



**Stevensville Town Council Meeting  
Agenda for  
THURSDAY, APRIL 11, 2024  
6:30 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
  - [a.](#) C.O.W. Meeting Minutes 04/03/2024
5. Approval of Bi-Weekly Claims
  - [a.](#) Claims #18883, #18889-18891, #18897-18932
6. Administrative Reports
  - [a.](#) Airport
  - [b.](#) Building Department
  - [c.](#) Finance
  - [d.](#) Fire Department
  - [e.](#) Police Department
  - [f.](#) Public Works
7. New Business
  - [a.](#) Discussion: Finance Report, Budget vs. Actual & Cash Report
  - [b.](#) Discussion/Decision: Amendment to Agreement for Engineering Services between HDR Engineering and the Town of Stevensville
  - [c.](#) Informational: Updates to the ARPA Project, Mission Street: Budget, Status of Funds and Pay Application
  - [d.](#) Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - [e.](#) Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - [f.](#) Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - [g.](#) Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
  - [h.](#) Discussion/Decision: Consent to the Mayor's Appointment of Heide Motley as a Volunteer Support Person for the Town of Stevensville Fire Department
  - [i.](#) Discussion/Decision: Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville
  - [j.](#) Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Changes and Updates to the Town of Stevensville Purchasing Policy
8. Board Reports
9. Town Council Comments
10. Executive Report
11. Adjournment

## **Welcome to Stevensville Town Council Chambers**

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

### **Guidelines for Public Comment**

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

**Thank you for observing these guidelines.**

**File Attachments for Item:**

a. C.O.W. Meeting Minutes 04/03/2024

**Stevensville Committee of the Whole Meeting Minutes**  
**for Wednesday, APRIL 3, 2024, 6:00 PM**  
**206 Buck Street, Town Hall**

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order. Councilmembers Barker, Brown, Nelson and Smith were all present.

2. Discussion on the Following Items

a. Job Descriptions, Review & Revise

Councilmembers discussed job descriptions for the following positions:

Public Works Supervisor

Wastewater Treatment Operator

Public Works Assistant 3

Public Works Assistant 2

Public Works Assistant 1

Police Chief

Police Officer

Police Clerk

3. Public Comment

NONE

4. Adjournment

APPROVE:

\_\_\_\_\_  
\_\_\_\_\_

Bob Michalson, Mayor

ATTEST:

Jenelle S. Berthoud, Town Clerk



**File Attachments for Item:**

a. Claims #18883, #18889-18891, #18897-18932

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period ( 3/24) ****								
18883		34 STEVENSVILLE HARDWARE AND RENTAL	368.36					
Operating and Office supplies for PD, PW, Cemetery, TH, Water and Sewer Plant.								
	16128652	03/12/24 Paint Supplies for parking	36.48			1000 430200	230	101000
	16128652	03/12/24 Paint Supplies for parking	36.47			1000 430900	230	101000
	16128735	03/12/24 Cemetery Nylon Flag	31.49			1000 430900	230	101000
	16127943	03/08/24 Irrigation Pipe for Cemetery	71.97			1000 430900	342	101000
	16127460	03/06/24 Tire repair kit	1.37			1000 430200	230	101000
	16127460	03/06/24 Tire repair kit	1.38			5210 430510	230	101000
	16127460	03/06/24 Tire repair kit	1.38			5310 430610	230	101000
	16127053	03/04/24 Batteries for PD	8.99*			1000 420100	210	101000
	16130936	03/22/24 Supplies for parking signs	5.40			1000 410550	220	101000
	16132069	03/28/24 Keys sewer plant for Emerine	12.53*			5210 430510	220	101000
	16132071	03/28/24 Pruner	25.19			1000 460430	240	101000
	16130479	03/20/24 Pin punch	12.58			5310 430640	230	101000
	16130027	03/18/24 Gallon paint for cemetery	43.11			1000 430900	230	101000
	16129983	03/18/24 Plumbing repair at well hous	32.33			5210 430510	230	101000
	16127061	03/04/24 Heavy duty trash bags WWTP	47.69			5310 430640	220	101000
*** Claim from another period ( 3/24) ****								
18889		1929 MISSOULA MOTOR PARTS CO.	75.47					
Utility Light for police car, Oil for PD and Oil for Skidsteer								
	791646	03/12/24 Utility Light	4.67*			1000 420100	220	101000
	792742	03/17/24 15W40 Oil - Fire Department	44.49			1000 420460	232	101000
	794667	03/28/24 Oil for Skidsteer	8.77*			5210 430510	232	101000
	794667	03/28/24 Oil for Skidsteer	8.77*			5310 430610	232	101000
	794667	03/28/24 Oil for Skidsteer	8.77*			1000 430200	232	101000
*** Claim from another period ( 3/24) ****								
18890		23 VALLEY DRUG AND VARIETY	157.56					
Stamps for the town								
	666862	03/15/24 Stamps	14.96			1000 410550	210	101000
	666862	03/15/24 Stamps	44.20*			5210 430510	210	101000
	666862	03/15/24 Stamps	44.20*			5310 430610	210	101000
	666862	03/15/24 Stamps	6.80			1000 410360	210	101000
	666862	03/15/24 Stamps	6.80			5610 430300	210	101000
	666862	03/15/24 Stamps	9.52*			1000 420100	210	101000
	666862	03/15/24 Stamps	9.52*			1000 420410	210	101000
		03/15/24 Tape&Postage	10.78*			5210 430510	210	101000
		03/15/24 Tape&Postage	10.78*			5310 430610	210	101000
*** Claim from another period ( 3/24) ****								
18891		1251 Bags N' Packs Embroidery	150.00					
Parking signs for Town Hall								
	3462	03/11/24 Parking Signs for Town Hall	22.50			1000 410550	220	101000
	3462	03/11/24 Parking Signs for Town Hall	15.00*			5210 430510	220	101000
	3462	03/11/24 Parking Signs for Town Hall	15.00*			5310 430610	220	101000
	3462	03/11/24 Parking Signs for Town Hall	30.00*			1000 410360	220	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	3462	03/11/24 Parking Signs for Town Hall	7.50			5610 430300	220	101000
	3462	03/11/24 Parking Signs for Town Hall	30.00*			1000 420100	220	101000
	3462	03/11/24 Parking Signs for Town Hall	30.00*			1000 420410	220	101000
		*** Claim from another period ( 3/24) ****						
18897		1979 Robert Michalson	38.86					
		Meet with Fred Simpson MMIA Attorney regarding Burnt Fork Estates Law Suit						
		03/19/24 Burnt Fork Estates -Review	38.86*			1000 410200	370	101000
		*** Claim from another period ( 3/24) ****						
18898	C	1696 First Call Computer Solutions,	2,154.00					
		First Call - IT Services						
	95670	04/01/24 IT Services for the Town	107.70			1000 410360	356	101000
	95670	04/01/24 IT Services for the Town	323.10			1000 410550	356	101000
	95670	04/01/24 IT Services for the Town	107.70*			1000 420100	356	101000
	95670	04/01/24 IT Services for the Town	107.70*			1000 420410	356	101000
	95670	04/01/24 IT Services for the Town	107.70*			2394 420531	356	101000
	95670	04/01/24 IT Services for the Town	646.20*			5210 430510	356	101000
	95670	04/01/24 IT Services for the Town	646.20*			5310 430610	356	101000
	95670	04/01/24 IT Services for the Town	107.70*			5610 430300	356	101000
		*** Claim from another period ( 3/24) ****						
18899	C	1841 Overstreet Law Group	1,039.50					
		Professional Services for the Town of Stevensville						
	040124	04/01/24 Overstreet Professional Svcs	16.50			5610 430300	350	101000
	040124	04/01/24 Overstreet Professional Svcs	1,023.00*			2394 420531	350	101000
		*** Claim from another period ( 3/24) ****						
18900	E	852 CENEX FLEETCARD	1,276.52					
		Fuel for the Town vehicles						
	998307	03/31/24 Fuel - FD/Ambulance	80.96			1000 420460	231	101000
	998307	03/31/24 Fuel - Ambulance	46.65			2230 420730	231	101000
	998307	03/31/24 Fuel-FD	60.86			1000 420460	231	101000
	998307	03/31/24 Fuel - PD	137.94			1000 420100	231	101000
	998307	03/31/24 Fuel - PD	126.58			1000 420100	231	101000
	998307	03/31/24 Fuel - PD	179.56			1000 420100	231	101000
	998307	03/31/24 Fuel - PW	62.92			1000 430100	231	101000
	998307	03/31/24 Fuel - PW	39.88			1000 430100	231	101000
	998307	03/31/24 Fuel - PW	156.43			1000 430100	231	101000
	998307	03/31/24 Fuel - PW	319.66			1000 430100	231	101000
	998307	03/31/24 Fuel - PW	65.08			1000 430100	231	101000
		*** Claim from another period ( 3/24) ****						
18901	E	289 MONTANA DEPT. OF ENVIRONMENTAL	1,500.00					
		Annual membership. This is what the \$2 charge is for on the water bill.						
	5L2401673	03/29/24 Annual membership	1,500.00*			5210 430510	330	101000

