

Robert J. Clark

EAST HARTFORD TOWN COUNCIL

2019 SEP 23 A 8:30

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

SEPTEMBER 17, 2019

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc Weinberg, Patricia Harmon and Caroline Torres

ABSENT Councillors Joseph R. Carlson and Shelby J. Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:43 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

RECOGNITIONS AND AWARDS

East Hartford Fire Department: Deputy Chief Al Dodd

Mayor Leclerc and the Town Council presented the following proclamation to Deputy Chief Al Dodd:

WHEREAS Deputy Chief Al Dodd was hired by the East Hartford Fire Department in September of 1976, proudly and passionately serving the East Hartford community for 43 years; and

WHEREAS throughout his extensive career, Deputy Chief Dodd has taken on many responsibilities, as he successfully rose through the ranks from a firefighter to apparatus operator, lieutenant, captain and lastly, deputy chief in May of 1998 where he had served to the day of his retirement; and

WHEREAS Deputy Chief Dodd has demonstrated utmost professionalism throughout his career, serving as an incident commander during major events including the BKM Warehouse fire on George Street in 2009 that resulted in the loss of the commercial building, and a plane crash on Main Street in 2016, among many others; and

WHEREAS over the years, he has proven to be a staunch advocate for the entire Fire Department, and his successful leadership along with his willingness to share his knowledge have been invaluable to all firefighters; and

WHEREAS Deputy Chief Dodd's unceasing commitment to the betterment of the East Hartford community hasn't gone unnoticed as he dedicated four decades of his career to ensuring the wellbeing of our residents on a daily basis.

NOW, THEREFORE, I, Marcia A. Leclerc, Mayor of the great Town of East Hartford, proudly joins with the Town Council to wish

Deputy Chief Al Dodd

A well-deserved retirement and recognize all his accomplishments and contributions to our town.

Deputy Chief Dodd thanked the Mayor and the Town Council for their support over his 43-year career with the Fire Department.

Kate Dumas, 89 Mallard Drive, addressed the Council on the condition of Mallard Drive – road potholes – including cracked sidewalks and blight issues in her neighborhood.

Mayor Leclerc commented on (1) the Showcase Cinema project: CRDA has awarded Cherry Hill Construction the demolition contract; (2) on September 19th there will be a kick-off meeting for both Wickham Library and the new Senior Center; (3) a section of road on Westerly Terrace was never completed, but will be when Mallard Drive is paved; (4) road paving/repair status: (a) Linwood, Montclair, Forbes are completed (b) Maple to be completed by end of next week (c) Tolland, Timber Trail, Green Manor and Jarmon to be completed by end of this Fall (d) Martin Circle/Warren Drive area to be completed soon (e) Delmont, Bodwell, Vernon, Maridon will begin soon; (5) the cemetery clean-up date is October 15th; (6) on September 28th a stop-log exercise will be performed on the levee side of Cedar Street; (7) Fall Fest and the Greater Hartford Marathon events will be held on October 12th; and (8) Coffee with a Cop will be Wednesday October 2nd at the Dunkin Donuts on Silver Lane

September 3, 2019 Executive Session

September 3, 2019 Public Hearing/Columbus Circle Extension

September 3, 2019 Regular Meeting

September 17, 2019

COMMUNICATIONS AND PETITIONS

On-Call Service Contracts FY2019

Chair Kehoe reviewed this year's report which provides the amount of funds spent by the Town on each on-call service contract for fiscal year ending June 30, 2019. There are eleven on-call contracts. By ordinance, these contracts will be in force for a maximum of five years and cannot exceed \$100,000. Two of the contracts have exceeded the \$100,000 cap and, therefore, will not be receiving additional contracts under this bid.

