



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271. Fax (508) 398-2365

TOWN
ADMINISTRATOR
Daniel M. Knapik

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Town of Yarmouth Personnel Board

Per M.G.L.: A public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us. For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Join the meeting hosted in Zoom by using the following link:
<https://us02web.zoom.us/j/87991856500?pwd=S2d1ekx6NmdCOVZ1TU9KQlJjcDN4QT09>
2. Audio, video and screen sharing functions will be disabled during the public session. Request to participate by using the "raise hand" function. (meeting ID: 879 9185 6500)
3. You may also listen to the meeting by calling in on a phone to either 1 646 558 8656 and enter the meeting ID 879 9185 6500 or one tap mobile: +13126266799,,87991856500#,,,,0#,,618573# Audio, video and screen sharing functions will be disabled. Smart phone callers may be able to participate by using the "raise hand" function. Land line callers will be able to listen, but not participate verbally. All callers, or viewers may participate and provide public comment by using a designated email indicated below.
4. You may submit comments to the Town using the following email: humanresources@yarmouth.ma.us This email will be monitored by a moderator who will alert the Board Chair of relevant comments.
5. Meeting materials are attached to this agenda, available online at [yarmouth.ma.us/Agenda Center](http://yarmouth.ma.us/AgendaCenter), and will be displayed at the online meeting. It is recommended that phone participants access materials in advance of the meeting.
6. Please follow the following general instructions:
 - a. Keep your phone muted at all times when not talking;
 - b. Do not use speakerphone;
 - c. Do not use Bluetooth devices;
 - d. Mute all background noise;
 - e. Mute the livestream feed and use only the telephone audio;
 - f. Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. The measures stated above follow the emergency order of the Governor for remote participation.



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Notice of Meeting

Name of Committee or Board: Personnel Board

Date of Meeting: August 11, 2020

Time: 2:00 pm

Place: Remote Participation

Agenda Items:

- I. Public Comment
- II. July 9, 2020 Meeting Minutes Approval
- III. Plumbing Inspector Job Description review and possible vote
- IV. Electrical Inspector Job Description review and possible vote
- V. Building Inspector Job Description review and possible vote
- VI. Miscellaneous Compensation Schedule review and possible vote
- VII. Continue Review of Town of Yarmouth Position Rating Manual (if time permits)
- VIII. Staff and Committee Updates
- IX. Personnel Board proposed Meeting: September 10, 2020 – 2:30pm
- X. Adjourn

MISCELLANEOUS COMPENSATION SCHEDULE

Last Update - February 21, 2019 (Proposed 8.11.2020)

