



## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION DEPUTY TOWN ADMINISTRATOR**

**GRADE 14**  
**FLSA: EXEMPT**

### **NATURE OF WORK**

The Deputy Town Administrator, under the direction of the Town Administrator performs a wide variety of professional and administrative duties. Work involves the performance of special projects and provision of administrative skills to promote organization and efficiency. The incumbent must exercise considerable independence and be well versed in the programs, procedures, responsibilities and activities of the Town Administrative's office. May supervise employees in clerical and administrative positions in support of specific projects. Reports to Town Administrator who reviews work for compliance with goals and objectives, and quality of final results.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Coordinates the Town's economic development priorities
- Attends meetings and presentations with and for the Town Administrator, preparing pre-event materials and post-event reports as necessary
- Monitors assigned projects; meets with department heads as necessary with regard to monitoring projects assigned to departments, obtaining necessary program information, and/or providing information from the Town Administrator.
- Recommends to the Town Administrator course of action relating to the operation and organization of the Town and matters of concern to the Town
- Prepares directives; policy statements; memoranda and letters from the Administrative office
- Writes articles and edits material for various publications
- Assists in the preparation of Town budget request in terms of need and justifications
- Helps to ensure that projects are completed on time and within budget
- Supervises employees engaged in special operations of the Town for which incumbent is responsible

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the general organization and function of municipal government and the operations of the Town's government; thorough knowledge of government accounting and budgeting process; knowledge of administrative practices and procedures;

knowledge of planning processes; ability to communicate effectively; good writing skills; ability to work independently; and ability to establish effective working relations with Town officials, other agencies and the public.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in public administration, political science or other related field; and 3-5 years of progressively responsible professional experience in a municipal or public agency environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Computer skills (MSWord and Excel) required.

### **LICENSES AND CERTIFICATION**

None

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION ADMINISTRATIVE CLERK**

**GRADE 3**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is varied entry level clerical work. Work involves independently performing routine clerical functions or assisting other higher level clerical employees. Work is performed under the direction of the department head or other support employees who reviews work for accuracy and compliance with established procedures.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Performs routine clerical tasks such as light typing, filing, organizing records, taking reservations for programs or events, collecting and accounting for fees and other work assigned
- Greets the public in person or via telephone and gives information on specific programs or city sponsored activities
- Organizes and maintains various records
- Prepare records and reports of specific activities using a prescribed format

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to operate equipment including a telephone w/ voice mail, a computer, a copy machine, a fax machine, etc.

Ability to follow specific procedures and to seek assistance in unusual or unprecedented circumstances.

Ability to communicate factual information to the public concerning specific programs/events and the procedures for participation

Ability to file records of various kinds

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

## **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or a GED or any equivalent combination of education and experience. Computer skills (MSWord) required.

## **LICENSES AND CERTIFICATION**

None

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION ADMINISTRATIVE ASSISTANT I/SPANISH LIASON**

**GRADE 6**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

Positions in this classification perform moderately complex clerical duties for staff within an assigned department. Work involves a variety of duties requiring some independence, initiative and decision making. Positions follow well established policies and procedures but apply familiarity with department programs, records and files in completion of work assignments. Duties include preparing correspondence, reports, and program documents; maintaining program data bases and records; answering phones; and distributing mail. In addition, as the Spanish liason, work may be completed in English or Spanish. This class is distinguished from the Administrative Assistant II class by the latter's responsibility for more complex report and document preparation and/or database maintenance.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Prepares correspondence, memoranda, notices, reports, advertisements, permits and other documents using prescribed formats, but which may involve some cross referencing and/or basic research to obtain information necessary to complete assignments. Preparation of material could be from transcription tapes or dictation.
- Provides Spanish translation verbal and written for residents and other departments. This may include short articles for Town Crier, translation inside and outside the office, and translation for work sessions, legislative meetings, and special events on an as needed basis.
- Posts transactions and enters programmatic information into assigned databases. Runs queries, print outs and maintains master files and/or lists.
- Answers telephones and provides information regarding department's activities or program or refers caller to appropriate department personnel.
- Receives incoming clients, customers or citizens and directs them to appropriate staff. Logs complaints. Receives, sorts, and distributes incoming mail.
- Schedules appointments, travel arrangements and meetings for department staff.
- Orders office supplies. Prepares records of monies received, vendor accounts, and other program accounts. Updates all weekly Town correspondence such as Town Announce and the Cable Channel.
- Files documents, records, correspondence and other paperwork. Searches and retrieves files upon request.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to operate equipment including a telephone w/ voice mail, a computer, a copy machine, a fax machine, etc.

Ability to follow specific procedures and to seek assistance in unusual or unprecedented circumstances.

Ability to communicate factual information to the public concerning specific programs/events and the procedures for participation

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

## **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or a GED and 1-2 years of progressively responsible secretarial/clerical work or any equivalent combination of education and experience. Fluent in Spanish and English (written and verbal). Computer skills (MSWord and Excel) required.

## **LICENSES AND CERTIFICATION**

None

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION ADMINISTRATIVE ASSISTANT I**

**GRADE 6**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

Positions in this classification perform moderately complex clerical duties for staff within an assigned department. Work involves a variety of duties requiring some independence, initiative and decision making. Positions follow well established policies and procedures but apply familiarity with department programs, records and files in completion of work assignments. Duties include preparing correspondence, reports, and program documents; maintaining program data bases and records; answering phones; and distributing mail. This class is distinguished from the Administrative Assistant II class by the latter's responsibility for more complex report and document preparation and/or database maintenance.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Prepares correspondence, memoranda, notices, reports, advertisements, permits and other documents using prescribed formats, but which may involve some cross referencing and/or basic research to obtain information necessary to complete assignments. Preparation of material could be from transcription tapes or dictation.
- Posts transactions and enters programmatic information into assigned databases. Runs queries, print outs and maintains master files and/or lists.
- Answers telephones and provides information regarding department's activities or program or refers caller to appropriate department personnel.
- Receives incoming clients, customers or citizens and directs them to appropriate staff. Logs complaints. Receives, sorts, and distributes incoming mail.
- Schedules appointments, travel arrangements and meetings for department staff.
- Orders office supplies. Prepares records of monies received, vendor accounts, and other program accounts. Updates all weekly Town correspondence such as Town Announce and the Cable Channel.
- Files documents, records, correspondence and other paperwork. Searches and retrieves files upon request.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to operate equipment including a telephone w/ voice mail, a computer, a copy machine, a fax machine, etc.