Vendor Name	Contract Start Date	\$ Paid FY 2019	\$ Paid Life to Date
Alfred Benesch & Co. (Engineers)	05/2017	\$ 8,461	\$70,415
A I Engineers (Engineers)	05/2017	1,670	67,670
Anchor Engineers (Engineers)	05/2017	9,775	27,275
Electrical Contractors (Electricians)	11/2015	9,537	35,337
Malone and MacBroom (Engineers)	05/2017	75,536	80,001
Capital Studio Architects (Architects)	03/2016	15,330	25,383
FAK Electrical (Electricians)	11/2015	0	7,290
Silver Petrucelli (Architects)	03/2016	58,554	115,848
J. Associates (Architects)	03/2016	0	16,985
Christopher Williams (Architects)	03/2016	68,726	116,680
CME Associates (Engineers)	07/2013	36,695	73,209

NEW BUSINESS

Recommendations from the Personnel & Pensions Subcommittee:

Deputy Town Clerk

MOTION By Linda Russo
seconded by Marc Weinberg
to **approve** the revised job description entitled "Deputy Town Clerk" and the salary upgrade of that position from grade 8 to grade 10, as outlined and attached to a memo dated August 14, 2019 from Human Resources Director Santiago Malave to Mayor Marcia A. Leclerc, and as unanimously approved at the Personnel & Pensions Subcommittee meeting of September 5, 2019.
Motion carried 7/0.

A copy of the revised job description follows these minutes.

Assistant Town Clerk

MOTION By Linda Russo
seconded by Marc Weinberg
to **approve** the revised job description entitled "Assistant Town Clerk" and the salary upgrade of that position from grade 7 to grade 8, as outlined

Motion carried 7/0.

Facilities Maintenance Specialist

Motion carried 7/0.

Administrative Operations Coordinator

Motion carried 7/0.

Department of Homeland Security Emergency Management Performance Grant

to **adopt** the following resolution:

RESOLVED that Town of East Hartford, Connecticut may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Marcia A. Leclerc, as Mayor of the Town of East Hartford, Connecticut, is authorized and directed to execute and deliver any and all documents on behalf of the Town of East Hartford and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents.

On call of the vote, motion carried 7/0.

CT Judicial Branch Court Support Services: Youth Services Prevention Funding

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **adopt** the following resolution:

WHEREAS the Town of East Hartford (Youth Task Force) has been identified in Public Act 19-117, to be a recipient of a \$50,000 per year grant from the State of Connecticut for the provision of preventive youth services for fiscal years 2020 and 2021; and

WHEREAS as a condition of the grant, the Town is required to provide documentation that details a plan for spending, monitoring, and reporting on these funds in a manner that is consistent with the intent of the Public Act.

NOW THEREFORE LET IT BE RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State of Connecticut Judicial Branch, Office of the Chief Court Administrator as they pertain to this Youth Services Prevention grant.

On call of the vote, motion carried 7/0.

Appointment of Orlena Cowan to the Property Maintenance Code Board of Appeals

MOTION By Marc Weinberg
seconded by Linda Russo
to **approve** the appointment of Orlena Cowan, 78 Prospect Street, to the Property Maintenance Code Board of Appeals; term to expire December 2023.
Motion carried 7/0.

Out of the Darkness Walk

MOTION By Marc Weinberg
seconded by Caroline Torres
to **approve** the outdoor amusement permit application entitled "Out of the Darkness Walk" submitted by Michelle Peters, Area Director for the American Foundation for Suicide Prevention, CT Chapter, to conduct a charity walk on Saturday, September 28, 2019 from 7:30AM to 1PM at Great River Park with music to be provided from 9:00AM to

12PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(a) as this is a not-for-profit organization which hopes to bring attention to the issue of suicide prevention.