04/09/24  
17:06:29

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 4/24

Page: 3 of 13  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18902		1436 Maureen M. O'Connor	3,000.00					
		Court Services - Invoice for April						
		April 04/02/24 Court Services	3,000.00			1000 410360	350	101000
		*** Claim from another period ( 2/24) ****						
18903		1569 Psychological Resources	150.00					
		Medical test for John Boe						
		2403040 03/05/24 Medical Exam	150.00			1000 420100	350	101000
		*** Claim from another period ( 3/24) ****						
18904	C	1754 Construct Montana, LLC	469.20					
		Buliding Inspection Fees						
		1123 04/03/24 Bldg Inspection Fees	435.36*			2394 420531	350	101000
		1123 04/03/24 Plan Review	33.84*			2394 420531	350	101000
18905		1999 Emerine Contracting, LLC	224,059.63					
		Frist Draw of Water Leak Repair Project. 5% completed,5% in stored material, 1% MT Gross receipts tax.						
		10235808 04/02/24 ARPA Project	224,059.63			5230 430550	900 2	101000
		*** Claim from another period ( 3/24) ****						
18906	C	1787 Valli Information Systems, Inc.	958.58					
		Utility Billing Services for the month of March						
		93809 03/31/24 UB Billing Services	479.29*			5210 430510	331	101000
		93809 03/31/24 UB Billing Services	479.29*			5310 430610	331	101000
		*** Claim from another period ( 3/24) ****						
18907	C	1904 Trapper Peak Law, Melanie C	1,392.00					
		Prosecution Services						
		769 04/04/24 Prosecution services	90.00			1000 410364	352	101000
		770 04/04/24 Prosecution services	30.00			1000 410364	352	101000
		771 04/04/24 Prosecution services	90.00			1000 410364	352	101000
		772 04/04/24 Prosecution services	135.00			1000 410364	352	101000
		773 04/04/24 Prosecution services	45.00			1000 410364	352	101000
		774 04/04/24 Prosecution services	30.00			1000 410364	352	101000
		775 04/04/24 Prosecution services	90.00			1000 410364	352	101000
		776 04/04/24 Prosecution services	15.00			1000 410364	352	101000
		777 04/04/24 Prosecution services	60.00			1000 410364	352	101000
		778 04/04/24 Prosecution services	30.00			1000 410364	352	101000
		779 04/04/24 Prosecution services	60.00			1000 410364	352	101000
		780 04/04/24 Prosecution services	60.00			1000 410364	352	101000
		781 04/04/24 Prosecution services	30.00			1000 410364	352	101000
		782 04/04/24 Prosecution services	360.00			1000 410364	352	101000
		783 04/04/24 Prosecution services	150.00			1000 410364	352	101000
		783 04/04/24 Prosecution services	27.00*			1000 410364	370	101000
		784 04/04/24 Prosecution services	90.00			1000 410364	352	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
18908		1703 North Ridge Fire Equipment	1,949.89					
		Wildland Firefighter Gear						
	30464	04/01/24 Wildland Firefighter Gear	1,949.89			1000 420460	226	101000
		*** Claim from another period ( 3/24) ****						
18909		74 STEVENSVILLE RURAL FIRE DISTRICT	53.31					
		Meal Split - March Training Meal						
	144	03/28/24 Meal Split - training	53.31			1000 420410	229	101000
18910		16 MONTANA ENVIRONMENTAL LAB LLC	1,120.50					
		Laboratory Testing						
	2402254	03/14/24 Laboratory testing	62.00			5210 430540	355	101000
	2401130	03/29/24 Laboratory testing	55.00			5210 430540	355	101000
	2401715	03/05/24 Laboratory testing	211.50*			5310 430640	355	101000
	2401990	03/12/24 Laboratory testing	211.50*			5310 430640	355	101000
	2402253	03/20/24 Laboratory testing	369.00*			5310 430640	355	101000
	2402449	03/25/24 Laboratory testing	211.50*			5310 430640	355	101000
18911		1605 Glenn Bies	312.64					
		Meals and Travel to the MT Rural Water Conference in Great Falls						
	MTCONF2024	03/24/24 MT Rural H20 Conference	131.32			5210 430510	370	101000
	MTCONF2024	03/24/24 MT Rural H20 Conference	131.32			5310 430610	370	101000
	MTCONF2024	03/24/24 MT Rural H20 Conference	25.00			5210 430510	377	101000
	MTCONF2024	03/24/24 MT Rural H20 Conference	25.00*			5310 430610	377	101000