Ability to follow specific procedures and to seek assistance in unusual or unprecedented circumstances.

Ability to communicate factual information to the public concerning specific programs/events and the procedures for participation

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

### **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or a GED and 1-2 years of progressively responsible secretarial/clerical work or any equivalent combination of education and experience. Computer skills (MSWord and Excel) required.

### **LICENSES AND CERTIFICATION**

None

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**TOWN OF RIVERDALE PARK  
CLASS SPECIFICATION  
ADMINISTRATIVE ASSISTANT II Police Department**

**GRADE 8  
FLSA: NON-EXEMPT**

**NATURE OF WORK**

Positions in this classification perform complex clerical and secretarial duties for staff within an assigned department or departments. Positions perform a variety of duties which require considerable independence and initiative. Positions establish clerical procedures, priorities and processes which govern their daily activities. Preparation of correspondence and reports often involves composing and researching information for inclusion into documents. Serves as secretary to a director, and/or department managers. This class is distinguished from the Administrative Assistant I class by its responsibility for more complex report and document preparation and/or database management.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Operates a computer for the purpose of entering, retrieving and manipulating data within department information systems and databases. Enters information, queries data base for requests for information, originates and prints reports from databases. Reviews information to ensure accuracy, and completion; and analyzes data for the purpose of preparing requested reports and documents.
- Prepares correspondence, memorandum, notices, reports, advertisements, permits and other documents which may involve developing and/or modifying formats; researching information for incorporation into reports and documents; composing letters and text; and or designing layout
- Makes business and travel arrangements for staff; maintains appointment calendar, and proofreads correspondence prepared by staff.
- Answers telephones and provides information regarding department's activities or program or refers callers to appropriate department personnel. Receives, sorts, and distributes incoming mail.
- Orders office supplies. Maintains information on department expenditures. Prepares records of monies received, vendor accounts, and other program account information.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of office terminology, clerical procedures and practices, and office equipment

Considerable knowledge of business arithmetic, English, grammar, and terminology pertinent to assigned department's programs and activities

Considerable knowledge of procedures for entering, retrieving and manipulating data in an automated information system and programs used by assigned department(s)

General knowledge of Town and department administrative procedures such as purchasing and accounting,

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent with additional vocational or business courses pertaining secretarial skills; and 3 – 5 years of experience performing clerical and secretarial duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be able to complete an extensive police background investigation. Must have U.S. Citizenship. Computer skills (MSWord and Excel) required.

### **LICENSES AND CERTIFICATION**

None

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION ADMINISTRATIVE ASSISTANT II**

**GRADE 8**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

Positions in this classification perform complex clerical and secretarial duties for staff within an assigned department or departments. Positions perform a variety of duties which require considerable independence and initiative. Positions establish clerical procedures, priorities and processes which govern their daily activities. Preparation of correspondence and reports often involves composing and researching information for inclusion into documents. Serves as secretary to a director, and/or department managers. This class is distinguished from the Administrative Assistant I class by its responsibility for more complex report and document preparation and/or database management.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Operates a computer for the purpose of entering, retrieving and manipulating data within department information systems and databases. Enters information, queries data base for requests for information, originates and prints reports from databases. Reviews information to ensure accuracy, and completion; and analyzes data for the purpose of preparing requested reports and documents.
- Prepares correspondence, memorandum, notices, reports, advertisements, permits and other documents which may involve developing and/or modifying formats; researching information for incorporation into reports and documents; composing letters and text; and or designing layout
- Makes business and travel arrangements for staff; maintains appointment calendar, and proofreads correspondence prepared by staff.
- Answers telephones and provides information regarding department's activities or program or refers callers to appropriate department personnel. Receives, sorts, and distributes incoming mail.
- Orders office supplies. Maintains information on department expenditures. Prepares records of monies received, vendor accounts, and other program account information.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of office terminology, clerical procedures and practices, and office equipment

Considerable knowledge of business arithmetic, English, grammar, and terminology pertinent to assigned department's programs and activities

Considerable knowledge of procedures for entering, retrieving and manipulating data in an automated information system and programs used by assigned department(s)

General knowledge of Town and department administrative procedures such as purchasing and accounting,

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent with additional vocational or business courses pertaining secretarial skills; and 3 – 5 years of experience performing clerical and secretarial duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Computer skills (MSWord and Excel) required.

### **LICENSES AND CERTIFICATION**

None

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION FINANCE/HUMAN RESOURCES MANAGER**

**Grade**   10    
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

The Finance/Human Resources Manager is required to organize, coordinate, direct and review the town's daily operations of the Finance Department, Payroll and Human Resources. The Finance/Human Resources Manager is responsible for the accounting, controlling, auditing, collecting and disbursing of all funds of the Town, budget development, risk management, administering retirement plans, custodian of payroll and related work as required by the Town Administrator, Mayor & Council. The Finance/Human Resources Manager works under the supervision of the Town Administrator.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Monitors the distribution of Grant monies and submit requests for reimbursement through the proper financial institutions.
- Serves as the custodian for assigned financial accounts and programs such as accounts payable, accounts receivable and payroll.
- Manages the daily operations of the Finance Department. Prepares and processes the paperwork and transactions, ensuring required signatures are present.
- Enters transactions and pertinent operational information into manual financial management system.
- Reviews payroll forms, invoices, bills and other documents to ensure accuracy and completion. Enters information into manual financial system, generates appropriate transactions, documents and forms. Generates pay checks and accounts payable checks.
- Works with managers and staff from Town departments to answer questions regarding financial programs, provide information, policy interpretation or obtain additional information
- Ensures all monies and transactions are properly coded and accounted for; prepares monthly report for findings, results and budget status. Generates and prepares monthly reports and financial statements on the status of financial activities.
- Provides technical guidance and problem resolution as needed.

- Coordinates the annual audit of the Town's financial programs, and preparation of the back up information for the annual financial report.
- Participates in the development of the Town's budget and a variety of special projects as assigned.
- Monitors Town funds and provides Town Administrator with related information as needed
- Performs a variety of risk management duties for property, casualty and liability insurance. Maintains the Town's fixed asset and property record files.
- Reviews, prepares and generates the bi-weekly payroll. This includes the upkeep of employee records in confidential files in compliance with the applicable legal requirements.
- Maintains personnel records and application information to include processing health benefits, life insurance, workmen's compensation filing, Unemployment benefits, Retirement plans, pay rate increases and changes in position status.
- Research and preparation of information for correspondence with insurance carriers for yearly audits to ensure compliance with the laws governing these areas.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principals and practices of accounting, bookkeeping, budget preparation and sound financial management.