Motion carried 7/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon (1) asked for an update on the petition signed by the residents of Woodbridge Avenue regarding cut-through vehicle traffic on their street; (2) inquired on whose responsibility it is to tend to the excess growth of weeds/grass around railroad tracks; and (3) suggested that, for next year's road repair program, the town paves the main roads first and the side streets last – she feels this would improve traffic flow when school starts in late August and September. *Mayor Leclerc (1) indicated that the traffic study had begun, but new counters needed to be ordered and the results were just now being compiled; (2) suggested that Councillor Harmon prepare a list of the railroad crossings that need attention and send it to her office – she will look into it; and (3) the Mayor stated that there are more side streets than main roads and that may not be possible.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Pending assessment (tax) appeal known as Shaar Realty, LLC v. Town of East Hartford,
Docket No. HHB-CV-176038475-S, real property located at 229 Ellington Road, 231
Ellington Road and 233 Ellington Road (131 Units)

MOTION By Ram Aberasturia
seconded by Linda Russo
to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as Shaar Realty, LLC v Town of East Hartford, Docket Number HHB-CV-17-6038475-S, involving real property located at 229 Ellington Road, 231 Ellington Road and 233 Ellington Road (137 units), from the fair market value of \$8,609,073 to the fair market value of \$8,109,073, which shall generate a reduction of \$16,467.50 in property taxes, for the Grand List Year of 2016.
Motion carried 7/0.

Pending Superior Court action known as Cynthia Craig v. Town of East Hartford, et al,
Docket No. HHD-CV-18-6095518-S

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **accept** the recommendation of Corporation Counsel to fully and finally
settle the pending Superior Court action known as Cynthia Craig v Town of
East Hartford, et al, Docket No. HHD-CV-18-6095518-S, for a total sum of

\$35,000.00.
Motion carried 7/0.

Pending Federal Court action known as Harry Ravalese v Town of East Hartford, et al
Docket No. 3:16-CV-1642 (VAB).

MOTION By Ram Aberasturia
 seconded by Marc Weinberg
 to **accept** the recommendation of Corporation Counsel to fully and finally
 settle the pending Federal Court action known as Harry Ravalese v Town
 of East Hartford, et al Docket No. 3:16-CV-162 (VAB) for a total sum of
 \$45,000.00.
 Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Linda Russo
 to **adjourn** (9:00 p.m.).
 Motion carried 7/0.

The Chair announced that the next meeting of the Town Council would be October 1st.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK

TOWN OF EAST HARTFORD

TITLE: Deputy Town Clerk

GRADE: 10

DEPARTMENT: Town Clerk

DATE: 08/01/19

GENERAL DESCRIPTION:

This is responsible clerical, technical and administrative work involving the recording and administration of land, vital statistics, and election documents for the Town Clerk's Office.

Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of applications and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions. This work requires that the employee have considerable knowledge, skill and ability in every phase of public records management responsibilities of Town Clerk's Office.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED:

Provides functional supervision to subordinate staff in the absence of the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs counter work processing marriage license applications, forms, permits, licenses, death certificates, and related material by checking for completeness and conformance to standard requirements.
- Receives and records various documents including land records and maps, trade names, veterans discharges, etc.
- Scans land records into computer to be viewed and printed by the public, attorneys, title searchers.
- Computer indexes land records for archival record and produces related reports. Audits daily indexing reports. Makes corrections to errors found by title searchers on older land indexes.
- Registers voters, issues absentee voter ballots and maintains absentee ballot records. Assists in tallying votes on election night.
- Administers oaths to newly elected officials and public safety personnel in the absence of the Town Clerk.