18912		1979 Robert Michalson	29.48					
		Travel to Hamilton to meet with attorneys regarding the Water Rights						
	WATER4/24	04/02/24 Business meeting-Water Righ	29.48*			1000 410200	370	101000
18913	C	1881 Civic Plus	225.00					
		Municode Administrative support fee						
	296848	04/05/24 Municode Support Fee	11.24*			1000 410360	331	101000
	296848	04/05/24 Municode Support Fee	24.75			1000 410550	331	101000
	296848	04/05/24 Municode Support Fee	15.75*			1000 420100	331	101000
	296848	04/05/24 Municode Support Fee	15.75*			1000 420410	331	101000
	296848	04/05/24 Municode Support Fee	73.13*			5210 430510	331	101000
	296848	04/05/24 Municode Support Fee	73.13*			5310 430610	331	101000
	296848	04/05/24 Municode Support Fee	11.25*			5610 430300	331	101000
		*** Claim from another period ( 3/24) ****						
18914	C	1845 Thomson Reuters-West	220.50					
		CLEAR software monthly maintenance fee - Police Department						
	849940746	04/01/24 Monthly Maintenance Fee	220.50*			1000 420100	331	101000

\* ... Over spent expenditure

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*** Claim from another period ( 3/24) ****								
18915		34 STEVENSVILLE HARDWARE AND RENTAL	66.95					
		Office cleaning supplies for the Police Department						
		16126796 04/01/24 Office Supplies	66.95*			1000 420100	210	101000
*** Claim from another period ( 3/24) ****								
18916	C	690 Core & Main LP	507.24					
		Fittings for water service lines. This is not related to the ARPA project						
		U609928 03/28/24 Fittings for service lines	507.24*			5210 430550	230	101000
18917	C	728 HDR ENGINEERING, INC.	6,920.15					
		Engineering review by HDR for Park Street Project. This is a pass thru claim for Double N Builders. Double N Builders paid \$6,920.15 Ck 2054.						
		1200605348 03/14/24 Engineering Review	6,920.15			2250 411010	350	101000
18918		180 MONTANA LAW ENFORCEMENT ACADEMY	1,500.00					
		Training Academy Cassi Kopsa - LEOB#I83 01/02-03/26/24						
		24076 04/05/24 Training Academy - Cassi	1,500.00			2810 420100	380	101000
18919	E	33 NORTHWESTERN ENERGY	12,978.33					
		Northwestern Energy for the town						
		April 04/03/24 721275-6 Light Dist 3	254.80			2430 430263	340	101000
		04/03/24 722451-2 206 Buck 45% TH	253.70			1000 411201	340	101000
		04/03/24 722451-2 206 Buck 45% PD	253.70			1000 420100	340	101000
		04/03/24 722451-2 206 Buck 10% Bldg Dep	56.37			2394 420531	340	101000
		04/03/24 723606-0 Peterson Add'n Lighti	188.57			2420 430263	340	101000
		04/03/24 723607-8 Dayton Add'n Lighting	259.29			2410 430263	340	101000
		04/03/24 724186-2 Maplewood Cemetery	10.89			1000 430900	340	101000
		04/03/24 724187-0 Main St seasonal Lig	6.00			1000 430263	340	101000
		04/03/24 724206-8 Orig Town Street Ligh	267.49			1000 430263	340	101000
		04/03/24 724207-6 ESH - 5th St. Lights	476.78			1000 430263	340	101000
		04/03/24 724208-4 5th St to Lange Park	18.65			1000 430263	340	101000
		04/03/24 724209-2 Add'l Town lighting	166.85			1000 430263	340	101000
		04/03/24 724515-2 MBF H2O plant	194.03			5210 430520	340	101000
		04/03/24 724518-6 102 Main St pump #1	79.86			5210 430520	340	101000
		724755-4 Riverside Cemetery IR	0.00			1000 430900	340	101000
		724756-2 Maplewood Cemetery	0.00			1000 430900	340	101000
		04/03/24 724942-8 Sewer lift station W.	13.48			5310 430620	340	101000
		04/03/24 724944-4 Sewer trtmnt plant	3,995.20			5310 430620	340	101000
		04/03/24 724971-7 Truck garage South	148.00			5210 430520	340	101000
		04/03/24 725036-8 L&C Yard Light	10.89			1000 460430	340	101000
		04/03/24 725041-8 L&C Park 5hp IRR	0.25			1000 460430	340	101000
		04/03/24 725042-6 L&C Park Parking Lot	6.00			1000 460430	340	101000
		04/03/24 725084-8 L&C Park Rest/Field	8.70			1000 460430	340	101000
		04/03/24 782189-5 214 Buck St.- H2O 25%	23.06			5210 430520	340	101000
		04/03/24 782189-5 214 Buck St. - WW 25%	23.06			5310 430620	340	101000