Considerable knowledge of the policies, procedures and regulations governing assigned financial programs and accounts and Town financial operations.

General knowledge of data entry and retrieval in financial management systems.

Ability to develop manual and computerized financial systems. Ability to operate office equipment

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public.

Considerable knowledge of business arithmetic, English, grammar and terminology pertinent to the Human Resources department's programs and activities.

## **GENERAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate a variety of office equipment including computers, facsimile, copying and scanning machines.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, business, finance or human resources or 5 years of experience performing finance or human resources work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Computer skills (MSWord and Excel) required. *Riverdale Park is an Equal Opportunity Employer.*



## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION CODE ENFORCEMENT DIVISION MANAGER**

**GRADE 11**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is mid-level management work administering and enforcing provisions of the Town Code. The incumbent is responsible for managing a staff of Code Enforcement Officers and for working with support personnel engaged in licensing, permitting, inspection and enforcement work. The Code Enforcement Manager oversees the licensing/permitting of various entities and enterprises e.g. business, building, rental and apartment units etc. The Code Enforcement Manager coordinates with the Town Administrator to bill, collect and record licensing and permitting fees. Systematic inspections of the city are planned by the Code Enforcement Officer and undertaken by the Code Enforcement Staff to assure compliance with myriad town ordinances concerning, trash, weeds, abandoned vehicles, housing maintenance zoning and related code requirements. Civil citations are issued for infractions and follow-up is conducted to assure compliance. Work is performed with considerable latitude under the general supervision of the Town Administrator.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Manages the daily operation of the code enforcement department
- Administers a variety of programs required to assure compliance with licensing requirements including annual licensing of all businesses operating in the town and annual inspection and licensing of all town apartments and rental units.
- Investigates and resolves citizen complaints of code violations
- Coordinates with other governmental entities on a variety of code enforcement matters including land use planning and zoning, fire code inspections and violations, building, construction, plumbing, electrical and related work
- Prepares the annual budget recommendations for the Code Enforcement Division including personnel and operating expenses
- Supervises the activities of all Code Enforcement Officers and works with support staff at Town hall and Police Department to achieve objectives
- Conducts special projects at the request of the Town Administrator
- Conducts inspections and issues citations for violations. Assumes, investigates and resolves difficult, unusual and unprecedented cases encountered by the Code Enforcement Officers
- Prepares evidence regarding legal actions and code violations and provides sworn testimony as required.
- Leads, coordinates and motivates employees to provide the highest level of customer service

- Establishes policy and standard operating procedures, rules and other programs affecting the daily operations of the code enforcement office
- Reports monthly to Town Administrator on code enforcement activities

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of town and county laws and codes covering licensing, permitting, land use, zoning, nuisance etc.

Basic knowledge of building materials and related codes and laws as well as knowledge of permit issuance guidelines

Ability to communicate clear, concise analysis, reports and recommendations orally and in writing

Ability to obtain compliance to Town codes and other applicable laws from citizens and the business community

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires operating a motor vehicle to inspect assigned area, exposure to poorly maintained, structurally compromised and unsanitary properties: exposure to domestic pets, work in inclement weather and walking, standing, bending, carrying items under 25 pounds, such as books, files, papers, etc.

## **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or G.E.D. Prefer graduate from an accredited college or university with a bachelor's degree in Public Administration or related field and/or extensive supervisory or management level experience in municipal code enforcement, law enforcement, land planning or related field. Minimum 5 years any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Knowledge of police protocols and radio operations. Must be able to complete an extensive police background investigation. Must have U.S. Citizenship. Computer skills (MSWord) required.

Must have a valid driver's license and maintain a safe driving record. Any and all assessed points must be reported to the Town Administrator within fifteen (15) days of assessment.

## **LICENSES AND CERTIFICATION**

ICC or CEZOA courses/certification is encouraged.  
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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION CODE ENFORCEMENT OFFICER**

**GRADE 7**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is code enforcement work inspecting the town, its multi-family dwelling units, single-family rentals and businesses for compliance with the Town codes and applicable state laws, as well as, adherence to plans, specifications and safety regulations. Officers conduct inspections to determine that buildings or any other structures and land usage are in conformity with land use and safety regulations. Incumbents issue permits and licenses for various activities subject to local law. Code Enforcement Officers enforce Town parking regulations and issue Town Violation Notices for infractions. Officers work under the supervision of the Code Enforcement Manager.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Inspects apartments and other buildings and structures for conformance to building and related codes.
- Responds to and resolves citizen complaints concerning potential violations of applicable codes
- Coordinates activities with Prince George's County inspectors to assure comprehensive inspections and compliance with all applicable municipal and county codes
- Issues violation/correction notices to citizens and business owners and follows up to assure compliance
- Maintains records of inspection activity and submits reports
- Determines that buildings or any other structures and land usage are in conformity with health, safety, and zoning regulations
- Assists in the enforcement of regulations pertaining to matters such as signs, noise, litter and parking enforcement
- Conducts inspections and issues citations for violations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of city and county laws and codes covering licensing, permitting, land use, zoning, nuisance etc.

Basic knowledge of building materials and related codes and laws.

Knowledge of permit issuance guidelines

Ability to obtain compliance to Town codes and other applicable laws from citizens and the business community

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires operating a motor vehicle to inspect assigned area, exposure to poorly maintained, structurally compromised and unsanitary properties: exposure to domestic pets, work in inclement weather and walking, standing, bending, carrying items under 25 pounds, such as books, files, papers, etc.

### **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or G.E.D; and/or at least three years experience in the construction trades, municipal code enforcement, law enforcement, land planning or related field. Computer skills (MSWord) required.

Knowledge of police protocols and radio operations. Must be able to complete an extensive police background investigation. Must have U.S. Citizenship. Must have a valid driver's license and maintain a safe driving record. Any and all assessed points must be reported to the Town Administrator within fifteen (15) days of assessment.