- Oversees postings and/or filing of agendas and meetings of all East Hartford's Boards and Commissions.
- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.
- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public land records research and use of public terminal.
- Provides certified documents to the public both at the counter and via mail.
- Operates a variety of standard and specialized office machines, including a computer console.
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- Provides information in Town records and recording procedures to attorneys, real estate agents and the public, and resolves problems and complaints and also provides information regarding the functions and operations of the office.
- Takes in, copies, disburses and files all legal claims and summonses, workman's comp and police complaints submitted to the Town.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.
- Assists in the preparation of department budget by compiling information, entering budget information into the Town's financial and payroll system and generating reports. Prepares statistical information for the annual budget recommendation.
- Prepares monthly reports for and processes payments to DEEP and State of CT Treasurer.
- Processes monthly animal control reports and forwards to the Dept. of Agriculture.
- Processes state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of records management and Town Clerk office procedures and practices. Considerable knowledge of standard office equipment including personal computer.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet
- Considerable knowledge of the laws, regulations and procedures related to the office of the Town Clerk.
- Considerable ability to establish and maintain effective working relationships with associates, attorneys, real estate agents, and the general public.
- Good knowledge of business English.
- Good skill in typing at the net rate of 50 words per minute.
- Considerable ability in oral and written communications.

QUALIFICATIONS:

A four year degree from an accredited college in business administration or a related field, plus two years of responsible records management experience. or an equivalent combination of qualifying experience, education and training.

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

SPECIAL REQUIREMENTS:

- Must be able to become a Notary Public in the State of Connecticut.
- Must be a Certified Municipal Clerk in the State of Connecticut.

TOOLS AND EQUIPMENT USED:

Cash register, calculator, computer and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and listen. Occasionally the employee is required to walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee must occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret documents such as state statutes and write reports and business correspondence. This position requires the ability to solve practical problems and effectively present information and respond to questions from attorneys, title searchers and the general public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

The work is conducted in typical office working conditions with virtually no disagreeable features. Noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above 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.

The 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.

TOWN OF EAST HARTFORD

TITLE: Assistant Town Clerk

GRADE: 8

DEPARTMENT: Town Clerk

DATE: 08/01/19

GENERAL DESCRIPTION

This is responsible clerical, technical, and administrative work involving the recording and administration of land, vital statistics, and election documents for the Town Clerk's office.

Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of application and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records management responsibilities of Town Clerk's office.

SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED

Provides functional supervision to subordinate staff in the absence of the Town Clerk, or the Deputy Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs counter work processing marriage license applications, forms, permits, licenses, death certificates and related material by checking for completeness and conformance to standard requirements.
- Scans land records into computer to be viewed and printed by the public, attorneys, title searches. Makes corrections to errors found by the title searches on older land indexes.
- Receives and records various documents including land records and maps, trade names, veterans' discharges, etc.
- Computer indexes land records for archival record and produces related reports. Audits daily indexing reports.
- Registers voters, issues absentee voter ballots and maintains absentee ballot records. Assists in tallying votes on election night.
- Administers oaths to newly elected officials and public safety personnel in the absence of the Town Clerk and Deputy Town Clerk.
- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.

- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public with land records research and use of public terminal.
- Provides certified documents to the public both at the counter and via mail.
- Operates a variety of standard and specialized office machines, including a computer console.
- Provides information in Town records and recording procedures to attorneys, real estate agents and the public, and resolves problems and complaints and also provides information regarding the functions and operations of the office.
- Takes in, copies, disburses and files all legal claims and summonses, workman's comp and police complaints submitted to the Town.
- Compiles State of Connecticut reports for vital records.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.
- Assists in the preparation of department budget by compiling information, entering budget information in the Town's financial and payroll system and generating reports. Assists in preparing statistical information for annual budget recommendation.
- May be required to invoice the IRS, State of CT, and MDC for recording documents, processes payments when received.
- May be required to prepare monthly reports for and processes payments to DEEP and State of CT Treasurer.
- May be required to process monthly animal control reports and forwards to the Dept. of Agriculture.
- May be required to process state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of records management and Town Clerk office procedures and practices.
- Considerable knowledge of standard office equipment including personal computer.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet.
- Considerable knowledge of the laws, regulations and procedures related to the office of the Town Clerk.
- Considerable ability to establish and maintain effective working relationships with associates, attorneys, real estate agents, and the general public.
- Good knowledge of business English.
- Good skill in typing at the net rate of 50 words per minute.
- Considerable ability in oral and written communications.