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	04/03/24	782189-5 214 Buck St.- PD 50%	46.11			1000 420100	340	101000
	04/03/24	1447753-3 3rd & Park	13.24			1000 430263	340	101000
	04/03/24	1538216-1 421 Airport Rd - SRE	74.42			5610 430300	340	101000
	04/03/24	1583216-1 421 Airport Rd - FD	74.43			1000 420422	340	101000
	04/03/24	1685436-6 Crksde Mdws Ph 1	258.13			2440 430263	340	101000
	04/03/24	1685994-4 Crksde Mdws ph 2	140.05			2440 430263	340	101000
	04/03/24	2057364-8 Pool	54.95			1000 460445	340	101000
	04/03/24	2079637-1 MBF Well Field 305	4,751.66			5210 430520	340	101000
	04/03/24	2079645-4 MBF booster station	129.32			5210 430520	340	101000
	04/03/24	3148944-6 Twin Creeks Lighting	442.55			2450 430263	340	101000
	04/03/24	3218493-9 223 Main St	48.46			1000 460430	340	101000
	04/03/24	3672984-6 300 Main Street	6.00			1000 460430	340	101000
	04/03/24	3672985-3 Stevensville Cutoff	6.00			1000 430263	340	101000
	04/03/24	3691677-3 157 Sewer Work Rd	19.94			5210 430520	340	101000
	04/03/24	Sewer 157 Sewer Works Rd Depot	19.94			5310 430620	340	101000
	04/03/24	Streets 157 Sewer Works Rd Dep	19.94*			1000 430200	340	101000
	04/03/24	3763580-2 Dickerson Park	6.95			1000 460430	340	101000
	04/03/24	3795194-4 206 Buck St Light	150.62			1000 411201	340	101000
*** Claim from another period ( 3/24) ****								
18920	E	1659 CHS Mountain West CO-OP	114.29					
Fuel for PD and PW								
		UV4163449 03/05/24 Fuel	43.23			1000 420100	231	101000
		UV4UM4931 03/07/24 Fuel	71.06			1000 430100	231	101000
18921		1121 a2Z Supply Corp	1,172.52					
Vest and ballistics carrier for Chief Boe								
		41532 04/08/24 PD Uniform-Chief Boe	1,172.52			1000 420100	226	101000
18922	C	690 Core & Main LP	2,981.84					
Water service parts for meter pits and curb stops.								
		U651655 04/04/24 Operating supplies	2,981.84*			5210 430510	220	101000
18923	E	1702 DE Lage Landen Finance Services,	82.00					
Printer lease for the Court and Fire Department								
		82266313 04/15/24 Printer Lease Court/Fire Dep	41.00			1000 410360	320	101000
		82266313 04/15/24 Printer Lease Court/Fire Dep	41.00*			1000 420410	320	101000
*** Claim from another period ( 3/24) ****								
18924	E	2000 RICOH USA Inc	133.70					
Printer Lease for March 24								
		108153227 03/31/24 Printer Lease	6.68*			1000 410100	320	101000
		108153227 03/31/24 Printer Lease	6.69*			1000 410200	320	101000
		108153227 03/31/24 Printer Lease	3.34			1000 410360	320	101000
		108153227 03/31/24 Printer Lease	20.06			1000 410550	320	101000
		108153227 03/31/24 Printer Lease	13.37*			2394 420531	320	101000
		108153227 03/31/24 Printer Lease	40.11			5210 430510	320	101000

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	108153227	03/31/24 Printer Lease	40.11*			5310 430610	320	101000
	108153227	03/31/24 Printer Lease	3.34			5610 430300	320	101000
18925	E	2000 RICOH USA Inc Printer Lease for April 2024	133.70					
	108153228	03/31/24 Printer Lease	6.68*			1000 410100	320	101000
	108153228	03/31/24 Printer Lease	6.69*			1000 410200	320	101000
	108153228	03/31/24 Printer Lease	3.34			1000 410360	320	101000
	108153228	03/31/24 Printer Lease	20.06			1000 410550	320	101000
	108153228	03/31/24 Printer Lease	13.37*			2394 420531	320	101000
	108153228	03/31/24 Printer Lease	40.11			5210 430510	320	101000
	108153228	03/31/24 Printer Lease	40.11*			5310 430610	320	101000
	108153228	03/31/24 Printer Lease	3.34			5610 430300	320	101000
18926		108 BITTERROOT STAR Hearing Ordinance 141 - Airport related.	49.80					
	25216	04/04/24 Hearing Ordinance 141	49.80*			5610 430300	330	101000
18927		108 BITTERROOT STAR Council Vacancy advertisement	33.60					
	23008	01/03/24 Council Vacancy Advertisement	33.60*			1000 410100	330	101000
*** Claim from another period ( 3/24) ****								
18928	E	1823 Visa c/o Rocky Mountain Bank	4,010.45					
	CC-154	03/07/24 FD/Court email	119.94			1000 202200		101000
GoDaddy					CC Accounting: 1000-	-410360-331		
	CC-154	03/07/24 FD/Court email	119.94			1000 202200		101000
GoDaddy					CC Accounting: 1000-	-420410-331		
	CC-154	03/07/24 Accounting Assistant email	21.99			1000 202200		101000
GoDaddy					CC Accounting: 1000-	-410550-331		
	CC-172	02/01/24 Bitterroot Disposal 88931	5.91			1000 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 1000-	-410360-340		
	CC-172	02/01/24 Bitterroot Disposal 88931	23.70			1000 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 1000-	-410550-340		
	CC-172	02/01/24 Bitterroot Disposal 88931	5.93			1000 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 1000-	-420100-340		
	CC-172	02/01/24 Bitterroot Disposal 88931	5.93			1000 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 1000-	-420410-340		
	CC-172	02/01/24 Bitterroot Disposal 88931	5.93			2394 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 2394-	-420531-340		
	CC-172	02/01/24 Bitterroot Disposal 88931	35.55			5210 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 5210-	-430510-340		
	CC-172	02/01/24 Bitterroot Disposal 88931	35.55			5310 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 5310-	-430610-340		
	CC-183	02/01/24 Bitterroot Disposal 88931	5.91			1000 202200		101000
Bitterroot Disposal - 5411-88931					CC Accounting: 1000-	-410360-340		