### **LICENSES AND CERTIFICATION**

None

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION CODE ENFORCEMENT OFFICER II**

**GRADE 8**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is code enforcement work inspecting the town, its multi-family dwelling units, single-family rentals and business as for compliance with the Town codes and applicable state laws, as well as, adherence to plans, specifications and safety regulations. Officers conduct inspections to determine that buildings or any other structures and land usage are in conformity with land use and safety regulations. Incumbents issue permits and licenses for various activities subject to local law. Code Enforcement Officers will enforce Town parking regulations and will issue Town Violation Notices for infractions. Officer's work under the supervision of the Code Enforcement Manager. This position is distinguished from the Code Enforcement I class by its responsibility and training.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Inspects apartments and other buildings and structures for conformance to building and related codes.
- Responds to and resolves citizen complaints concerning potential violations of applicable codes
- Coordinates activities with Prince George's County inspectors to assure comprehensive inspections and compliance with all applicable municipal and county codes
- Issues violation/correction notices to citizens and business owners and follows up to assure compliance
- Maintains records of inspection activity and submits reports
- Determines that buildings or any other structures and land usage are in conformity with health, safety, and zoning regulations
- Assists in the enforcement of regulations pertaining to matters such as signs, noise, litter and parking enforcement
- Conducts inspections and issues citations for violations

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of city and county laws and codes covering licensing, permitting, land use, zoning, nuisance etc.

Considerable knowledge of building materials and related codes and laws.

Considerable knowledge of permit issuance guidelines

Considerable knowledge of the legal procedures relating to the enforcement of the Town Ordinances

Ability to obtain compliance to Town codes and other applicable laws from citizens and the business community

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires operating a motor vehicle to inspect assigned area, exposure to poorly maintained, structurally compromised and unsanitary properties: exposure to domestic pets, work in inclement weather and walking, standing, bending, carrying items under 25 pounds, such as books, files, papers, etc.

### **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or G.E.D; and/or at least three years experience in the construction trades, municipal code enforcement, law enforcement, land planning or related field. Computer skills (MSWord) required.

Knowledge of police protocols and radio operations. Must be able to complete an extensive police background investigation. Must have U.S. Citizenship. Must have a valid driver's license and maintain a safe driving record. Any and all assessed points must be reported to the Town Administrator within fifteen (15) days of assessment.

### **LICENSES AND CERTIFICATION**

ICC or CEZOA courses/certification is encouraged.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION ASSISTANT PUBLIC WORKS DIRECTOR**

**GRADE 11**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is lead level work directing the activities of drivers/crew leaders and laborers. In addition to performing all of the work assigned to other crew members, the Assistant PW Director is responsible for the day-to-day operations of the Public Works Department including crew formation, assigning tasks, and meeting the advertised schedules of collections as determined by the Mayor, Town Council and the Public Works Director. This position is also responsible for the administrative duties of Public Works. The Assistant Public Works Director receives general direction and supervision from the Director of Public Works. This position reports directly to the Director of Public Works or the Town Administrator in the absence of the Public Works Director.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Driver/Crew Leader 3.
- In the absence of the Public Works Director, the Assistant acts as Director.
- The day-to-day operations duties and responsibilities of this position include but are not limited to:
  - Manages the Town's Tree Program including evaluation, acquisition, pruning, removal, planting and recordkeeping of trees
  - Responds to complaints, questions and requests from residents.
  - Assists in assigning and monitoring the work of public works crews.
  - Management of the fuel system for all departments including procurement of fuel and cleaning of tanks.
  - Engages in work of crew as workload, and staffing needs demand; requiring the operation of a variety of on and off road motorized vehicles and equipment and the performance of manual/unskilled/skilled labor.
  - Overtime can be required without advance notice.
- The administrative duties and responsibilities of this position include but are not limited to:
  - Oversee accounting receivables and payables for Public Works.
  - Responsible for inventory control.
  - Procurement of supplies, materials, and equipment.
  - Public Works time keeping and individual payroll sheets
  - Prepare reports, Materials Safety Data Sheets (MSDS), license & permit renewals, and grants for Public Works Director.

- Prepares paperwork of various kinds, such as work orders, vouchers, resident letters, etc.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to drive various vehicles in a safe and responsible manner.

Knowledge of weighing and tipping procedures.

Ability to use tools such as mowers, rakes, shovels, weed trimmers, blowers and chain saws. Must be able to safely and correctly plow snow.

Must be able to oversee the work of Driver/Crew Leaders I, 2, and 3.

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public.

Take and pass the Roadside Tree Care Expert training by DNR to become a Licensed Roadside Tree Care Expert.

Take and pass the ATSSA Flagger training course to become a Licensed Flagger.

Take and pass MDA certified pesticide applicator test

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older and be able to communicate in English clearly and follow written and verbal instructions in English. Must have obtained Maryland Commercial Driver's License (CDL) class B with air brake endorsement and must maintain a safe driving record. Any and all assessed points must be reported to the Public Works Director within fifteen (15) days of assessment. Must be willing to obtain a Roadside Tree Care License within one year of hire date. Applicant must be able to pass a physical exam and have a current Medical Examiner's Certificate. Computer skills (MSWord and Excel) required.

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## TOWN OF RIVERDALE PARK CLASS SPECIFICATION

### TITLE: PUBLIC WORKS PARKS MAINTENANCE

GRADE 5  
FLSA: NON-EXEMPT

#### NATURE OF WORK

This is a specialized position responsible for landscaping and maintenance activities of Town parks, public right-of-ways, and the grounds of Town facilities. Work involves driving pick-up trucks with or without towing a trailer and the tractor/backhoe. This position supervises the activities of a crew of laborers. In addition to performing all of the work assigned to other crew members, the Parks Maintenance assures proper completion of tasks, performs the more complex or unusual tasks assigned to the crew, and operates more complex tools and equipment. Work is performed under the general supervision of the Assistant Public Works Director or higher employee.

#### ESSENTIAL FUNCTIONS

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Laborer 3.
- Trains, supervises and works with small crews engaged in landscaping and maintenance activities of parks, public right-of-ways and grounds of Town facilities.
- Inspects work in progress and upon completion to assure adequacy and thoroughness and takes actions deemed necessary to meet acceptance levels.
- Operates vehicles such as a pick-up truck, frequently towing a trailer, to deliver manpower and equipment to job sites.
- Operates specialized equipment such as, but not limited to tractors, mowers, weed eaters, blowers, chainsaws, and common hand and power tools.
- Applies pesticides, as needed, to parks, public right-of-way and grounds of the Town facilities in compliance with State and federal regulations and Town procedures.
- Removes snow and ice from Town streets and sidewalks using shovels and trucks with snow plows and salt spreaders and drives dump trucks and pick-up trucks to haul debris and equipment and pick up road salt.
- Performs more complex and skilled work assigned to the crew.
- Overtime can be required without advance notice.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Must have considerable knowledge of plants and shrubs. This includes the different varieties and whether they are perennial or annual, what times of year they produce flowers and appropriate planting seasons.