QUALIFICATIONS:

A four -year degree from an accredited college in business administration or a related field, plus two years of responsible records management experience..

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

SPECIAL REQUIREMENTS:

Must be or be able to become a Notary Public in the State of Connecticut.

Must be able to become a Certified Municipal Clerk within four year.

TOOLS AND EQUIPMENT USED:

Cash register, calculator, computer, and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the position, the employee is frequently required to sit, talk and listen. Occasionally the employee is required to walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee may occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret documents such as state statutes and write reports and business correspondence. This position requires the ability to solve practical problems, and effectively present information and respond to questions from attorneys, title searchers and the general public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work conducted in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above 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.

The 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.

TOWN OF EAST HARTFORD

TITLE: Facilities Maintenance Specialist **GRADE:** 9
DEPARTMENT Public Works **DATE:** 08/01/19

GENERAL DESCRIPTION

Under general supervision of the Facility Manager, the incumbent in this classification serves as lead worker and assumes significant responsibility for general repair and maintenance coordination of Town buildings and facilities. Performs skilled, semi-skilled and technical work in the operation, maintenance and repair of plumbing, HVAC, carpentry, electrical, mechanical and structural systems and equipment in various Town buildings and facilities. Works independently and or provides lead direction and training to assigned Building Maintainers and private contractors.

DISTINGUISHING CHARECTERISTICS

Positions at this level are distinguished from other classes within the Building Maintenance series as described by the level of responsibility assumed and the complexity of duties assigned. . Employees perform the most difficult and responsible types of duties assigned to classes within the series. Employees at this level are required to be fully trained in all procedures related to assigned areas and/or leads, directs, monitors others in the performance of their duties. May provide direction, establish priorities and coordinate work projects.

SUPERVISION RECEIVED

Works under the general supervision of the Facility Manager or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects buildings to assure conformance to established standards.
- Oversees schedules, and conducts preventive maintenance; designs and constructs labor saving methods and devices.
- Leads in the coordination of tasks with Building Maintenance staff as directed by the Facility Manager or designee
- Receives oral and written instructions.
- Provide courteous customer service; respond to questions and inquiries from Town staff and general public regarding various maintenance projects; resolve customer problems or complaints.
- Obtains materials and equipment needed to perform daily duties.
- Coordinates activities with department personnel and supervisor.
- Ensures that work orders are completed in a timely fashion with attention to priority work.
- Assist in the Training of employees in their areas of work including facility maintenance methods, procedures, and techniques and project work scope.

- Inspects work of contractors for conformity to specifications; recommends corrective actions as necessary.
- Performs routine and non-routine building maintenance projects, such as, replacing electrical outlets and switches, replacing fluorescent fixtures and ballasts, replacing fans, changing faucets, replacing toilets, removing obstructions from drain pipes, painting rooms, furniture, and similar projects.
- Assists in monitoring the Town's HVAC and other systems.
- Responds to emergencies.
- Ensures the availability of power under emergency conditions; maintains emergency power sources.
- Orders materials. Maintains a small workshop with hand tools and equipment.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.
- Uses personal computer for email, word processing, time record-keeping, daily work records, complaint tracking and resolution, inventory, report preparation etc.
- Attend training and safety meetings as necessary.
- Leads and participates in performing special projects as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend a variety of technical manuals, codes and reference materials; write reports and maintain accurate and clear records.
- Ability to troubleshoot and repair equipment.
- Ability to establish and maintain good working relationships with Town employees, contractors, and the public.
- Ability to read and understand specifications; read and understand blueprints.
- Ability to convey concise written and verbal instructions to staff and outside contractors as directed by the Facility Manager.
- Ability to work within budget and time constraints; prioritize work load, perform under emergency conditions.
- Ability to operate computerized HVAC and computerized record keeping equipment.
- Strong organizational and follow up skills

QUALIFICATIONS

A high school diploma, plus four years of experience in building maintenance field.. A valid CT. skilled trades license or other recognized building trade or contractor license. Equivalent combination of education and qualifying experience will be considered..