\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-183	02/01/24 Bitterroot Disposal 88931	23.70			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 1000-		-410550-340		
	CC-183	02/01/24 Bitterroot Disposal 88931	5.93			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 1000-		-420100-340		
	CC-183	02/01/24 Bitterroot Disposal 88931	5.93			1000 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 1000-		-420410-340		
	CC-183	02/01/24 Bitterroot Disposal 88931	5.93			2394 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 2394-		-420531-340		
	CC-183	02/01/24 Bitterroot Disposal 88931	35.55			5210 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 5210-		-430510-340		
	CC-183	02/01/24 Bitterroot Disposal 88931	35.55			5310 202200		101000
		Bitterroot Disposal - 5411-88931		CC Accounting: 5310-		-430610-340		
	CC-186	03/10/24 Airport	52.40			5610 202200		101000
		Airport		CC Accounting: 5610-		-430300-345		
		Verizon Wireless						
	CC-186	03/10/24 Fire Department	40.06			1000 202200		101000
		FD		CC Accounting: 1000-		-420410-345		
		Verizon Wireless						
	CC-186	03/10/24 Police Department	274.86			1000 202200		101000
		PD/Internet		CC Accounting: 1000-		-420100-345		
		Verizon Wireless						
	CC-186	03/10/24 Public Works H2O	41.60			5210 202200		101000
		PW		CC Accounting: 5210-		-430510-345		
		Verizon Wireless						
	CC-186	03/10/24 Public Works WWTP	41.60			5310 202200		101000
		PW		CC Accounting: 5310-		-430610-345		
		Verizon Wireless						
	CC-193	03/01/24 Admin	52.00			1000 202200		101000
		172904001020124		CC Accounting: 1000-		-410550-345		
		Spectrum						
	CC-193	03/01/24 PD	79.98			1000 202200		101000
		172904001020124		CC Accounting: 1000-		-420100-345		
		Spectrum						
	CC-193	03/01/24 FD	25.99			1000 202200		101000
		172904001020124		CC Accounting: 1000-		-420410-345		
		Spectrum						
	CC-193	03/01/24 Court	25.99			1000 202200		101000
		172904001020124		CC Accounting: 1000-		-410360-345		
		Spectrum						
	CC-193	03/01/24 H2O Dept	97.98			5210 202200		101000
		172904001020124		CC Accounting: 5210-		-430510-345		
		Spectrum						
	CC-193	03/01/24 WWTP	97.97			5310 202200		101000
		172904001020124		CC Accounting: 5310-		-430610-345		
		Spectrum						

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-193	03/01/24 POOL	49.99			1000 202200		101000
	172904001020124				CC Accounting: 1000-	-460445-345		
	Spectrum							
	CC-197	03/15/24 Ravalli electric	7.05			1000 202200		101000
	RAVALLI ELECTRIC CO-OP				CC Accounting: 1000-	-420422-340		
	CC-197	03/15/24 Ravalli electric	133.95			5610 202200		101000
	RAVALLI ELECTRIC CO-OP				CC Accounting: 5610-	-430300-340		
	CC-200	03/01/24 email for fire chief	16.99			1000 202200		101000
	2965902863				CC Accounting: 1000-	-420410-330		
	GoDaddy							
	CC-201	03/01/24 ZOOM for Video Meetings	5.53			1000 202200		101000
	ZOOM				CC Accounting: 1000-	-410550-330		
	CC-201	03/01/24 ZOOM for Video Meetings	5.53			5310 202200		101000
	ZOOM				CC Accounting: 5310-	-430610-330		
	CC-201	03/01/24 ZOOM for Video Meetings	5.53			5210 202200		101000
	ZOOM				CC Accounting: 5210-	-430510-330		
	CC-202	03/12/24 Office supplies	34.73			5210 202200		101000
	Costco Wholesale				CC Accounting: 5210-	-430510-210		
	CC-202	03/12/24 Office supplies	34.74			5310 202200		101000
	Costco Wholesale				CC Accounting: 5310-	-430610-210		
	CC-202	03/12/24 Office supplies	22.99			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-410550-210		
	CC-202	03/12/24 Trash bags for the parks	239.90			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-460430-210		
	CC-202	03/12/24 Office Supplies	19.99			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-410550-210		
	CC-202	03/12/24 Office Supplies	3.52			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-410550-210		
	CC-202	03/12/24 Office Supplies	10.39			5210 202200		101000
	Costco Wholesale				CC Accounting: 5210-	-430510-210		
	CC-202	03/12/24 Office Supplies	10.39			5310 202200		101000
	Costco Wholesale				CC Accounting: 5310-	-430610-210		
	CC-202	03/12/24 Office Supplies	1.60			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-410360-210		
	CC-202	03/12/24 Office Supplies	1.60			5610 202200		101000
	Costco Wholesale				CC Accounting: 5610-	-430300-210		
	CC-202	03/12/24 Office Supplies	2.24			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-420100-210		
	CC-202	03/12/24 Office Supplies	2.24			1000 202200		101000
	Costco Wholesale				CC Accounting: 1000-	-420410-210		
	CC-203	03/07/24 email sub for Cassi - PD	21.99			1000 202200		101000
	GoDaddy				CC Accounting: 1000-	-420100-331		
	CC-204	03/07/24 Public Works email sub	21.99			5210 202200		101000
	GoDaddy				CC Accounting: 5210-	-430510-331		
	CC-205	03/11/24 ADOBE Acrobat -Admin	33.58			1000 202200		101000
	ADOBE				CC Accounting: 1000-	-410550-330		