Working knowledge of the principles and practices of landscaping and grounds maintenance and operation and must be able to make landscaping plans for, and carry out these plans for the various pocket parks and Town facility grounds in Town.

Working knowledge of occupational hazards and safety precautions applicable to grounds maintenance activities.

Ability to determine priorities and allocate time and resources effectively.

Ability to properly mix fuels, fertilizers, and pesticides.

Ability to drive various vehicles in a safe and responsible manner and use tools such as mowers, rakes, shovels, weed trimmers, blowers and chain saws.

Must be able to oversee the work of Laborers I and 2.

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older. High school diploma or equivalent is required and 2-3 years related experience or an equivalent combination of education and experience. Must be able to communicate in English clearly and follow written and verbal instructions in English. Maryland motor vehicle operator license class C or equivalent required and must be able to safely perform driving tasks. Must possess or have ability to obtain a Maryland Pesticide Applicator's license. Must be able to pass pre-employment testing for drugs and alcohol. Must be able to pass a criminal background check.

## **LICENSES AND CERTIFICATION**

Must possess or have ability to obtain a Maryland Pesticide Applicator's license.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS DRIVER/CREW LEADER 3**

**GRADE** 9  
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is a promotional position in which the driver is capable of training new drivers and CDL trainees. Work involves driving a variety of vehicles, in particular trash trucks. Employees in this class may be assigned work driving a trash truck on pre-determined routes, dumping trash at the County landfill, dumping yard waste at Western Branch, driving pick-up or dump trucks in support of street, sidewalk, and park maintenance. This position also supervises the activities of a crew of laborers. In addition to performing all of the work assigned to other crew members, the Driver/Crew Leader 3 assures proper completion of tasks, performs the more complex or unusual tasks assigned to the crew, and operates more complex tools and equipment. Work is performed under the general supervision of the Assistant Public Works Director or higher employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Driver/Crew Leader 2
- Drive trash trucks on pre-determined routes and in the absence of Laborers or when there is excessive amounts, lift and dump trash cans, recyclables, and bulk items onto trash trucks.
- Drive trash trucks and dump trucks to the County landfill, Western Branch, & recycling centers and weigh, dump and sign for the appropriate tipping fee.
- Remove snow and ice from Town streets and sidewalks using shovels and trucks with snow plows and salt spreaders.
- Drive dump trucks and pick-up trucks to haul debris and equipment and pick up road salt.
- Drive trucks used in leaf removal from Town streets and right-of-ways.
- Perform pre-trip inspections to ensure working condition of vehicles.
- Perform inspections to ensure working condition of equipment.
- Operate, wash, and clean trash trucks and dump trucks.
- Perform more complex and skilled work assigned to crew.
- Training of new drivers and CDL trainees.
- Train crew members on the use of tools and equipment and on safety issues.
- Operate more complex or less often used equipment such as a back hoe.
- Overtime can be required without advance notice.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to drive various vehicles in a safe and responsible manner.

Knowledge of weighing and tipping procedures.

Ability to operate all light and heavy motorized vehicles and equipment assigned to the Public Works Department and use tools such as mowers, rakes, shovels, weed trimmers, blowers and chain saws.

Ability to train employees in crew functions, tool and equipment use and safety.

Ability to communicate clearly and effectively for purposes of training new drivers.

Must be able to oversee the work of Driver/Crew Leader I and Driver/Crew Leader 2.

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public.

Must be able to safely and correctly plow snow.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older and be able to communicate in English clearly and follow written and verbal instructions in English. Prefer High School Diploma or GED equivalent. Must have obtained Maryland Commercial Driver's License (CDL) class A with air brake endorsement. Must maintain a safe driving record. Any and all assessed points must be reported to the Assistant Public Works Director within fifteen (15) days of assessment. Must be able to pass a physical exam and have a current Medical Examiner's Certificate. Must have successfully completed at least two (2) years as a Driver/Crew Leader I or one (1) year as a Driver/Crew Leader 2.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION PUBLIC WORKS DRIVER/CREW LEADER 2**

**GRADE 8**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is a promotional position in which the driver is also capable of performing routine and minor non-routine repairs on vehicles. Work involves driving a variety of vehicles, in particular trash trucks. Employees in this class may be assigned work driving a trash truck on pre-determined routes, dumping trash at the County landfill, dumping yard waste at Western Branch, driving pick-up or dump trucks in support of street, sidewalk, and park maintenance. This position also supervises the activities of a crew of laborers. In addition to performing all of the work assigned to other crew members, the Driver/Crew Leader 2 assures proper completion of tasks, performs the more complex or unusual tasks assigned to the crew, and operates more complex tools and equipment. Work is performed under the general supervision of the Assistant Public Works Director or higher employee.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Driver/Crew Leader I.
- Drive trash trucks on pre-determined routes and in the absence of Laborers or when there is excessive amounts, lift and dump trash cans, recyclables, and bulk items onto trash trucks.
- Drive trash trucks and dump trucks to the County landfill, Western Branch, & recycling centers and weigh, dump and sign for the appropriate tipping fee.
- Remove snow and ice from Town streets and sidewalks using shovels and trucks with snow plows and salt spreaders.
- Drive dump trucks and pick-up trucks to haul debris and equipment and pick up road salt.
- Drive trucks used in leaf removal from Town streets and right-of-ways.
- Perform pre-trip inspections to ensure working condition of vehicles.
- Perform inspections to ensure working condition of equipment.
- Operate, wash, and clean trash trucks and dump trucks.
- Perform routine and minor non-routine repairs on Public Works vehicles.
- Perform more complex and skilled work assigned to crew.
- Overtime can be required without advance notice.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to drive various vehicles in a safe and responsible manner.

Knowledge of weighing and tipping procedures.

Ability to use tools such as mowers, rakes, shovels, weed trimmers, blowers and chain saws.

Must be able to oversee the work of Laborers I and 2.

General knowledge of preventative maintenance procedures and minor vehicle/equipment repair techniques to perform minor non-routine repairs.

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public.

