Introduction: Purpose & role of the Policy

The Village of Northport is an incorporated village governed by the General Law Village Act of the State of Michigan. The Village has adopted personnel policies to provide information and guidelines to its employees. It is not intended to create, nor does it create a contract.

Importance of communication

Policies are necessary for a well-ordered workplace, but smooth and effective functioning, especially in a small organization, also requires timely, full and open communication. The Village of Northport encourages employees to discuss concerns or other matters of interest with their supervisor or the Administrative Coordinator.

I. HIRING PRACTICES

A. EQUAL OPPORTUNITY

The Village of Northport is an equal opportunity employer. All applicants for employment will be equally considered and, if employed, will be treated equally without regard to race, color, religion, sex, national origin, age, weight, height, marital status, veteran's status, disability, or any other reason prohibited by law.

A person with a disability who needs accommodation shall notify the Administrative Coordinator, in writing, of the need for accommodation within 182 days after the person with a disability knew or reasonably should have known that an accommodation was needed.

B. EMPLOYMENT AT WILL

Employment is on an "at will" basis. Both the employee and the Village can terminate the employment relationship at any time, with or without cause and with or without notice.

This employment-at-will relationship will remain in effect throughout the employment with the Village of Northport, regardless of any other written statements or policies in this personnel policy or verbal statements to the contrary.

C. QUALIFYING PERIOD

All newly hired year round employees will have a qualifying period of 90 days. At the end of the period, the Council President and the Employee Relations Committee will complete an employee evaluation and make a recommendation to the Village Council. If approved by the Council the employee is granted regular employment status with benefits. Regular employment status may not be granted to an employee prior to the completion of the qualifying period unless approval is given by the Village Council.

II. EMPLOYEE CLASSIFICATION

1. Regular Employee: Year-round employee, either full or part-time, with benefits. Full time is at least 40 hours per week.

2. Seasonal Employee: An employee, hired for a specific period of time. A seasonal contract, which specifies the period of employment and any other provisions, is to be signed by the seasonal employee and the Administrative Coordinator. Seasonal employees are not guaranteed employment for the period of time or season specified and employment is on an at-will basis.

A. ANNIVERSARY DATE

A regular employee's anniversary date is the date of hire.

III. BENEFITS

Benefits are available for Regular Employees only.

Regular Employees will not be eligible for personal or sick days until approved following the qualifying period.

Regular Employees will not be eligible for health insurance benefits and/or retirement plan benefits until approved following the qualifying period unless otherwise required by law or the plan provider.

Once approved, the regular employee will have the benefit of the hours worked during the qualifying period and benefits will be calculated from the anniversary date.

A. LEAVES OF ABSENCE

Jury Duty: Employees called for jury duty or subpoenaed as a witness during regular working hours shall be paid at their regular hourly rate or salary. Such hours may not, however, be used for the purposes of calculating overtime. Any court fees (exclusive of mileage reimbursement) will be signed over to the Village. Village vehicles are not to be used as transportation to court unless authorized by the Village President.

Military Service: Employees will be granted time-off without pay as provided by law and upon required notice. Returning employees will be reinstated or reemployed as provided by law. Fringe benefits will be provided as required by law. **See Appendix A.**

Maternity: Six (6) weeks, with pay, and up to ten (10) more weeks, without pay, will be allowed for maternity leave. After 16 weeks, the employee will be expected to return to her position.

The Family and Medical Leave Act: **See Appendix B.**

B. HEALTH INSURANCE

After regular employment status is granted, employees are eligible for coverage in the Health Insurance Plan supported by the Village, and in accordance with the current carrier's requirements. The Village will pay the premium for the employee's policy up to the maximum allowed by state law. Employees may include dependents under the plan, paying the added premium.

C. RETIREMENT PLAN

The employee **may opt to** participate in the retirement plan offered by the Village. The employee and employer are each required to contribute to the retirement fund. The amount contributed is set by the Village Council. Additional requirements may be established by the plan provider.

D. PERSONAL TIME/SICK TIME

Personal time/Sick time shall be granted at the rate of one-half (1/2) day per month. If a regular employee works less than full-time, the number of personal days and sick leave days will be pro-rated according to the percentage of a full-time schedule that employee works. Personal days and sick days will be calculated over the fiscal year, the first year will be prorated to the fiscal year remaining. Personal time and sick time must be used in the fiscal year they are provided and do not accumulate from year to year.