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-205	03/11/24 ADOBE Acrobat -PD	4.80			1000 202200		101000
ADOBE				CC Accounting:	1000-	-420100-330		
	CC-205	03/11/24 ADOBE Acrobat -Water	28.79			5210 202200		101000
ADOBE				CC Accounting:	5210-	-430510-330		
	CC-205	03/11/24 ADOBE Acrobat-Sewer	28.79			5310 202200		101000
ADOBE				CC Accounting:	5310-	-430610-330		
	CC-206	03/01/24 WWTP - 586B	68.99			5310 202200		101000
CENTURYLINK				CC Accounting:	5310-	-430610-345		
	CC-206	03/01/24 Middle Burnt Fork 767B	58.75			5210 202200		101000
CENTURYLINK				CC Accounting:	5210-	-430510-345		
	CC-206	03/01/24 Well House 716B	52.67			5210 202200		101000
CENTURYLINK				CC Accounting:	5210-	-430510-345		
	CC-207	03/01/24 Office supplies	10.83			1000 202200		101000
AMAZON				CC Accounting:	1000-	-410550-210		
	CC-207	03/01/24 Office supplies	32.02			5210 202200		101000
AMAZON				CC Accounting:	5210-	-430510-210		
	CC-207	03/01/24 Office supplies	32.02			5310 202200		101000
AMAZON				CC Accounting:	5310-	-430610-210		
	CC-207	03/01/24 Office supplies	4.93			1000 202200		101000
AMAZON				CC Accounting:	1000-	-410360-210		
	CC-207	03/01/24 Office supplies	4.93			5610 202200		101000
AMAZON				CC Accounting:	5610-	-430300-210		
	CC-207	03/01/24 Office supplies	6.90			1000 202200		101000
AMAZON				CC Accounting:	1000-	-420100-210		
	CC-207	03/01/24 Office supplies	6.90			1000 202200		101000
AMAZON				CC Accounting:	1000-	-420410-210		
	CC-208	03/19/24 Office Supplies	23.98			1000 202200		101000
AMAZON				CC Accounting:	1000-	-420100-210		
	CC-209	03/19/24 Office Supplies	230.48			5310 202200		101000
AMAZON				CC Accounting:	5310-	-430610-220		
	CC-210	03/25/24 Operating supplies PD	107.69			1000 202200		101000
AMAZON				CC Accounting:	1000-	-420100-220		
	CC-211	03/26/24 Power converter-Meter Computer	55.99			5210 202200		101000
AMAZON				CC Accounting:	5210-	-430510-220		
	CC-180	02/05/24 MT Code Annotated 2 yrs	350.00			1000 202200		101000
Books				CC Accounting:	1000-	-410360-212		
		MONTANA LEGISLATIVE SERVICES DIR.						
	CC-180	02/05/24 MT Code Annotated 2 yrs	2.00			1000 202200		101000
MONTANA LEGISLATIVE SERVICES DIR.				CC Accounting:	1000-	-410360-330		
	CC-180	02/05/24 MT Code Annotated 2 yrs	10.02			1000 202200		101000
Credit Card Svc Fee				CC Accounting:	1000-	-410360-555		
		MONTANA LEGISLATIVE SERVICES DIR.						
	CC-184	02/01/24 Bitterroot Disposal	237.00			1000 202200		101000
BITTERROOT DISPOSAL 5411-88770				CC Accounting:	1000-	-430200-340		
	CC-184	02/01/24 Bitterroot Disposal	237.00			5310 202200		101000
BITTERROOT DISPOSAL 5411-88770				CC Accounting:	5310-	-430610-340		

04/09/24  
17:06:29

TOWN OF STEVENSVILLE  
Claim Approval List  
For the Accounting Period: 4/24

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Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	CC-213	03/19/24 MRW Conference	399.21			5210 202200		101000
	364612390	Montana Rural Water Systems, Inc.			CC Accounting: 5210-	-430510-376		
*** Claim from another period ( 3/24) ****								
18929	C	1696 First Call Computer Solutions,	1,140.00					
Project 1004776 - Change .COM domain to .GOV and migrate email.								
	95888	03/31/24 IT Services-.COM to .GOV	142.50			1000 410550	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	142.50*			1000 420100	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	71.25			1000 410360	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	118.75*			1000 420410	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	190.00*			5210 430510	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	190.00*			5310 430610	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	190.00			1000 410100	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	47.50			1000 410200	356	101000
	95888	03/31/24 IT Services-.COM to .GOV	47.50*			5610 430300	356	101000
*** Claim from another period ( 3/24) ****								
18930		121 George Thomas	125.00					
Meter Reading and training on 3/22/2024								
	0001	03/25/24 Training on meter reads	125.00			5210 430510	380	101000
*** Claim from another period ( 9/23) ****								
18931	C	1696 First Call Computer Solutions,	60.00					
Project 1004776 - Change .COM domain to .GOV and migrate email.								
	90850	09/30/23 IT Services-.COM to .GOV	7.50			1000 410550	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	7.50*			1000 420100	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	3.75			1000 410360	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	6.25*			1000 420410	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	10.00*			5210 430510	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	10.00*			5310 430610	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	10.00			1000 410100	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	2.50			1000 410200	356	101000
	90850	09/30/23 IT Services-.COM to .GOV	2.50*			5610 430300	356	101000
18932		1678 Colette Taylor	500.00					
While traveling to a conference in Billings for court, her car was struck by a flying piece of wood and caused a lot of damage. Her insurance carrier paid for it with the exception of her \$1,000 deductible. They Mayor and Colette agreed that the town would reimburse her \$500.								
	CK 120	11/06/23 Reimburse for damages to car	500.00			1000 410360	370	101000
# of Claims			40	Total:		273,210.57		
Total Electronic Claims			38,297.00	Total Non-Electronic Claims		234913.57		