Must be able to safely and correctly plow snow.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older and be able to communicate in English clearly and follow written and verbal instructions in English. Prefer High School Diploma or GED equivalent. Must have obtained Maryland Commercial Driver's License (CDL) class B with air brake endorsement. Must maintain a safe driving record. Any and all assessed points must be reported to the Assistant Public Works Director within fifteen (15) days of assessment. Must be able to pass a physical exam and have a current Medical Examiner's Certificate. At least one (1) year experience operating trucks and other heavy equipment.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS DRIVER/CREW LEADER I**

**GRADE** 7  
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is an entry level position. Work involves driving a variety of vehicles, in particular trash trucks. Employees in this class may be assigned work driving a trash truck on pre-determined routes, dumping trash at the County landfill, dumping yard waste at Western Branch, driving pick-up or dump trucks in support of street, sidewalk, and park maintenance. This position also supervises the activities of a crew of laborers. In addition to performing all of the work assigned to other crew members, the Driver/Crew Leader I assures proper completion of tasks, performs the more complex or unusual tasks assigned to the crew, and operates more complex tools and equipment. Work is performed under the general supervision of the Assistant Public Works Director or higher employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Laborer 4.
- Drive trash trucks on pre-determined routes and in the absence of Laborers or when there is excessive amounts, lift and dump trash cans, recyclables, and bulk items onto trash trucks.
- Drive trash trucks and dump trucks to the County landfill, Western Branch, & recycling centers and weigh, dump and sign for the appropriate tipping fee.
- Remove snow and ice from Town streets and sidewalks using shovels and trucks with snow plows and salt spreaders.
- Drive dump trucks and pick-up trucks to haul debris and equipment and pick up road salt.
- Drive trucks used in leaf removal from Town streets and right-of-ways.
- Perform pre-trip inspections to ensure working condition of vehicles.
- Perform inspections to ensure working condition of equipment.
- Operate, wash, and clean trash trucks and dump trucks.
- Perform more complex and skilled work assigned to the crew.
- Overtime can be required without advance notice.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to drive various vehicles in a safe and responsible manner.

Knowledge of weighing and tipping procedures.

Ability to use tools such as mowers, rakes, shovels, weed trimmers, blowers and chain saws.

Must be able to oversee the work of Laborers I and 2.

Must be able to safely and correctly plow snow.

Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the public.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older and be able to communicate in English clearly and follow written and verbal instructions in English. Prefer High School Diploma or GED equivalent. Must have obtained Maryland Commercial Driver's License (CDL) class B with air brake endorsement. Must maintain a safe driving record. Any and all assessed points must be reported to the Assistant Public Works Director within fifteen (15) days of assessment. Must be able to pass a physical exam and have a current Medical Examiner's Certificate. At least six (6) months experience operating trucks and other heavy equipment.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS LABORER 4**

**GRADE** 5  
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is a promotional position. Must have completed at least six (6) months as a Laborer 2 or Laborer 3. This is routine, unskilled/skilled manual labor in order to maintain Town streets, right-of-ways, and properties and to pick up and dispose of trash and refuse. This is a back-up Driver 1 position. Works under general supervision of Assistant Public Works Director or higher employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Laborer 3.
- Drives light duty dump and stake body trucks to pick up, transport, and dump at recycling center metal items, appliances, mixed paper and as needed heavy/bulk trash and yard waste.
- Drive, operate, and dump trash trucks and dump trucks as needed.
- Flagging for traffic control.
- Overtime can be required without advance notice.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Perform cleaning and maintenance of Public Works vehicles for safety.

Must be able to perform duties with little or no supervision.

Must be able to supervise Laborers I and 2.

Must be able and willing to train Laborers I, 2 and 3 in all areas of Public Works operation.

Must be able to safely and correctly plow snow.

Ability to safely operate hand and power tools.

Ability to read work orders.

Ability to follow oral and written instructions.

Ability to safely and correctly operate simple and more specialized equipment/rental equipment and machinery, also, hand and power tools.

Take and pass the ATSSA Flagger training course to become a Licensed Flagger.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older and be able to communicate in English clearly and follow written and verbal instructions in English. Prefer High School Diploma and GED equivalent. Must have obtained Maryland Commercial Driver's License (CDL) class B with air brakes endorsement and must be willing to serve as a CDL Driver as needed. Must maintain a safe driving record. Any and all assessed points must be reported to the Assistant Public Works Director within fifteen (15) days of assessment. Must be able to pass a physical exam and have a current Medical Examiner's Certificate. Must be able to pass pre-employment testing for drugs and alcohol. Must be able to pass background check.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS LABORER 3**

**GRADE** 4  
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is a promotional position. Must have successfully completed at least six (6) months as a Laborer I or Laborer 2. This is routine/non-routine, unskilled/skilled manual labor in order to maintain Town streets, right-of-ways, and properties. This position performs the more complex/skilled repairs and maintenance around Town. Works under general supervision of Assistant Public Works Director or higher employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Laborer 2.
- Perform routine maintenance on Public Works vehicles.
- Make minor and routine repairs and maintenance to tools and equipment.
- Install and maintain street and traffic signs and street traffic painting.
- Operate leaf machine hose.
- Repair side walk trip hazards using cement.
- Prepares, maintains, and repairs snow removal equipment and vehicles.
- Plows snow and salts streets using pick-up trucks and light duty dump truck
- Drive light duty dump and stake body trucks as needed for trash/yard waste/recycled metals collection and removal and picking up mulch and appliances.
- Drive and safely operate street sweeper.
- Building walls, finishing drywall, laying floor tile, painting
- Work under the direction of the licensed tree care expert to properly prune Town trees.
- Overtime can be required without advance notice.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Must have some mechanical abilities and be able to perform routine maintenance on Public Works vehicles and equipment.

Must be able to perform duties with little or no supervision.

Must be able to supervise Laborers I and 2.

Must be able to train Laborers I and 2 in all areas of Public Works operation.

Must be able to safely and correctly plow snow.

Ability to read work orders.

Ability to safely and correctly operate simple and more specialized equipment/rental equipment and machinery, also, hand and power tools.

Ability to follow oral and written instructions.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older. A high school diploma or equivalent is desirable but not required.

Must be able to communicate in English clearly and follow written and verbal instructions in English. Maryland motor vehicle operator license class C or equivalent required and must be able to safely perform driving tasks as required. Must be able to pass pre-employment testing for drugs and alcohol. Must be able to pass background check.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS LABORER 2**

**GRADE** 2  
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is a promotional position. Must have successfully completed at least six (6) months as Laborer I. This is routine, unskilled/skilled manual labor in order to maintain Town streets, right-of-ways, and properties and to pick up and dispose of trash and refuse. Work is performed under the direct supervision of a Driver/Crew Leader or higher-level employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Must be able and willing to perform any and all duties as described in Laborer I.
- Drives and operates motorized equipment/vehicles such as pick-up trucks and riding lawn mowers.
- Assists with installing street and traffic signs and street traffic painting.
- Clean up around and empty Town trash receptacles (corner cans).
- Assists with preparing snow removal equipment and vehicles.
- Operates leaf vacuum hose.
- Uses chain saws and manual labor to remove and relocate tree branches and logs to clear streets and sidewalks.
- Overtime can be required without advance notice.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to safely and correctly use more specialized equipment/rental equipment and machinery such as stump grinder, tamper, chain saw, riding lawn mower and pick-up trucks.

