), Maryland Electronic Telecommunications Enforcement Resource System (METERS), Delta Plus, Capital Wireless Information Net (CapWIN), and Regional Automated Property Information Database (RAPID) to department personnel;
- Maintaining, and capturing video footage from the surveillance system
- Maintaining, and processing body camera system and footage
- Work with MPCTC to be sure the Police Department stays in compliance
- Performs other related duties as request by the Chief of Police.

Qualifications and Requirements:

- Certifications in Police software and programs such as Computer Aided Dispatch (CAD), National Crime Information Center (NCIC), Maryland Electronic Telecommunications Enforcement Resource System (METERS),

Delta Plus, Capital Wireless Information Net (CapWIN), Regional Automated Property Information Database (RAPID)

- Ability to pass a thorough background investigation
- High School Graduate/GED
- Must possess a valid driver's license
- Must be of the highest integrity, committed to public service
- Knowledge of office practices, procedures and equipment;
- Knowledge of business English, spelling, punctuation and grammar;
- Ability to compose routine and complex business correspondence;
- Ability to establish, revise and implement office procedures;
- Ability to maintain records and prepare reports;
- Ability to perform basic mathematical computations;
- Ability to maintain confidentiality of records, reports and other material;
- Ability to deal with officials and co-workers in a courteous and tactful manner;
- Ability to deal tactfully and courteously with the public and communicate effectively with customers and the general public both in person and by telephone and the ability to maintain confidentiality
- Must be proficient in Microsoft Word and Excel

Special Requirements:

- Five years of performing secretarial or clerical work with a Police Department.

SAFETY AND RISK MANAGER

Department: Town Hall Administration – Department of Public Works – Department of Water and Wastewater

Job Description:
The Safety and Risk Manager performs a variety of safety and risk management functions including, but not limited to loss prevention, risk control, safety training, OSHA-mandated programs, and perform other duties as assigned.

Duties and Responsibilities:
- Coordinates across all departments to revise/update the Town's *Employee Health & Safety Handbook* to reflect current industry standards.
- Coordinates safety programs and training for all Town employees.
- Recommends loss/risk prevention measures and assists all departments with fire prevention and emergency action plans.
- Serves as Chairperson of the Safety Committee. The S/R Manager organizes/facilitates quarterly Safety Committee Meetings with department supervisors, committee members, and outside contractors.
- Conducts routine worksite occupational safety/health inspections to identify/eliminate potential hazards.
- Coordinates/develops self-inspection procedures/policies for all departments.
- Investigates/reports all accidents resulting in injury or property damage.
- Maintains accurate records of all Town properties, vehicles, and equipment for insurance coverage purposes.
- Keeps the Town Manager apprised of all updates for required safety and risk management.
- Coordinates the annual respirator and hearing testing and maintains records as mandated by OSHA.
- Keeps informed on current OSHA standards and safety/risk management practices by attending workshops/trainings.
- Follows the guidelines provided by the Local Government Insurance Trust's Risk Management Manual.
- Develop a "Return to Work" policy for injured employees.
- Develop accountability and disciplinary practices for accident/incident reports.
- Facilitate a Safety/Risk Survey of all Town facilities/equipment, every three years.
- Perform other related duties as assigned by the Town Manager.

Knowledge, Skills and Abilities:
- Thorough knowledge of the Town's Employee Health & Safety Handbook.
- Effectively/efficiently organize/maintain records.
- Establish priorities and organize workload effectively between primary job duties and role as S/R Manager.
- Ability to work independently with minimal supervision.
- Ability to establish/maintain effective working relationships with other staff.
- Respond properly in emergency situations and complete assignment under pressure.
- Ability to operate computer systems like Microsoft Office Suite and other office equipment.

Education and Certifications:
- High school graduate.
- Possess a valid driver's license.
- OSHA 30-Hour General Industry Training Certification (within 6 months of promotion).
- National Safety Council's Advanced Safety Certificate (within 6 months of promotion).
- Annually, obtain two new safety/risk training certifications relevant to the Town's needs and best practices.

Pay Increase – Internal Promotion:
- Hourly rate increase of $1.50 per hour to employee's current pay rate.

YARD DEBRIS SITE ATTENDANT- SEASONAL POSITION

Department: Department of Public Works

Job Description:
Performs duties to ensure Yard Debris Site is monitored and maintained. Works under the direct supervision of the Town Manager and Public Works Superintendent.

Duties and Responsibilities:
Primary duties and responsibilities involve monitoring and maintaining the Yard Debris Site:

- Monitors and authorizes individuals entering the Yard Debris Site
- Verifies permits to enter site
- Monitors debris being brought into site
- Ensures pile is kept neatly
- Opens and closes park restrooms
- Perform other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of rules and regulations pertaining to the Yard Debris Site

Qualifications and Requirements:
MINIMUM QUALIFICATIONS include

- High School Graduate
- Must possess a valid driver's license
- Required availability for weekend work
- This position is subject to random drug testing
- Preferential treatment given to veterans of the United States Armed Forces

Hours: 25 - 30 hours weekly, Tuesday through Saturday 7am – 12 noon

ZONING ADMINISTRATOR / CODE ENFORCEMENT OFFICER

Department: Town Hall Administration

Job Description:

This position is a professional, administrative position administration for the Planning and Zoning Department. The position reports directly to the Town Manager, Town Planner and Mayor and Council.