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Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	15,985.15
2230 AMBULANCE	
101000 Cash - Operating	46.65
2250 PLANNING	
101000 Cash - Operating	6,920.15
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	1,694.87
2410 DAYTON LIGHTING #1 DISTRICT 55	
101000 Cash - Operating	259.29
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	
101000 Cash - Operating	188.57
2430 GEO SMITH LIGHTING #3 DISTRICT 76	
101000 Cash - Operating	254.80
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	
101000 Cash - Operating	398.18
2450 TWIN CREEKS LIGHTING #5 DISTRICT	
101000 Cash - Operating	442.55
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	1,500.00
5210 WATER	
101000 Cash - Operating	13,247.85
5230 ARPA WATER LEAK REPAIR	
101000 Cash - Operating	224,059.63
5310 SEWER	
101000 Cash - Operating	7,689.35
5610 AIRPORT	
101000 Cash - Operating	523.53
<b>Total:</b>	<b>273,210.57</b>

04/09/24  
17:06:30

TOWN OF STEVENSVILLE  
Claim Approval Signature Page  
For the Accounting Period: 4 / 24

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Report ID: AP100A

ORDERED that the Director of Finance draw a check/warrant on the Town of Stevensville.

\_\_\_\_\_  
Stacie Barker, Councilmember

\_\_\_\_\_  
Isaiah Nelson, Councilmember

\_\_\_\_\_  
Cindy Brown, Councilmember

\_\_\_\_\_  
Wallace Smith, Councilmember

\_\_\_\_\_  
Bob Michalson, Mayor

Date Approved \_\_\_\_\_

**File Attachments for Item:**

b. Building Department

# **MONTHLY REPORT**

## **Building Department**

March 2024

<b><u>Permits Issued</u></b>	<b><u>Fees Collected</u></b>
<b><u>Building</u></b> ( 3 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$169.20
4. Demo re-roof, commercial.....	\$100.00
<b><u>Electrical</u></b> (2 permits)	
1. NSFR .....	\$100.00
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$75.00
4. Demo .....	\$0
<b><u>Mechanical</u></b> (1 permits)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$65.00
3. Renovation/Remodel .....	\$0
4. Demo .....	\$0
<b><u>Plumbing</u></b> (1 permit)	
1. NSFR .....	\$0
2. New Commercial Building .....	\$0
3. Renovation/Remodel .....	\$35.00
4. Demo .....	\$0
<b>Total permits issued: 7</b>	<b>Total fees collected: \$544.20</b>
<b><u>Activities</u></b>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<b><u>Items of Interest</u></b>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Jenelle Berthoud, Town Clerk



**File Attachments for Item:**

d. Fire Department



# STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – March 2024

## **Calls for the Month of March: 48**

Calls for Stevensville Town: 17

Calls for Stevensville Rural: 29

Mutual Aid: 2

Missed calls: 0

Medical Response: 34

Fire Calls: 11

Motor Vehicle Crash: 3

Total Calls: 48

## **Calls for the Year to Date: 163**

Calls for Stevensville Town: 57

Calls for Stevensville Rural: 100

Mutual Aid: 6

Missed call: 0

Medical Response: 129

Fire Calls: 31

Motor Vehicle Crash: 3

Total Calls: 163

**File Attachments for Item:**

f. Public Works

# TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT March 2024

## UTILITIES REPORT

### Domestic Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	18,077,000	16,881,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 180

### Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,412,000	5,666,000

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reports submitted.
- 💧 Wasting to drying beds
- 💧 Satisfied Permit reporting, testing and regulatory requirements
- 💧 Continued sludge press
  -

## OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 Meter reads and billing cycle
- 💧 Daily road grid inspections
- 💧 Continued leaf and debris removal throughout town
- 💧 Plowing and sanding
- 💧 Burning yard debris as conditions permit
- 💧 Pre-Construction meeting With Emerine
- 💧 Coordinate with engineers on paving project, Spring and RR Ave
- 💧 Street maintenance, potholes, sign installation and replacement
- 💧 Water and Waste plants rounds
- 💧 2 Utility inspections
- 💧 Preventive maintenance at WWTP buildings
- 💧 Vehicle Maintenance
- 💧 Continued review and update of Riverside Cemetery map
- 💧 Alley maintenance
- 💧 Downtown risk management inspections

- Installed new water meters on Mission and Buck
- Reviewed/updated job descriptions