Personal days: Personal days are to be used for personal business, family emergencies or illnesses, doctor or dentist appointments, bereavement etc. Personal days may not be used in conjunction with vacation days. No more than one (1) personal day shall be used consecutively, except that a regular employee may be granted the use of up to three (3) consecutive personal days for bereavement leave for an immediate family member.

Sick days: Sick days are to be used in the event of illness only. Sick days may not be used in conjunction with vacation days.

In the event of sick leave, the Village Clerk or Administrative Coordinator must be notified no later than 8:00 A.M. of that day.

The ***Time off Request Form*** will be used for the issuance of all personal days and sick days to Village employees. **See Appendix C**.

E. PAID VACATION

After one (1) full year of employment, the employee shall be granted five (5) working days of vacation with pay. After two (2) full years of employment, the employee shall be granted ten (10) working days of vacation with pay. After ten (10) full years of employment, the employee shall be granted fifteen (15) working days of vacation with pay. After 20 years of service the employee shall be granted twenty (20) working days of vacation with pay. These vacation periods are to be used within a year of the anniversary of employment with no accrual permitted. If an employee works less than full-time, the number of vacation days will be pro-rated according to the percentage of a full-time schedule that the employee works.

The ***Time-Off Request Form*** will be used for the issuance of all vacation periods for Village employees. **See Appendix C**.

F. TIME-OFF APPROVAL PROCEDURES

In order to ensure proper planning and scheduling of workloads among employees the following procedures must be followed in requesting time-off:

1. Except for emergencies, requests for personal days must be submitted, in writing, three (3) working days prior to the requested time-off. The requests, along with the supervisor's response, will be filed with the Village Clerk.

2. For vacations, requests must be submitted to one's supervisor at least two weeks prior to the requested time off. Annually, the Administrative Coordinator will create a calendar of leaves and vacations. That vacation schedule will be binding, except in case of emergency or other extraordinary circumstance. The schedule will be signed by all affected employees. A copy will be filed with the clerk.

G. PAID HOLIDAYS

Paid holidays are: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

When a paid holiday falls on a Sunday, it is observed on Monday; when it falls on a Saturday, it is observed on Friday.

H. CLOTHING ALLOWANCE

DPW employees will be given a clothing allowance of $150 per year, for uniforms and coveralls only.

I. REIMBURSEMENTS

With prior authorization and upon submitting a mileage voucher (obtainable at the Village office), an employee using his or her vehicle for out-of-town Village business shall be reimbursed at the rate set by the Village Council.

IV. RULES OF CONDUCT

A. CONFIDENTIAL INFORMATION

Information ordinarily accessible only to Village employees or obtained through Village employment shall be treated as confidential. No records shall be removed, altered or destroyed or added to except as directed by the Village clerk.

B. ELECTRONIC AND COMPUTER USE

Electronic, computer and telephone equipment are for Village purposes only and not for personal benefit or non-Village purposes. The electronic, including computer, equipment is Village property and the Village reserves the right to monitor all systems. E-mail, internet and any other computer use may be monitored. Any communications transmitted by computer are not private and Village employees should have no expectations of privacy in e-mail communication or internet use. Misuse or improper use of the computer, electronic or telephone equipment could result in disciplinary action, including discharge.

C. TELEPHONE REQUIREMENT

All employees must be reachable by telephone. Therefore they are required to have cellular or land-line telephone service at their primary residence.

D. SAFETY

All employees must wear safety clothing and use safety equipment as required by OHSA and MIOHSA.

E. INJURY OR ACCIDENT ON THE JOB

To comply with Workers' Compensation laws, an injury occurring in the course of employment, no matter how trivial, must be reported to the Village Clerk within 48 hours. This rule serves to protect employees. Failure to comply with this rule may result in the denial or delay of a subsequent claim.

F. PETS

Pets are not permitted in any village building, facility or vehicle unless required for a medical reason.

G. SMOKING

Smoking is not permitted in any village building, facility, or vehicle.

H. USE OF VILLAGE-OWNED VEHICLES

Employees are authorized to use Village vehicles outside the village for Village related business purposes, as authorized by the DPW superintendent, Administrative Coordinator or the Village President, and in emergencies.