Duties and Responsibilities:

- Overseeing the implementation and enforcement of the Zoning, Comprehensive Plan and other applicable regulations of the Town
- Performs highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws and land use practices.
- Prepare and manage compiling of Board of Zoning Appeals agendas, staff reports, minutes and direct recommendations for approvals
- Prepares revisions to zoning, subdivision, and other land use regulations for consideration by the various Commissions
- Examine, approve, and issue applications for zoning and building permits; use and occupancy permits; variances; special exceptions; and interpretations pertaining to Zoning
- Administer and enforce the Property Maintenance Code, including issue notices and citations
- Assist the public with processes, procedures, and interpreting the regulations

Knowledge, Skills and Abilities:

- Thorough knowledge of the laws and the principles and practices of municipal land use and planning and zoning, the regulation of the subdivision of land, and related State laws and regulations.
- Ability to interpret architectural, engineering and landscape drawings.
- Ability to communicate in oral and written form in a professional manner with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.
- Organizing and executing multi-function cross organizational tasks.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town commission and board members.
- Basic computer skills including the use of standard office software including word processing and spreadsheets.

Qualifications and Requirements:

- Experience in Zoning Code Enforcement, Building Code enforcement or similar, related experience.
- A Bachelor's Degree in Planning, Public Administration or related field

TOWN ENGINEER

Department: Town Hall Administration - Department of Water and Wastewater

Job Description:

This position is a professional and administrative position that will manage engineering and development related projects, performing tasks for the Water and Sewer Department and Town as well as assisting the Planning and Zoning Department in its daily functions. The Town Engineer is under the general direction of the Town Manager and Mayor and Council.

Duties and Responsibilities:

- Performs highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws and land use practices.
- Design and manage town projects
- Review Development plans and perform applicable inspections
- Monitor I&I design repairs, evaluate and monitors system capacities
- Interface with MDE on water quality issues / water quality grant funding
- Wastewater system technical specialist in issues related to compliance with the Clean Water Act
- Develop, manage, and, maintain Sanitary Sewer Evaluation Studies (SESS) and a Capacity Management and Operations Manual (CMOM)
- Monitor water loss, design repairs, and study and evaluate hydraulics to include fire flows, etc.
- Manage and enforce other technical engineering specifications and permitting to include soil erosion and sediment control, grading, streets, SWM, etc.
- Prepare bids, RFQs, RFPs, contact specifications
- Assist the Town Manager in critical decision-making processes, organization, and management of the Town including grant writing; bid processing; administration of budget; regulation enforcement; and overseeing staff
- Work on occasion longer hours as needed to meet emergency needs.
- Assists in preparation and administration of the annual water and sewer budgets.
- Plans, organizes, assigns, and schedules a varied operational and maintenance program.
- Interacts with Public Works Superintendent and Water and Wastewater Superintendent to coordinate utility projects and operations.
- Attends the meetings of the Boonsboro Municipal Utilities Commission and the Boonsboro/Keedysville Regional Water Advisory Board.
- Perform other related duties as assigned by the Town Manager.

Knowledge, Skills and Abilities:

- Excellent knowledge of chemistry and biological processes.
- Understanding of water/sewer distribution/collection and laboratory services
- Ability to analyze, evaluate, and monitor water and wastewater processes
- A high degree of skill in the following areas: problem solving and decision-making; ability to store and analyze data; high degree of skill in reading, writing and/or speaking, and a high degree of knowledge in areas such as mathematics
- Expert skills in computer software (spreadsheets, data bases, word processing, cad, GIS, etc.) for increasing engineering, administrative, and operational efficiency.
- Ability to establish and maintain effective working relationships with public and private officials, employees and the general public;
- Ability to communicate effectively, both verbally and in writing.

Qualifications and Requirements:

- Bachelor's degree in Civil or Environmental Engineering or related field, Advanced degree strongly preferred
- Licensed Professional Engineer in the State of Maryland

- Five or more years of Municipal experience
- 2 or more years of specific experience in sanitary sewer evaluation studies and capacity management and operations planning and implementation.
- Experience in the review and assessment of sewer pipeline videos and manhole inspections for structural, and infiltration/infiltration defects.
- Specific experience in the design, review, and construction of pressurized potable water systems.
- Must possess a valid driver's license
- Must be able to lift 50-75 pounds, work in all weather conditions, climb ladders and be willing to work in confined space areas when necessary
- This position is subject to random drug testing