Min Wage 12.75

Min Wage 13.50

Min Wage 14.25

Min Wage 15

JOB CLASS	DEPARTMENT	DIVISION	POSITION	2020 RATE *		2021 Proposed	2022 Proposed	2023 Proposed
0197	Community Services	Golf	Golf Course Seasonal Mechanic (4/17)	\$13.00 - \$18.00	per hour	15.50-20.50	16.25-21.25	17.00-23.00
0191	Community Services	Golf	Golf Staff - Starters, Rangers, Shuttle, Cart After 12/31/15 (4/17)	\$11.00 - \$14.00	per hour	13.50-18.00	14.25-18.50	15.00-19.25
0195	Community Services	Golf	Seasonal Golf Supervisor (4/17)	\$13.00 - \$18.00	per hour	15.50-20.50	16.25-21.25	17.00-23.00
0192	Community Services	Golf	Seasonal Maintenance Tech I (4/17)	\$11.00 - \$15.00	per hour	13.50-18.00	14.25-18.50	15.00-19.25
0193	Community Services	Golf	Seasonal Maintenance Tech II (4/17)	\$16.00 - \$21.00	per hour	18.50-24.50	19.25-25.25	20.00-26.00
0198	Community Services	Golf	Seasonal Restaurant Attendant (4/17)	\$ 6.00 - \$14.00	per hour			
0196	Community Services	Golf	Seasonal Restaurant Supervisor (4/17)	\$14.00 - \$24.00	per hour	15.00-25.50	15.25-26.00	15.50-26.50
0194	Community Services	Golf	Seasonal Retail Specialist (4/17)	\$14.00 - \$18.00	per hour	14.50-19.00	15.50-20	16.00-20.50
0190	Community Services	Library	Library Page (4/15)	\$11.00	per hour	13.50	14.25	15.00
0189	Community Services	Library	Substitute Library Assistant (2/19)	\$18.00-\$19.50	per hour	18.50-20.25	19.25-21.00	20.00-21.75
0174	Community Services	Multiple	Program Coordinator (2/19)^	\$15.00 - \$30.00	per hour	18.00-25.00	19.00-27.50	20.00-30.00
0274	Community Services	Multiple	Site Supervisor (2/19)^	\$12.00 - \$20.00	per hour	14.50-18.50	15.25-19.25	16.00-20.00
0161	Community Services	Natural Resources	Assistant Harbormasters (11/15)	\$15 - \$18	per hour	15.50-20.50	16.25-21.25	17.00-23.00
0159	Community Services	Natural Resources	Deputy Shellfish Constable (1/07)	\$12.50 - \$14.25	per hour	13.50-16.00	14.25-17.00	15.00-19.25
0160	Community Services	Natural Resources	Water Quality Biologist (1/07)	\$14.75 - \$15.75	per hour	15.50-20.50	16.25-21.25	17.00-23.00
TBD	Community Services	Recreation	Beach Coordinator (2/19)	\$17.00 - \$25.00	per hour	17.50-23.00	17.75-24.00	18.00-25.00
0180	Community Services	Recreation	Beach Supervisor (2/19)	\$17.00 - \$25.00	per hour	17.50-23.00	18.00-24.00	19.00-25.00
0217	Community Services	Recreation	Behavioral Specialist - Flax Pond (5/10)	\$20.00	per hour	20.00-25.00	22.00-27.50	23.00-27.50
0211	Community Services	Recreation	Fitness Instructor (1/08)	\$15 - \$45	per hour	\$15-\$45	\$15-\$45	\$15-\$45
0178	Community Services	Recreation	Head Lifeguard (2/19)^	\$15.50-\$17.00	per hour	\$15.75-\$17.25	\$16.25-\$18.00	\$17.00-\$19.00