I. JOB DESCRIPTIONS

Job descriptions are listed at the end of this document and may be changed, with or without notice, by the Village Council. **See Appendices F – J**.

J. WORKPLACE HARASSMENT

The Village wants to provide its employees with a work environment free of harassing conduct. Harassment on the basis of sex, race, age, color, national origin, protected disability, weight, military service, or other legally protected status under Michigan or federal law will not be tolerated and is prohibited.

Harassment includes unwelcome acts or behaviors, verbal, visual or physical workplace conduct that disparages or shows hostility toward an individual because of his or her sex, race, age, color, national origin, protected disability, weight, military service, or any other protected status under Michigan or federal law, and has the purpose or effect of creating an intimidating or offensive work environment or unreasonably interfering with an individual's work performance.

Any employee who believes he/she has been the subject of sexual harassment or other harassment should report the incident immediately to his/her supervisor. Complaints must be made in writing. If the Supervisor is the object of the Complaint, the Complaint will be made to the village president.

No employee will be retaliated against whom, in good faith, complains under this policy or participates in an investigation.

Any employee who believes that he/she has been the subject of sexual or other unlawful harassment by a non-employee during work time or in relation to the employee's work should immediately report the incident by following the procedure set forth above.

V. REVIEW & EVALUATION, DISCIPLINARY POLICY, GRIEVANCE POLICY

A. EMPLOYEE REVIEW & EVALUATION

Annually, in late summer, a regular employee's supervisor will review and assess with the employee the preceding year's work. The review will include opportunity for both supervisor and employee to communicate commendations and concerns. Also, it will include attention to goals for the coming year. The review will be in writing, signed by both supervisor and employee, and included in the employee's personnel file. For the Administrative Coordinator, the supervisor will be the village council as a whole. The annual review will be the basis for decisions on wage/salary adjustments. A copy of the review guidelines is included. **See Appendix D**.

Seasonal employees' performance will be similarly reviewed at the conclusion of their employment period.

B. DISCIPLINARY POLICY

It is the responsibility of the Council and the Village employees to operate our municipality safely and effectively. All employees are expected to conduct themselves respectfully with fellow employees, the Council, and the public. To facilitate this process, a progressive disciplinary process will be applied when issues of substandard performance arise. The Council reserves the right to alter, modify, or amend this disciplinary policy with or without notice to employees. Furthermore, this disciplinary policy does not limit the right of the Council or the employees to terminate the employment relationship at any time, with or without cause.

1. An employee who violates any policy or work rule will be verbally informed by his or her supervisor. A record of that action will be supplied to the village clerk and added to the employee's personnel file. Unsatisfactory conduct or performance will be discussed with the employee as soon as possible after the initial observation. Corrective measures will be discussed and an understanding of satisfactory performance mutually acknowledged. The employee will also be reminded of the content of future disciplinary actions if the problem is not corrected.

2. A second offense of the same policy or work rule will be documented within five working days of the occurrence. **See Observation & Comment Form at Appendix E**. The problem will again be discussed with the employee, along with suggestions for improvement or solutions to the problem.

3. If a third offense occurs, the supervisor will again document the problem and one or more of the following actions may be taken by the Council:

i. suspension of the employee without pay for up to five working days;
ii. postponement of merit increases;
iii. suspension of the employee indefinitely without pay; or
iv. immediate termination.

There may be exceptions to the progressive disciplinary steps above. In cases involving endangerment and/or serious disregard of Council policy, immediate suspension or termination may result. Examples of serious disregard include, but are not limited to, the following:

1. *Falsification of employment application, business expense records, or other Village records or documents.*
2. *Theft, damage, destruction, misappropriation, misuse, or unauthorized use of property of other employees and/or of the Village.*
3. *Threatening or use of abusive language towards other employees, supervisors, or the public.*
4. *Use of possession of intoxicating beverages or illegal drugs; or using or selling alcoholic beverages or illegal drugs on Village premises. The transport of opened or unopened intoxicating beverages or illegal drugs in*

Village owned vehicles (while on or off duty) within or outside of the Village limits.