Ability to safely operate hand and power tools.

Must be able to safely and correctly plow snow as needed.

Ability to read work orders.

Ability to follow oral and written instructions.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older. A high school diploma or equivalent is desirable but not required. Must be able to communicate in English clearly and follow written and verbal instructions in English. Maryland motor vehicle operator license class C or equivalent required and must be able to safely perform driving tasks as required. Must be able to pass pre-employment testing for drugs and alcohol. Must be able to pass a criminal background check.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS LABORER I**

**GRADE** 1  
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is an entry level permanent position. This is routine, unskilled manual labor in order to maintain Town streets, right-of-ways, and properties and to pick up and dispose of trash and refuse. Work is performed under the direct supervision of a Driver/Crew Leader or higher-level employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Lift and load trash cans, recyclables, and bulk items onto trash trucks, etc.
- Mow grass on Town properties and right-of-ways.
- Perform general landscaping/grounds maintenance work such as weeding, mulching, planting and watering of trees and flowers.
- Remove weeds, trash, and debris from curbs, gutter pans, streets, sidewalks, brick work, and storm drain inlets.
- Collect and remove leaves from Town property, streets, and curbs. Rakes leaves and prepares for pickup.
- Remove snow and ice from Town property using shovels and salt spreaders.
- Maintain Town streets by filling potholes.
- Wash and clean equipment.
- Set up Town Hall for meetings.
- Clean Town owned buildings (Town Hall, Police Dept., Public Works) and perform minor maintenance such as changing fluorescent light bulbs.
- Relocate branches and logs that have been cut to clear streets and sidewalks.
- Prepare metals for recycling.
- Overtime can be required without advance notice.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to safely operate simple machinery such as lawn mower, weed trimmer, and leaf blower.

Ability to safely use hand tools.

Ability to follow oral and written instructions.

Ability to read, comprehend and interpret work orders.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

## **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older. Must be able to communicate in English clearly and follow written and verbal instructions in English. A high school diploma or equivalent is desirable but not required. Driver's license desirable but not required. Must be able to pass pre-employment testing for drugs and alcohol. Must be able to pass a criminal background check.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION**

### **TITLE: PUBLIC WORKS LABORER - TEMPORARY**

**GRADE**     N/A      
**FLSA: NON-EXEMPT**

#### **NATURE OF WORK**

This is a temporary full-time position. This employee is hired into this position for a period of 30 to 90 days. This employee must meet and adhere to all aspects of all existing Town policies. This employee must perform satisfactorily all duties of the Laborer I position and meet any other requirements placed on this employee before reaching permanent status. This is routine, unskilled manual labor in order to maintain Town streets, right-of-ways, and properties and to pick up and dispose of trash and refuse. Work is performed under the direct supervision of a Driver/Crew Leader or higher-level employee.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Lift and load trash cans, recyclables, and bulk items onto trash trucks, etc.
- Mow grass on Town properties and right-of-ways.
- Perform general landscaping/grounds maintenance work such as weeding, mulching, planting and watering of trees and flowers.
- Remove weeds, trash, and debris from curbs, gutter pans, streets, sidewalks, brick work, and storm drain inlets.
- Collect and remove leaves from Town property, streets, and curbs. Rake leaves and prepare for pickup.
- Remove snow and ice from Town property using shovels and salt spreaders.
- Maintain Town streets by filling potholes.
- Wash and clean equipment.
- Set up Town Hall for meetings.
- Clean Town owned buildings (Town Hall, Police Dept., Public Works) and perform minor maintenance such as changing fluorescent light bulbs.
- Relocate branches and logs that have been cut to clear streets and sidewalks.
- Prepare metals for recycling.
- Overtime can be required without advance notice.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to safely operate simple machinery such as lawn mower, weed trimmer, and leaf blower; ability to safely use hand tools; ability to follow oral and written instructions; and ability to read, comprehend, and interpret work orders.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires the ability to perform routine, manual labor; to lift and move up to 75 lbs. without assistance; and to walk, stand, stoop, kneel and bend. Work is performed in a variety of weather conditions which may include extremes of temperature and precipitation and work is performed in and around traffic and around trucks. Working and driving is required in all types of weather.

### **MINIMUM QUALIFICATIONS**

Must be eighteen (18) years of age or older and must be able to communicate in English clearly and follow written and verbal instructions in English. A high school diploma or equivalent is desirable but not required. Driver's license desirable but not required. Must be able to pass pre-employment testing for drugs and alcohol. Must be able to pass a criminal background check.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION POLICE COMMUNICATIONS MANAGER**

**GRADE 10**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is an experienced, non-probationary position. In addition to completing advanced communications training and other career enhancing training, duties of the Police Communications Manager include but are not limited to being the department's NCIC Coordinator, assisting the Support Services Commander with scheduling and other related issues, receiving and dispatching emergency and non-emergency calls for service. Inputting data into the Police Department's records management system and being the department's first point of contact with the Public Communications Manager works under the supervision of the Support Services Commander.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Assists with scheduling and other related issues.
- Acts as the departments NCIC Coordinator, handling all associated duties.
- Advises Support Services Commander of training needs with communications staff.
- Receives and dispatches emergency and non-emergency calls for service.
- Answers the telephone promptly and courteously, while screening all calls so they may be directed to the appropriate person or location.
- Determines the difference between police and non-police matters while being able to determine the appropriate type and level of response.
- Operates the MILES/NCIC/NLETS system and is able to utilize it to properly assist officers in the field and to further the law enforcement objectives of the department.
- Inputs information into the records management system in an accurate, timely manner, so the information can be retrieved at a later time.
- Determines jurisdictional boundaries of all incoming calls, so they may be transferred to the appropriate agency.
- Acts as the department's first point of contact with the public, either in person or by telephone.
- Processes all vehicle impound releases, to include accepting payments and removing vehicles from appropriate computer databases.
- Assists as needed with assorted clerical duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive Knowledge of the geographical boundaries of the town; a considerable working knowledge of the MILES/NCIC/NLETS system; ability to communicate in English in both the written and verbal form; ability to work with a computer; ability to differentiate between police and non-police related matters; ability to multi-task on a daily basis; and ability to maintain a harmonious and effective working relationship with superiors, co-workers and the public.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Duties require working a 12-hour shift in a sometimes-stressful environment, large amounts of typing and being able to report to work regardless of the weather conditions.