0181	Community Services	Recreation	Junior Recreation Counselors/Lifeguard Aides (2/19)^	\$12.75 - \$14.00	per hour	13.50-14.00	14.25-14.75	15.00-15.50
0177	Community Services	Recreation	Lifeguard (2/19)^	\$14.00 - \$15.50	per hour	14.50-15.75	15.00-16.25	16.00-17.00
0175	Community Services	Recreation	Program Supervisor (2/19)^	\$14.00 - \$20.00	per hour	15.50-18.50	16.50-19.50	17.00-20.00
0184	Community Services	Recreation	Sailing Instructor I (2/19)^	\$12.75 - \$17.00	per hour	13.50-15.50	14.25-16.25	15.00-17.00
0185	Community Services	Recreation	Sailing Instructor II- USSA Certified (2/19)^	\$13.00 - \$18.00	per hour	14.50-16.50	15.25-17.25	16.00-18.00
0182	Community Services	Recreation	Senior Recreation Counselors (2/19)^	\$13.00 - \$18.00	per hour	14.50-16.50	15.25-17.25	16.00-18.00
0186	Community Services	Recreation	Tennis Instructor (2/19)^	\$12.00 - \$20.00	per hour	13.50-17.50	14.25-18.25	15.00-20.00
0183	Community Services	Recreation	Water Safety (Swim) Instructor (1/06)	\$9.50 - \$11.00	per hour	\$16.00-\$20.00	\$17.00-\$21.00	\$18.00-\$22.00
0179	Community Services	Recreation	WSI Lifeguard (2/19)^	\$13.50 - \$19.00	per hour	16.00-20.00	17.00-21.00	18.00-22.00
0169	Community Services	Senior Services	Diabetic Nurse (9/05)	\$11.00	per hour	14.50	15.25	16.00
0168	Community Services	Senior Services	Service Coordinator - LGBT (9/05)	\$15.00	per hour	20.00	20.50	21.00
0171	Community Services	Senior Services	SHINE Outreach (11/11)	\$15.00 - \$20.00	per hour	18.00-24.00	18.75-24.75	19.50-25.50
0172	Community Services	Senior Services	SHINE Program Assistant (11/11)	\$14.00 - \$18.00	per hour	15.00-20.00	15.50-20.50	16.00-21.00
0170	Community Services	Senior Services	SHINE Regional Director (11/11)	\$22.00 - \$30.00	per hour			
0173	Community Services	Senior Services	SHINE Support Administrative Assistant (11/11)	\$13.00 - \$16.00	per hour	15.00-19.00	15.50-19.50	16.00-20.00
0299	Community Services	Senior Services	Transportation Coordinator (10/18)	\$14.50 - \$22.00	per hour	16.75-26.00	17.00-26.50	17.25-27.00
0277	Community Services	Senior Services	Van Drivers (8/12)	\$14.50 - \$22.00	per hour	16.75-26.00	17.00-26.50	17.25-27.00
0210	Cross-Departmental	Multiple	Committee Secretary (5/06)	\$30.00	**			
0289	Cross-Departmental	Multiple	Interns(4/15)	\$11.00 - \$12.00	per hour	13.50-28.00	14.25-29.00	15.00-30.00
0165	Cross-Departmental	Multiple	Laborer, Seasonal (11/15)	\$12.00 - \$15.00	per hour	13.50-16.50	14.25-17.00	15.00-17.50
0166	Cross-Departmental	Multiple	Laborer, Supervisor (11/15)	\$15.50 - 18.50	per hour	17.00-20.00	17.50-20.50	18.00-21.25
0187	Cross-Departmental	Multiple	Operations Assistant/Registration Clerk After 12/31/15 (4/15)	\$11.00 - \$13.00	per hour	13.50-14.50	14.25-15.50	15.00-17.50