5. *Unlawful possession or carrying of firearms or other dangerous instruments.*
6. *Excessive or unnecessary absences or tardiness.*
7. *Refusal to obey orders of supervision.*
8. *Threatening, intimidating, coercing, interfering with employees, supervisors, or the public.*
9. *Sexual harassment.*

Grievance Procedure*

2. Procedure

Step 1: State the alleged violation to his/her supervisor; if not satisfactorily resolved:

a. Within 24 hours after stating a violation , employee files in writing and signs.
b. Within 24 hours after the supervisor receives sumitted violation excluding weekends and holidays), he/she shall write a deposition.
c. Deposed grievance presented to the employee and Chairperson of the Employee Relations Committee for review and filing in the Employee's personnel file.

Step 2: If not satisfactorily resolved in step 1:

a. Within 10 working days Employee may submit written grievance to Village Employee Relations Committee; request a meeting with the committee to discuss the grievance
b. Within 5 working days of the ERC's receipt, a meeting will be arranged with the employee.
c. Within 10 working days after the meeting with the employee , the ERC will render a decision in writing .
d. A copy of the deposed grievance will be presented to the employee and a copy filed in the employee's personnel folder.

Step3: If not satisfactorily resolved in step 2:

a. Employee may request a hearing before the Village Council with a quorum present.
b. Within 5 working days of the decision rendered under 2(c), the request will be submitted in writing to the Village Council.

c. Within 15 working days of the receipt of the request by employee, the Council will schedule a hearing.
d. The employee and employee's supervisor have the right to call witnesses.
e. Minutes will be made available to the affected parties.
f. Within 10 working days of the hearing, the Council shall render its final decision in writing, including a rationale. Copies will be provided to the employee, his/her supervisor, the Chairperson of the Employee Relations

*Reworded 4-10-16

APPENDIX A

RIGHTS UNDER USERRA

The Uniformed Services Employment and Reemployment Rights Act

APPENDIX B

FACT SHEET #28 - THE FAMILY AND MEDICAL LEAVE ACT

APPENDIX C

TIME-OFF REQUEST

APPENDIX D

EMPLOYEE REVIEW & EVALUATION FORM

VILLAGE OF NORTHPORT
ANNUAL EMPLOYEE REVIEW

This review, to be conducted annually in September, provides an opportunity for the employee and his or her supervisor to review and evaluate the preceding work year. It serves as a basis for a discussion concerning performance to-date and expectations for the future. It serves, as well, as a consideration for wage and salary deliberations.

The review, which will be written and signed by both supervisor and employee, will include the following elements:

1. A discussion, with examples and evidence, of what went well in the preceding year, including employee strengths and accomplishments.

2. A discussion, with examples and evidence, of things that didn't go so well, including matters of concern and area of needed improvement.

3. Goals for the coming year, whether those be positive or remedial.

4. An overall rating: Excellent, Good, Acceptable, Weak.

Completed reviews will be added to the employee's personnel

The following Performance Standards are not intended to be formal or exhaustive, but rather to suggest the basis for evaluation.

EMPLOYEE PERFORMANCE STANDARDS

1. **Quality**: Accuracy and thoroughness of work.

2. **Productivity**: Quantity or volume of work done under normal conditions.

3. **Reliability/dependability**: Observance of work schedule; follows instructions and policies; meets deadlines.

4. **Attitude/cooperation**: Interest in job, effectiveness in working with others, communication, and cooperation.

5. **Public Relations**: Courtesy and effectiveness in dealing with public.

6. **Job knowledge/skills**: ability to perform required duties.

7. **Use and care of Equipment and material:** proper and prudent use of facilities.

8. **Judgment**: Application of common sense and sound decisions; adjustment to changing conditions and expectations.

9. **Initiative**: self-motivated; set goals and work toward them without prompting.

APPENDIX E

OBSERVATION & COMMENT FORM

APPENDIX F

Job Description for ADMINISTRATIVE COORDINATOR

1) REPORTS TO: Village President

2) POSITION SUMMARY:

In addition to functions specifically assigned personally to the Administrative Coordinator (the "A.C.") (see major duties) he or she has the responsibility to plan, coordinate, and follow up on all Village activities other than those residing with the Village Clerk either by statute or by established Council policy.