## **MINIMUM QUALIFICATIONS**

Must be able to complete an extensive police background investigation; must have the minimum of five years experience as a police dispatcher; work requires graduation from high school or G.E.D. Must have U.S. Citizenship.

## **LICENSES AND CERTIFICATION**

Must complete advanced communications training and other career enhancing training as determined by the Support Services Commander. Must also complete any additional NCIC training that is required.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION POLICE DISPATCHER I**

**GRADE** 7  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is an entry level, probationary position. In addition to completing a structured field-training period, duties of Police Dispatcher I include but are not limited to receiving and dispatching emergency and non-emergency calls for service. Inputting data into the Police Department's records management system and being the department's first point of contact with the public. Dispatchers work under the supervision of the Communications Manager and the Support Services Commander.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Receives and dispatches emergency and non-emergency calls for service.
- Answers the telephone promptly and courteously, while screening all calls so they may be directed to the appropriate person or location.
- Determines the difference between police and non-police matters while being able to determine the appropriate type and level of response.
- Operates the MILES/NCIC/NLETS system and is able to utilize it to properly assist officers in the field and to further the law enforcement objectives of the department.
- Inputs information into the records management system in an accurate, timely manner, so the information can be retrieved at a later time.
- Determines jurisdictional boundaries of all incoming calls, so they may be transferred to the appropriate agency.
- Acts as the department's first point of contact with the public, either in person or by telephone.
- Processes all vehicle impound releases, to include accepting payments and removing vehicles from appropriate computer databases.
- Assists as needed with assorted clerical duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive Knowledge of the geographical boundaries of the town; a considerable working knowledge of the MILES/NCIC/NLETS system; ability to communicate in English in both the written and verbal form; ability to work with a computer; ability to differentiate between police and non-police related matters; ability to multi-task on a

daily basis; and ability to maintain a harmonious and effective working relationship with superiors, co-workers and the public.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Duties require working a 12-hour shift in a sometimes-stressful environment, large amounts of typing and being able to report to work regardless of the weather conditions.

### **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or G.E.D and must be able to complete an extensive police background investigation. Must have U.S. Citizenship.

### **LICENSES AND CERTIFICATION**

Must successfully complete the field-training program and pass NCIC training as deemed appropriate.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION POLICE DISPATCHER II**

**GRADE 8**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is an experienced, non-probationary position. In addition to completing advanced communications training, duties of Police Dispatcher II include but are not limited to receiving and dispatching emergency and non-emergency calls for service. Inputting data into the Police Department's records management system and being the department's first point of contact with the public. Dispatchers work under the supervision of the Communications Manager and the Support Services Commander.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Receives and dispatches emergency and non-emergency calls for service.
- Answers the telephone promptly and courteously, while screening all calls so they may be directed to the appropriate person or location.
- Determines the difference between police and non-police matters while being able to determine the appropriate type and level of response.
- Operates the MILES/NCIC/NLETS system and is able to utilize it to properly assist officers in the field and to further the law enforcement objectives of the department.
- Inputs information into the records management system in an accurate, timely manner, so the information can be retrieved at a later time.
- Determines jurisdictional boundaries of all incoming calls, so they may be transferred to the appropriate agency.
- Acts as the department's first point of contact with the public, either in person or by telephone.
- Processes all vehicle impound releases, to include accepting payments and removing vehicles from appropriate computer databases.
- Assists as needed with assorted clerical duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive Knowledge of the geographical boundaries of the town; a considerable working knowledge of the MILES/NCIC/NLETS system; ability to communicate in English in both the written and verbal form; ability to work with a computer; ability to differentiate between police and non-police related matters; ability to multi-task on a

daily basis; ability to maintain a harmonious and effective working relationship with superiors, co-workers and the public.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Duties require working a 12-hour shift in a sometimes-stressful environment, large amounts of typing and being able to report to work regardless of the weather conditions.

### **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or G.E.D and must be able to complete an extensive police background investigation. Must have U.S. Citizenship.

### **LICENSES AND CERTIFICATION**

Must complete advanced communications training as determined by the Support Services Commander. Must also complete any additional NCIC training that is required.

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## **TOWN OF RIVERDALE PARK CLASS SPECIFICATION POLICE DISPATCHER III**

**GRADE 9**  
**FLSA: NON-EXEMPT**

### **NATURE OF WORK**

This is an experienced, non-probationary position. In addition to completing advanced communications training and other career enhancing training, duties of Police Dispatcher III include but are not limited to receiving and dispatching emergency and non-emergency calls for service. Inputting data into the Police Department's records management system and being the department's first point of contact with the public. Dispatchers work under the supervision of the Communications Manager and the Support Services Commander.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Receives and dispatches emergency and non-emergency calls for service.
- Answers the telephone promptly and courteously, while screening all calls so they may be directed to the appropriate person or location.
- Determines the difference between police and non-police matters while being able to determine the appropriate type and level of response.
- Operates the MILES/NCIC/NLETS system and is able to utilize it to properly assist officers in the field and to further the law enforcement objectives of the department.
- Inputs information into the records management system in an accurate, timely manner, so the information can be retrieved at a later time.
- Determines jurisdictional boundaries of all incoming calls, so they may be transferred to the appropriate agency.
- Acts as the department's first point of contact with the public, either in person or by telephone.
- Processes all vehicle impound releases, to include accepting payments and removing vehicles from appropriate computer databases.
- Assists as needed with assorted clerical duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive Knowledge of the geographical boundaries of the town; a considerable working knowledge of the MILES/NCIC/NLETS system; an ability to communicate in English in both the written and verbal form; an ability to work with a computer; an ability to differentiate between police and non-police related matters; an ability to multi-task on

a daily basis; an ability to maintain a harmonious and effective working relationship with superiors, co-workers and the public.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Duties require working a 12-hour shift in a sometimes-stressful environment, large amounts of typing and being able to report to work regardless of the weather conditions.

### **MINIMUM QUALIFICATIONS**

Work requires graduation from high school or G.E.D. and must have a minimum of three years experience as a police dispatcher. Must be able to complete an extensive police background investigation. Must have U.S. Citizenship.

### **LICENSES AND CERTIFICATION**

Must complete advanced communications training and other career enhancing training as determined by the Support Services Commander. Must also complete any additional NCIC training that is required.

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