MISCELLANEOUS COMPENSATION SCHEDULE

Last Update - February 21, 2019 (Proposed 8.11.2020)

JOB CLASS	DEPARTMENT	DIVISION	POSITION	Min Wage 12.75		Min Wage 13.50	Min Wage 14.25	Min Wage 15
				2020 RATE *		2021 Proposed	2022 Proposed	2023 Proposed
0120	Cross-Departmental	Multiple	Temporary Clerk I (11/11)	\$11.00 - \$13.01	per hour	13.50-14.50	14.25-15.50	15.00-17.50
0121	Cross-Departmental	Multiple	Temporary Clerk II (11/11)	\$12.00 - \$15.00	per hour	14.50-16.00	15.00-17.00	16.00-18.00
0158	DPW	DPW Admin	Engineering Consultant (1/07)	\$25.00 - \$50.00	per hour			
0278	DPW	Highway	Truck Driver (11/94)	\$11.00	per hour	13.50	14.25	15.00
0164	DPW	Parks & Cemetery	Booth Attendant (7/18)	\$12.00 - \$15.00	per hour	13.50-16.50	14.25-17.25	15.00-18.00
0205	DPW	Waste Management	Gate Attendant (rev 1/2019)	\$11.01-\$12.01	per hour	13.50 - 16.50	14.25 - 17.25	15.00-18.00
0148	Finance	Town Clerk	Precinct Inspectors (4/17)	\$11.00	per hour	13.50	14.25	15.00
0149	Finance	Town Clerk	Precinct Wardens & Clerks (4/17)	\$11.00 - \$12.00	per hour	13.50	14.25	15.00
0150	Finance	Town Clerk	Registrar of Voters (4/17)	\$12.00	per hour	13.50	14.25	15.00
0212	Finance	Town Clerk	Town Constable(7/89)	\$100.00	per annum	105.00	110.00	115.00
0153	Fire	n/a	Call Fire Captain (10/96)	\$200.00	per annum/ over calls			
0152	Fire	n/a	Call Fire Lieutenants (10/96)	\$100.00	per annum/ over calls			
0151	Fire	n/a	Call Firefighters (9/96)	\$8.00 - \$8.50 - \$9.00 - \$9.50	per hour	13.50	14.25	15.00
0157	Municipal Inspections	Building	Construction Inspector (1/07)	\$25.00 - \$50.00	per hour	30.00-55.00	31.00-56.00	31.50-57.00
0222	Municipal Inspections	Building	Deputy Building Commissioner (5/12)	\$40.00	per hour	45.00	46.00	47.00
0154	Municipal Inspections	Building	Deputy Gas, Wiring, & Plumbing Inspect. - Emergency 12am-8am (12/02)	\$18.00	three hour minimum	25.00	27.50	30.00
0154	Municipal Inspections	Building	Deputy Gas, Wiring, & Plumbing Inspect. - Emergency 8am-12am (12/02)	\$18.00	two hour minimum	25.00	27.50	30.00
0154	Municipal Inspections	Building	Deputy Gas, Wiring, & Plumbing Inspector (6/10)	\$22.00	per hour	30.00-32.50	31.00-33.50	32.00-35.00
0155	Municipal Inspections	Building	Temporary Building Inspector (5/02)	\$22.00	per hour	30.00-32.50	31.00-33.50	32.00-35.00
0156	Municipal Inspections	Health	Barn/Animal Inspector (1/06)	\$18.00	per inspection visit	20.00-25.00	22.50-27.50	25.00-30.00
0146	Municipal Technical Services	Information Technology	Camera Operator I (3/14)	\$11.00 - \$16.00	per hour	13.50-16.75	14.25-17.50	15.00-18.25
0303	Police	n/a	Behavioral Health Clinician (2/15/18)	\$40.00	per hour			
0294	Police	n/a	Desk Officer - Seasonal After 12/31/15 (4/15)	\$11.00	per hour	13.50	14.25	15.00
0202	Police	n/a	Dispatcher - Provisional (3/14)	\$13.00 - \$18.00	per hour	13.50-18.50	14.25-19.25	15.00-20.00
0145	Police	n/a	Language Interpreter (1/07)	\$14.00 - \$25.00	per hour	15.00-27.50	15.75-28.25	16.50-29.00
0298	Police	n/a	Police IT - Provisional (4/17)	\$25.00 - \$30.00	per hour	27.50-30.00	28.00-32.00	29.00-35.00
0143	Police	n/a	Police Matron (3/14)	\$13.00 - \$18.00	per hour	13.50-19.00	14.25-19.75	15.00-20.50
0295	Police	n/a	Police Mechanic (7/16)	\$21.00 - \$35.00	per hour	22.00-36.00	22.75-36.75	23.50-37.50
0201	Police	n/a	Prisoner Watch (3/14)	\$13.00 - \$18.00	per hour	13.50-19.00	14.25-19.75	15.00-20.50
0307	Police	n/a	Records Licensing Evidence (08/18)	\$25.00	per hour	26.00	26.75	28.00
0144	Police	n/a	Reserve Police Officer (3/14)	\$13.00 - \$18.00	per hour	13.50-18.75	14.25-19.50	15.00-20.25
0107	Police	n/a	Student Police Officer (11/11)	\$865.38	weekly	885.00	900.00	920.00
0141	Finance	Town Clerk	Moderator (6/01)	\$500.00	per year	510.00	520.00	530.00
0142	Finance	Town Clerk	Selectmen (6/01, revoted 8/16)	\$3,000	per year	3,100.00	3,150.00	3,200.00

NOTES:

* Some positions have pay 'ranges' (where two rates are shown). Others have 'steps' (where more than two rates are shown)

MISCELLANEOUS COMPENSATION SCHEDULE

Last Update - February 21, 2019 (Proposed 8.11.2020)

Min Wage 12.75

Min Wage 13.50

Min Wage 14.25

Min Wage 15

JOB CLASS	DEPARTMENT	DIVISION	POSITION	2020 RATE *		2021 Proposed	2022 Proposed	2023 Proposed
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** Additional \$10.00 per hr. for each hr. worked over two hours (5/06)

^New employees will be paid at the bottom of the pay range or minimum wage, whichever is greater. Returning employees will receive a set increase based on the number of years they have worked for the town

August 11, 2020

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ELECTRICAL INSPECTOR
(Town of Yarmouth, Massachusetts)

Definition:

Technical and inspection work related to the enforcement and interpretation of the Massachusetts State Electrical Code; all other related work as required.

Supervision:

Works under the general direction of the Director of Inspectional Services / Building Commissioner. ~~Building Inspector.~~

Performs varied and detailed inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations.

Job Environment:

Some work is performed under typical office conditions; a significant portion of the work day may be spent outdoors, with exposure to all various weather conditions and to the hazards associated with construction sites, and electricity and electrical wiring.