3) MAJOR DUTIES:

3.1 The A.C. shall be responsible to the Village President and works in cooperation with the Village Clerk.

3.2 The A.C. shall ensure that the village's policies are carried out by the DPW and the marina. To that end, he or she will hold weekly meetings with the Clerk, DPW Superintendent and (in season) the Harbormaster.

3.3 The A.C. shall prepare and distribute for all council meeting (special and regular) all necessary materials. Agendas are prepared by the Village President and distributed by the A.C.

3.4 The A.C. shall attend all council meetings and shall carry out directions from the Council regarding various issues and matters, which may arise. Additionally, he or she shall prepare council or presidential directed correspondence. All correspondence relating to legal or policy matters shall be prepared for and signed by the President and/or Clerk.

3.5 The A.C. shall be responsible for the maintenance of the Village Office and all files other than those held by the Village Clerk.

4) POSITION AUTHORITY:

4.1 The A.C. has the responsibility to execute, administer, and carry out the policies and directives of the Council under day-to-day direction of the Village President.

4.2 The A.C. recommends the hiring, discharge or promotion of all personnel under his or her direction.

4.3 The A.C. is authorized to execute documents, letters, and purchase orders within policy limits; except those documents developed by and/or requiring the signature of the Village Clerk by statute; or those documents covering issues of policy or legal nature which shall be signed by the President or the President Pro-Tem.

5) ANCILLARY DUTIES:

5.1 The A.C. shall serve as the Village representative on the following bodies:

5.1.1 Village Planning Commission

5.1.2 Well-head Protection Board

6) SUMMARY:

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The Administrative Coordinator may also perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

APPENDIX G

Job Description for DPW SUPERINTENDENT

1) POSITION REPORTS TO:

Village Administrative Coordinator or, in his or her absence, Village President. *Ex Oficio* member of the Infrastructure Committee.

2) RESPONSIBILITY:

Serves as the Village Street Administrator. Is responsible for the accomplishment of all the DPW assignment.

DPW: GENERAL DUTIES AND RESPONSIBILITIES

1) SUMMARY:

The Department of Public Works has the responsibility for operating and maintaining the Village infrastructure and facilities: the water system, all village streets, parking lots, sidewalks, storm drains, parks, and other facilities. In addition, the DPW carry out tasks assigned to them by the administrative coordinator.

2) DEPARTMENTAL DUTIES DETAILED:

2.1 WATER SYSTEM:

1) Daily - maintain wells and chlorination. Maintain proper records and chlorine levels in the water system.
2) Weekly – inspect water tank for any abnormalities. Perform a field residual chlorine test.
3) Monthly – take bacterial samples and submit to lab. Complete Monthly Operations Report.
4) Quarterly – read meters. DPW will work with the Village Clerk to maintain the quality and accuracy of the water meter reading system.
5) Seasonal – perform service line shutoff/turn on as requested.
6) Annually – flush mains via fire hydrants. Hydrant maintenance to be performed at this time or as needed. Periodic flushing may also be performed.
7) Maintain integrity of water system and valving.

8) Waterworks System Operators will be in compliance with all DEQ required tests, samples, and record-keeping.
9) Maintain inventories of parts and accessories.
10) Work with contractors and engineers as required.
11) Maintain water certification.
12) Address customer concerns and complaints as needed.

2.2 STREETS AND SIDEWALKS:

1) Maintain Street and traffic signs.
2) Maintain traffic control and parking lines on streets.
3) Check streets daily for litter, sign damage, and potholes.
4) Perform minor street repairs.
5) Remove brush along R.O.W.
6) Report street light outages.
7) Act as liaison with contractors on streets, and drain projects.
8) Recommend changes and improvements to operations and equipment.
9) Coordinate all sidewalk repairs and replacement.
10) Schedule spring street sweeping with county road commission or other entity. Aid in the sweeping of all village streets. Do additional street sweeping as needed.
11) Install seasonal banners and decorations throughout the village.
12) Secure and maintain roadway sand.
13) Plow streets, sidewalks, road-ends, and parking lots as directed.
14) Remove excess snow.
15) Maintain fire hydrant access.

2.3 DRAINS AND DITCHES:

1) Check and maintain storm drains.
2) Brush out ditches.