SPECIAL REQUIREMENTS

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

, hand and power tools, cleaning equipment, computer.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and detect odors. The employee must frequently lift and/or move up to 25 pounds, and occasionally more than 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read and interpret basic instructions for operating tools and equipment. The employee must also be able to keep routine records and write basic reports. This position requires the ability to deal with standardized situations with only occasional new variables.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

GENERAL GUIDELINES

The duties listed above 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.

The 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.

TOWN OF EAST HARTFORD

TITLE: Administrative Operations Coordinator

GRADE: 8

DEPARTMENT: Inspections and Permits

DATE: 09/05/19

POSITION DEFINITION:

Under general supervision and direction of the director, provides administrative assistance in a staff capacity to the Inspections and Permits department by performing a wide range of increasing responsible and difficult professional and technical duties leading to the effective operation of the department; and performs related work as required. Work is performed under general supervision where considerable independence is allowed.

GENERAL DUTIES:

- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks and reports all work accomplished to the director.
- Relieves supervisor of office administrative detail work.
- Performs office administrative work in the functional areas of budget control, accounts payable, special permits, employee payroll and benefits, equipment use, and related department reporting systems.
- Establishes and maintains financial and administrative record files.
- Types and transcribes letters, reports, and meeting minutes from rough draft.
- Composes and types routine correspondence and reports.
- Arranges meetings and schedules appointments for supervisor.
- Advises department on budget problems, policies, and procedures and assists in the maintenance of proper budgetary controls. At the direction of the Director prepares the department budget reports and summaries.
- Manages property maintenance and zoning violations data collection and follow up under the direction of the Director.
- Acts as the primary administrative support staff to the Director, receiving assignments from the Director.
- Composes public reports. Handles information requests.
- Assists the department in implementing improvements, and in overall administration of the department.
- Prepares and develops statistical reports, spreadsheets, graphs and related materials in order to track permits, fees collections, department operating budget, etc.
- Assists in the preparation of special studies on the department programs and procedures.
- Assists in the performance of routine professional and technical support of the on-line permitting system.

- Identifies user groups for cloud base system; sets up various permits to be created, revenues to be calculated for permits, accounts for revenues collected and the parameters and restriction for each permit type.
- Researches information on a variety of subjects related to the Inspections and Permits programs and procedures.
- Interfaces with technical staff responsible for production computer business and records application as required.
- Serves as the liaison to the IT department when setting up and updating the various department permits.
- Meets the public and provides information on subjects such as department or town services.

ADDITIONAL DUTIES:

- Notarizes documents as necessary.
- Maintains work flow records on department special projects.
- Responds to inquiries from the public concerning department programs.
- Organizes and prepares department materials for distribution.

QUALIFICATIONS PROFILE:

Bachelor's degree from an accredited college or university with a major in Business Administration, Accounting, or a closely related field and four years of increasingly responsible administrative operation functions, or office management.

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.
- Knowledge of Municipal, State and Federal government powers and purposes.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet.
- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to interpret instructions furnished in written, oral, or schedule form.
- Ability to acquire a working knowledge of the policies, procedures and goals of the department.

- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to establish and maintain effective working relationships with municipal officials, department directors, employees and the general public.
- Ability to make decisions in accordance with the rules, regulations and ordinances, covering the department.
- Possess a working knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports, etc.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to make oral and written presentations in clear concise and understandable form.

LICENSING REQUIREMENTS:

Must be a State of Connecticut Notary Public.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

Works in an office setting subject to continuous interruptions and background noise.
Includes exposure to VDT's (video display terminals) on a daily basis.
Must be able to access and process information contained in file records and computer databases.

Must be able to work with minimal supervision under stressful conditions with demanding deadlines and changing priorities and conditions.
Ability to lift up to 20 lbs. from various heights and positions.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.