Operates an automobile, standard office equipment, computer systems, and specialized testing equipment.

Makes ~~constant/frequent~~ contacts with the general public, other town departments, electricians, ~~fire department~~, members of the building community, and property owners.

Errors could result in construction delays, loss of life, ~~and~~ loss of service, damage to property, and endanger public safety.

Essential Functions:

Enforces provisions of the Massachusetts Electrical Code; inspects premises for which permits have been issued as the work progresses and upon completion; inspects all residential, commercial and industrial installations to insure conformance to specifications and the Code.

Investigates complaints of alleged violations and takes appropriate action as required. Issues notices and orders to rectify illegal or unsafe conditions and performs follow-up.

Enters applications in database. ~~R~~receives and reviews permit applications; reviews plans for electrical work performed; keeps records of all permits issued, fees collected, inspections performed and approved plans.

Coordinates inspections and appointments; responds to ~~phone and mail~~ public and town staff inquiries.

Assists the fire department in the investigation of electrical fires. Responds to off hours emergencies, wires down as a result of storms, vehicle impacts etc. Inspects all fire alarm systems and burglar alarm systems. ~~Inspects lawn sprinkler systems when requested.~~

Coordinates with utility companies the installation of electrical services and transformers. provides Utility Authorization to allow public utilities to connect electrical service to structures. ~~;- approves for installation.~~

Supports the goals of the Department of Municipal Inspections and the Town of Yarmouth through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of the Department. Provides instruction and mentoring to subordinate employees. Provides advice and support to supervisors.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience:

High school ~~graduation; diploma.~~ five years experience as a journeyman electrician or master electrician; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of all types of electrical installations in residential, commercial and industrial buildings.

Ability to read and interpret blueprints, drawings and plans. Ability to prepare necessary diagrams. Ability to read and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate inspection records and to prepare reports. Ability to communicate effectively in oral and written form.

Massachusetts Class D Motor Vehicle Operator's License required.
Massachusetts Journeyman Electrician's and Master's License required.

Physical Requirements:

Constant light to moderate physical effort demanded in making inspections. Major portion of shift spent in the field. Frequently required to climb and reach. Must be able to access all levels at a construction site. May be required to walk and stand approximately six hours per day. Vision must be correctable to "normal" ranges. Must be able to distinguish colors and judge distances and spatial relationships.

August 11, 2020

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**PLUMBING AND GAS INSPECTOR
(Town of Yarmouth, Massachusetts)**

Definition:

Technical and inspection work related to the enforcement and interpretation of the Massachusetts State Plumbing Code and the Massachusetts Code for the Installation of Gas Appliances and Gas Piping; all other related work as required.

Supervision:

Works under the general direction of the Director of Inspectional Services / Building Commissioner. Building Inspector.

Performs varied and detailed inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations.

Job Environment:

Some work is performed under typical office conditions; a significant portion of the work day may be spent outdoors, with exposure to all various weather conditions and to the hazards associated with construction sites and fixtures.

Operates an automobile, standard office equipment / computer systems, and specialized testing equipment.

Makes constant contacts with the general public, other town departments, members of the building community, the Board of Hhealth and property owners.

Errors could result in delay and loss of service, loss of life, damage to property, and endanger public safety.

Essential Functions:

Inspects and supervises tests of new and existing plumbing, water piping, fixtures, and equipment; inspects connections to heating systems and water services; inspects sewage disposal systems.

Enter applications, and issues permits for plumbing and gas installations, alterations and repairs; inspects all gas piping and gas appliance installations in process of construction, alteration or repair for which permits are issued; keeps records of all permits issued, fees collected, inspections performed and approved plans per 248 CMR, MA Uniform Plumbing & Gas Code.

Investigates complaints of alleged violations and takes appropriate action as required and allowed by law.

Coordinates inspections and appointments; responds to phone and mail inquiries.

Assists the fire department in the investigation of gas related incidents. Responds to off hours emergencies, gas leaks, vehicle impacts etc.

Performs similar or related work as required or as situation dictates.

Supports the goals of the Department of Municipal Inspections and the Town of Yarmouth through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of the Department. Provides instruction and mentoring to subordinate employees. Provides advice and support to supervisors.