2.4 PARKS AND STREET ENDS:

1) Lawn care, including fertilizing, and weekly mowing as required.
2) Spring clean-up all areas.
3) Maintain and service public rest rooms.
4) Maintain flower beds and trim shrubbery.
5) Install and maintain recreation equipment.
6) Remove trash in all assigned locations daily and arrange pick-up as needed.
7) Pick up leaves and brush.
8) Maintain beaches, fill and blade as necessary – or schedule beach grooming.
9) Adjust Mill Pond levels during heavy rains.

10) Ensure the awareness of the community about parks & recreation work activities, which may impact users.
11) Close down all public parks, bath, and restroom facilities.
12) Close down all marina systems and install the bubbler system.

3.5 VILLAGE GARAGE & 7th STREET FACILITY:

1) Maintain structure and systems.
2) Maintain 7th Street recycling area.

3.6 VILLAGE EQUIPMENT:

1) Perform minor repairs and maintenance as required.
2) Off-season repair and refurbishment of warm-weather facilities and equipment, including picnic tables.
3) Maintain appropriate equipment and other records, and motor vehicle logs.
4) Winterization of all equipment

4) COMMUNITY RELATIONS & SPECIAL EVENTS:

1) Ensure the awareness of the community about DPW work activities, which may impact users.
2) Oversee volunteer assistants, as well as "Community Service" aide activities in the field.
3) Set-up and clean-up of various village sponsored events. Such events include, but are not limited to, 4th of July Fireworks and the Village Halloween Party.

5) SUMMARY:

The statements contained herein reflect the general details as necessary to describe the principal functions of this position of DPW Employees, but should not be considered an all-inclusive listing of work requirements. This position may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize work periods or otherwise to balance any and all workload.

APPENDIX H

Job Description for DPW EMPLOYEES

1) POSITION REPORTS TO:

DPW Superintendent. In the absence of the Superintendent, report to the Village Administrative Coordinator.

DPW: GENERAL DUTIES AND RESPONSIBILITIES

1) SUMMARY:

The Department of Public Works has the responsibility for operating and maintaining the Village infrastructure and facilities: the water system, all village streets, parking lots, sidewalks, storm drains, parks, and other facilities. In addition, the DPW carry out tasks assigned to them by the administrative coordinator.

2) DEPARTMENTAL DUTIES DETAILED:

2.1 WATER SYSTEM:

1) Daily - maintain wells and chlorination. Maintain proper records and chlorine levels in the water system.
2) Weekly – inspect water tank for any abnormalities. Perform a field residual chlorine test.
3) Monthly – take bacterial samples and submit to lab. Complete Monthly Operations Report.
4) Quarterly – read meters. DPW will work with the Village Clerk to maintain the quality and accuracy of the water meter reading system.
5) Seasonal – perform service line shutoff/turn on as requested.
6) Annually – flush mains via fire hydrants. Hydrant maintenance to be performed at this time or as needed. Periodic flushing may also be performed.
7) Maintain integrity of water system and valving.
8) Waterworks System Operators will be in compliance with all DEQ required tests, samples, and record-keeping.
9) Maintain inventories of parts and accessories.
10) Work with contractors and engineers as required.
11) Maintain water certification.
12) Address customer concerns and complaints as needed.

2.2 STREETS AND SIDEWALKS:

1) Maintain Street and traffic signs.
2) Maintain traffic control and parking lines on streets.
3) Check streets daily for litter, sign damage, and potholes.
4) Perform minor street repairs.
5) Remove brush along R.O.W.
6) Report street light outages.
7) Act as liaison with contractors on streets, and drain projects.
8) Recommend changes and improvements to operations and equipment.
9) Coordinate all sidewalk repairs and replacement.
10) Schedule spring street sweeping with county road commission or other entity. Aid in the sweeping of all village streets. Do additional street sweeping as needed.
11) Install seasonal banners and decorations throughout the village.
12) Secure and maintain roadway sand.
13) Plow streets, sidewalks, road-ends, and parking lots as directed.
14) Remove excess snow.
15) Maintain fire hydrant access.

2.3 DRAINS AND DITCHES:

1) Check and maintain storm drains.
2) Brush out ditches.