Recommended Minimum Qualifications

Education and Experience:

High school ~~diploma graduation~~ and five ~~years experience~~ years' experience as a master plumber. Must meet all licensing requirements of 248 CMR and MGL Ch. 142

Knowledge, Ability and Skill:

Thorough knowledge of plumbing theory and practices and of state and local laws and regulations pertaining to plumbing work.

Ability to read and interpret blueprints, drawings and plans. Ability to prepare necessary diagrams. Ability to read and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate inspection records and to prepare reports. Ability to communicate effectively in oral and written form.

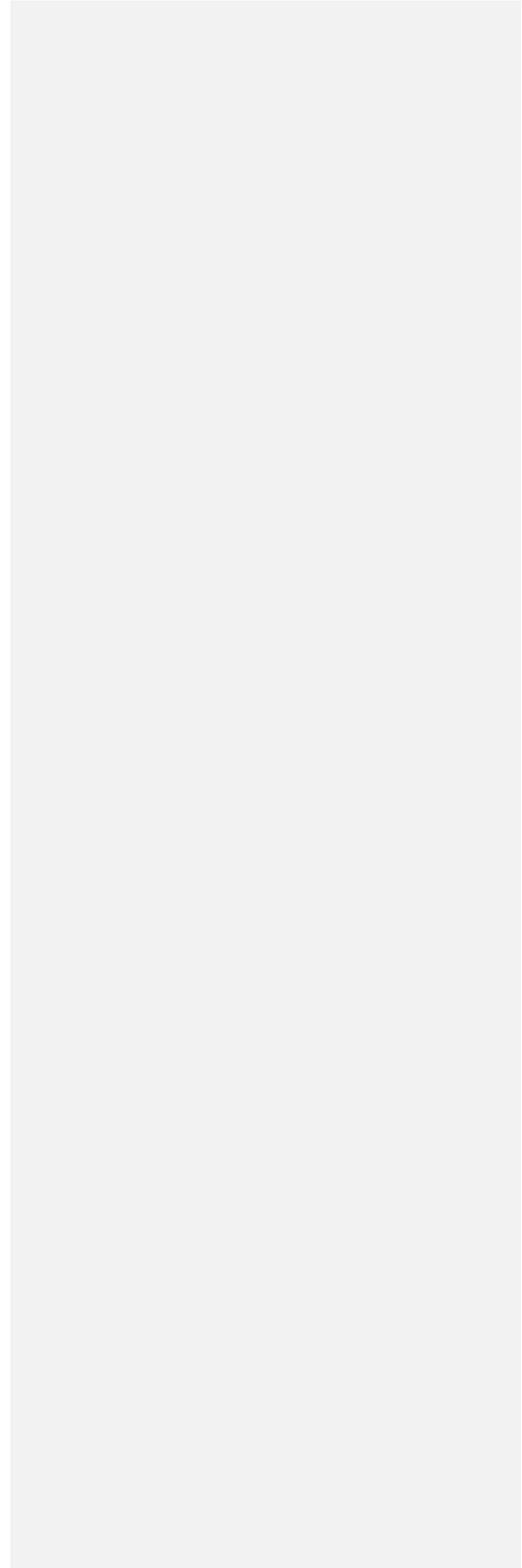
Massachusetts Class D Motor Vehicle Operator's License required.

Massachusetts Master's Plumber's License and Master's Gas Fitter's License required.

Physical Requirements:

Constant light to moderate physical effort demanded in making inspections. Major portion of shift spent in the field. Frequently required to climb and reach. Must be able to access all levels at a construction site. May be required to walk and stand approximately six hours per day.

Vision must be correctable to "normal" ranges. Must be able to distinguish colors and judge distances and spatial relationships.



~~February, 2016~~ August 11, 2020

**BUILDING INSPECTOR (LOCAL)
(Town of Yarmouth, Massachusetts)**

Definition:

Technical and inspection work related to the enforcement and interpretation of the MA General Law, Massachusetts State Building Code, MA State Handicapped Accessibility Code, local zoning ordinance, and other applicable regulations; all other related work as required.

Supervision:

Works under the general direction of the Director of Inspectional Services / Building Commissioner.

Performs varied and detailed inspection duties of a technical nature requiring the exercise of considerable judgment in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations.

Job Environment:

Some work is performed under typical office conditions; a significant portion of the work day may be spent outdoors, with exposure to various all weather conditions and to the hazards associated with construction sites.

Operates an automobile, radio, standard office equipment, specialized testing equipment, and computer / computer systems.

Makes frequent ~~contacts~~ constant contact with the general public, other town departments, members of the building community, and property owners. Contacts are by phone, in person and in writing and require the ability to influence actions, resolve problems and discuss complex regulatory matters.

Errors could result in delay and construction delays, loss of life, loss of service, damage to property, and endanger public safety.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Receives and may enter applications in a database ~~applications~~ and issues or deny permits to construct, improve, move and demolish buildings and structures within the town; reviews plans for conformance with building and zoning codes; issues permits for use and occupancy, makes approval after all requirements have been met; issues permits for signs.

Coordinates activities with affected town boards and departments including the Board of

Appeals, Board of Health, Conservation Commission, etc. May [be required to](#) attend Board of Appeals meetings to furnish advice on matters pending before the board.

Responds to inquiries from property owners, contractors, banks, real estate firms and the general public; interprets building and zoning code provisions to applicants; explains department procedures and assists applicants in completing required forms.

Inspects buildings and alterations to buildings under construction and upon completion to monitor compliance with the state building code, zoning ordinance, and other pertinent state and local regulations.

[Perform annual inspections of hotels, restaurants and bars to ensure code compliance prior to receipt of annual Certificate of Inspection. This certificate is required prior to application with Board of Selectmen for the annual liquor license.](#)

Investigates complaints of alleged violations and takes appropriate action as required. Issues notices and orders to rectify illegal or unsafe conditions and performs follow-up. [Issues non-criminal citations to building owners for violations of MA State Building Code and Zoning Bylaws.](#) Appears in court to testify when necessary.

Receives and reviews plans for building construction or alteration to determine [code and bylaw](#) compliance; maintains records of all inspections performed and approved plans.

Discusses construction methods and materials with builders, architects, engineers and developers in order to ensure compliance.

[Respond to off hour emergency calls from Fire or Police after fires, vehicle impacts or other peril to declare building status as required by law or determine if code violations existed prior to loss.](#)

[Supports the goals of the Department of Municipal Inspections and the Town of Yarmouth through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of the Department. Provides instruction and mentoring to subordinate employees. Provides advice and support to supervisors.](#)

Performs duties of Building Commissioner in his/her absence.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience:

High School ~~diploma graduation~~; plus five ~~years experience~~ [years' experience](#) in the supervision of building construction or design; Associates Degree in a field related to building construction or design preferred; or any equivalent combination of education and experience pursuant to 780 CMR and Massachusetts General Laws, Chapter 143.

Special Requirements:

Massachusetts Class D Motor Vehicle ~~Operator=s~~Operators License required.

Massachusetts Unrestricted Construction ~~Supervisor=s~~Supervisors License and state certification required.

Shall be certified as a Local Inspector or become certified within eighteen (18) months of initial appointment as per the provisions of 780 CMR R7. The incumbent must maintain his certification by satisfying the continuing education requirement.

Knowledge, Ability and Skill:

Thorough knowledge of ~~the~~ materials and methods of building construction; thorough knowledge of the state building code, local zoning bylaws and other applicable state statutes, rules and regulations, ordinances and bylaws. Such persons shall have a general knowledge of the accepted requirements for fire prevention, light, ventilation and safe egress; as well as general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure; plus

whatever other requirements of experience and knowledge that are deemed necessary by the municipality, State or National certification.

Ability to read and interpret blueprints, drawings and plans. Ability to prepare diagrams. Ability to read and enforce regulations firmly, tactfully, and impartially. Ability to maintain detailed and accurate inspection records and to prepare reports as required. Ability to communicate effectively in oral and written form.

Physical Requirements:

Frequent light to moderate physical effort demanded in making inspections. Major portion of shift spent in the field. Frequently required to climb ~~and~~, reach or crawl. Must be able to access all levels ~~at~~of a construction site. May be required to walk and stand approximately six hours per day.