2.4 PARKS AND STREET ENDS:

1) Lawn care, including fertilizing, and weekly mowing as required.
2) Spring clean-up all areas.
3) Maintain and service public rest rooms.
4) Maintain flower beds and trim shrubbery.
5) Install and maintain recreation equipment.
6) Remove trash in all assigned locations daily and arrange pick-up as needed.
7) Pick up leaves and brush.
8) Maintain beaches, fill and blade as necessary – or schedule beach grooming.
9) Adjust Mill Pond levels during heavy rains.
10) Ensure the awareness of the community about parks & recreation work activities, which may impact users.
11) Close down all public parks, bath, and restroom facilities.
12) Close down all marina systems and install the bubbler system.

3.5 VILLAGE GARAGE & 7th STREET FACILITY:

1) Maintain structure and systems.
2) Maintain 7th Street recycling area.

3.6 VILLAGE EQUIPMENT:

1) Perform minor repairs and maintenance as required.
2) Off-season repair and refurbishment of warm-weather facilities and equipment, including picnic tables.
3) Maintain appropriate equipment and other records, and motor vehicle logs.
4) Winterization of all equipment

4) COMMUNITY RELATIONS & SPECIAL EVENTS:

1) Ensure the awareness of the community about DPW work activities, which may impact users.
2) Oversee volunteer assistants, as well as "Community Service" aide activities in the field.
3) Set-up and clean-up of various village sponsored events. Such events include, but are not limited to, 4th of July Fireworks and the Village Halloween Party.

5) SUMMARY:

The statements contained herein reflect the general details as necessary to describe the principal functions of this position of DPW Employees, but should not be considered an all-inclusive listing of work requirements. This position may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize work periods or otherwise to balance any and all workload.

APPENDIX I

Job Description for HARBORMASTER

1) POSITION REPORTS TO:

Administrative Coordinator; in the absence of the coordinator, position reports to village president.

2) POSITION REQUIREMENTS:

All duties and activities, routine or assigned, herein specified or not, will be performed in a safe, responsible and workmanlike manner.

3) POSITION SUMMARY:

This position has the overall responsibility for organizing and carrying out the activities required for the day-to-day operations of the Village of Northport Marina. In doing so, he or she fulfills the expectations of the fine reputation the marina has earned since its inception.

4) PRIMARY POSITION DUTIES:

1) Participate in the hiring of dock attendants.
2) Prepare the marina for the opening of the season.
3) Oversee all employees of the Marina, and assure they are fulfilling the responsibilities outlined in the Marina Dock attendant's job description and the Northport Employee Policy.
4) Attend and participate in pre-season training/safety session and subsequent weekly meetings with the administrative coordinator.
5) See that all equipment is properly cared for.
6) See that all gas and diesel fuel readings are logged daily.
7) See that all slips are checked, all boats contacted and registered, all boaters greeted, all boaters are assigned slips, all boaters are assisted in docking, and fuel and pump out provided upon request. In the absence of the Harbormaster, the assistant Harbormaster or a designated person will assure all the above-mentioned functions occur.

8) See that the American Flag and state Flag are put up each day and taken down each night.

9) Provide Mayfor readings for the boaters.

10) Assure that an accurate account of all cash and credit card transactions are kept. All daily transactions will be counted by a dual buddy system, and recorded on cash receipts provided. Both employees will see that all monies, checks, credit cards, and cash receipts sheet are secured in moneybags that are locked, and then placed in the night deposit of the designated bank. In addition, the same individuals will ensure that the start-up cash is safely secured in the designated area provided.

11) See that the lights are checked, fuel pumps turned off and locked, and the dock house secured and locked when closing {or designated person}.

12) See that all Marina rules are enforced.

13) Ensure all equipment taken care of and in good operation.

14) Ensure that maintenance duties are carried out. Bathrooms must be cleaned and twice per day and checked (assuring also adequate supplies) each hour.

15) Ensure the grounds are maintained in an attractive fashion. To that end coordinates efforts with the DPW. All docks, breakwaters, parking lots, dock house, supply room, etc. must be kept clean and in good repair. All minor repairs should be made as are necessary.

16) Maintain a neat and clean personal appearance.

17) Ensure that all employees are on time and work their scheduled days.

18) See to the fulfillment of the terms of the written agreement with the Northport Bay boatyard. Monitor the boatyard's use of slips and the payment for them.

5) SUMMARY:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.