Vision must be correctable to Anormal @ ranges. Must be able to distinguish colors and judge distances and spatial relationships.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

MINUTES OF MEETING
July 9, 2020, 2:30 p.m.
Town Hall and remote via Zoom

Members present: Betty-Jane Burkhardt, Chair, Thomas Nickinello, Kenneth Mudie, Sharon Ladley

Absent: Alice Bowen

Others present: Sarah O'Reilly, Director of HR

The meeting was called to order by Chairman Burkhardt at 2:40pm.

Ms. Burkhardt requested a motion to conduct the meeting remotely. Mr. Nickinello made a motion and Mr. Mudie seconded. A roll call vote was taken and it was unanimously approved to conduct the meeting remotely. The remote participation guidance was recited by Ms. O'Reilly.

Minutes from the May 14, 2020 meeting were reviewed. A motion was made by Mr. Nickinello, seconded by Mr. Mudie. A roll call vote was taken and the minutes were unanimously approved as presented.

There was discussion regarding Terms for the Personnel Board. Mr. Mudie has been elected as Town Moderator, making him ineligible to continue on the Personnel Board. A new representative from the Financial Committee will be appointed and may be Robert Chavara, Finance Committee Chair. Sarah will reach out to him regarding this and new appointments will be put together for those others present. It is unclear as to Alice's interest/ability to continue with the Personnel Board, so a letter will be drafted to clarify with her.

The Board began reviewing and making edits to the Position Rating Manual and this work will continue at the next meeting.

The next meeting was scheduled for Thursday, September 10, 2020 at 2:30pm.

Mr. Nickinello made a motion to adjourn, which was seconded by Ms. Ladley. A roll call vote was taken and unanimously approved. The meeting was adjourned at approximately 3:52 pm.

Respectfully submitted,

Sarah O'Reilly
Director of Human Resources, Town of Yarmouth

SO



TOWN OF YARMOUTH

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TOWN
ADMINISTRATOR
Daniel M. Knapik

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Notice of Meeting

Name of Committee or Board: Personnel Board

Date of Meeting: August 11, 2020

Time: 2:00 pm

Place: Remote Participation

Agenda Items:

- I. Public Comment
- II. July 9, 2020 Meeting Minutes Approval
- III. Plumbing Inspector Job Description review and possible vote
- IV. Electrical Inspector Job Description review and possible vote
- V. Building Inspector Job Description review and possible vote
- VI. Miscellaneous Compensation Schedule review and possible vote
- VII. Continue Review of Town of Yarmouth Position Rating Manual (if time permits)
- VIII. Staff and Committee Updates
- IX. Personnel Board proposed Meeting: September 10, 2020 – 2:30pm
- X. Adjourn

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TOWN OF YARMOUTH

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TOWN
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Sarah O'Reilly

Town of Yarmouth Personnel Board

Per M.G.L.: A public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us. For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Join the meeting hosted in Zoom by using the following link:

<https://us02web.zoom.us/j/87991856500?pwd=S2d1ekx6NmduCOVZITU9KQlJjcDN4QT09>

2. Audio, video and screen sharing functions will be disabled during the public session. Request to participate by using the "raise hand" function. (meeting ID: 879 9185 6500)

3. You may also listen to the meeting by calling in on a phone to either 1 646 558 8656 and enter the meeting ID 879 9185 6500 or one tap mobile: +13126266799,,87991856500#,,,,0#,,618573# Audio, video and screen sharing functions will be disabled. Smart phone callers may be able to participate by using the "raise hand" function. Land line callers will be able to listen, but not participate verbally. All callers, or viewers may participate and provide public comment by using a designated email indicated below.

4. You may submit comments to the Town using the following email: humanresources@yarmouth.ma.us This email will be monitored by a moderator who will alert the Board Chair of relevant comments.

5. Meeting materials are attached to this agenda, available online at yarmouth.ma.us/Agenda Center, and will be displayed at the online meeting. It is recommended that phone participants access materials in advance of the meeting.

6. Please follow the following general instructions:

- a. Keep your phone muted at all times when not talking;
- b. Do not use speakerphone;
- c. Do not use Bluetooth devices;
- d. Mute all background noise;
- e. Mute the livestream feed and use only the telephone audio;
- f. Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. The measures stated above follow the emergency order of the Governor for remote participation.