WO Number	Type	Status	Description	Locations	Assigned To	Requester
003586	SCHEDULED	Closed	Inspect all Parks for safety issues, clearances, conditions, etc, and start work order for any issues needing attention	Town of Stevensville	Stephen Lassiter	Steve Kruse
003575	CORRECTIVE	Closed	Re-letter/paint words on River Park sign	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003571	CORRECTIVE	Closed	Take Bad Boy mower to dealer for voltage regulator recall and service	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003569	CORRECTIVE	Closed	Paint and stain Riverside Cemetery signs	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003568	CORRECTIVE	Closed	Replace/rebuild fill line for chlorine at well house	Town of Stevensville	Cody Anderson	Stephen Lassiter
003567	CORRECTIVE	Closed	Locate water line for new construction on Buck St	Town of Stevensville	Cody Anderson	Stephen Lassiter
003551	SCHEDULED	Completed	Hose brush on headworks perforated plate screen		Cody Anderson Dustin Tribby Glenn Bies	Steve Kruse
003546	SCHEDULED	Completed	Check oil level on influent pumps	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies Steve Kruse	Steve Kruse
003534	CORRECTIVE	Closed	Repair fence at Riverside Cemetery	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003533	CORRECTIVE	Closed	Cut and place new pvc over irrigation heads at Riverside Cemetery	Town of Stevensville	Jeff Wilkinson	Stephen Lassiter
003532	CORRECTIVE	Closed	Inspect fire hydrant at Forestry Station/Eastside Highway	Town of Stevensville	Cody Anderson	Stephen Lassiter
003531	CORRECTIVE	Closed	Place railroad ties at Lange Park to prevent parking on grass	Town of Stevensville	Cody Anderson Jeff Wilkinson Stephen Lassiter	Stephen Lassiter
003385	SCHEDULED	Completed	Hose down clarifier walls to prevent buildup, do	Wastewater / Town of Stevensville	Cody Anderson Glenn Bies	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			between 8:15 and 9 during pump down		Jeff Wilkinson Steve Kruse	

**File Attachments for Item:**

a. Discussion: Finance Report, Budget vs. Actual & Cash Report





## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Gina Crowe, Finance Director
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion: Finance Report, Budget vs. Actual & Cash Report
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	

# ToS Cash Report

Date: 4/4/2024

<b>Fund</b>	<b>Ending Balance</b>
1000 GENERAL	461,629.82
2230 AMBULANCE	(1,917.87)
2250 PLANNING	16,606.88
2310 TAX INCREMENT FINANCE DISTRICT	293,828.37
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT	10,461.59
2394 BUILDING CODE ENFORCEMENT	64,512.60
2410 DAYTON LIGHTING #1 DISTRICT 55	1,659.70
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	1,209.37
2430 GEO SMITH LIGHTING #3 DISTRICT 76	1,234.89
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	431.40
2450 TWIN CREEKS LIGHTING #5 DISTRICT	(458.81)
2810 POLICE TRAINING & PENSION	23,986.49
2820 GAS APPORTIONMENT TAX / BaRSAA	409,939.25
2987 JEAN THOMAS PARK BEAUTIFICATIION FUND	6,298.02
4000 CAPTIAL IMPROVEMENT	(3,706.04)
4001 SIDEWALK IMPROVEMENT	14,152.88
4002 FIRE ENGINE CAPITAL IMPROVEMENT	2,588.85
5210 WATER	907,317.33
5230 ARPA WATER LEAK REPAIR	410,662.71
5250 WATER BOND PRINCIPAL & INTEREST	342,446.08
5310 SEWER	683,739.32
5350 SEWER BOND PRINCIPAL & INTEREST	440,540.38
5610 AIRPORT	67,799.00
5620 AIRPORT PROJECT	-
7120 FIREMEN'S DISABILITY	3.15
	<u>\$ 4,154,965</u>

Statement of Expenditure - Budget vs. Actual Report

Date: 4/4/2024

<b>Fund</b>	Spent to Date	FY 23-24 Budget	Left to Spend	% Spent
1000 GENERAL	554,363	1,010,499	456,136	55%
2230 AMBULANCE	2,591	4,536	1,945	57%
2250 PLANNING	(5,844)	2,993	8,837	-195%
2311 TARGETED ECONOMIC DEVELOPMENT DISTRICT	9,650	9,650	-	100%
2394 BUILDING CODE ENFORCEMENT	31,467	43,309	11,842	73%
2410 DAYTON LIGHTING #1 DISTRICT 55	2,643	3,550	907	74%
2420 PETERSON ADDN LIGHTING #2 DISTRICT 80	1,922	2,581	659	74%
2430 GEO SMITH LIGHTING #3 DISTRICT 76	2,817	3,447	630	82%
2440 CREEKSIDE LIGHTING #4 DISTRICT 77	3,951	5,456	1,505	72%
2450 TWIN CREEKS LIGHTING #5 DISTRICT	4,872	6,108	1,236	80%
2810 POLICE TRAINING & PENSION	-	12,940	12,940	0%
2820 GAS APPORTIONMENT TAX	16,158	455,800	439,642	4%
2821 BaRSAA (HB 473)	24,907	24,907	0	100%
2940 ECONOMIC DEVELOPMENT	23,046	24,671	1,625	93%
2987 JEAN THOMAS PARK BEAUTIFICATION FUND	149	10,000	9,851	1%
4005 Main Street Lighting Project	10,000	10,000	-	100%
5210 WATER	272,425	528,507	256,082	52%
5230 ARPA Water Leak Repair Grant	84,069	1,846,540	1,762,471	5%
5250 WATER BOND PRINCIPAL & INTEREST	562,988	585,932	22,944	96%
5310 SEWER	211,835	380,378	168,543	56%
5350 SEWER BOND PRINCIPAL & INTEREST	142,146	189,561	47,415	75%
5610 AIRPORT	44,962	82,858	37,896	54%
5620 AIRPORT PROJECT	11,700	317,000	305,300	4%
7120 FIREMEN'S DISABILITY	-	5,372	5,372	0%
	<b>2,012,817</b>	<b>5,566,595</b>	<b>3,553,778</b>	<b>36%</b>

**File Attachments for Item:**

b. Discussion/Decision: Amendment to Agreement for Engineering Services between HDR Engineering and the Town of Stevensville

AMENDMENT TO AGREEMENT  
FOR  
ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on July 29, 2020 to perform engineering services for the Town of Stevensville ("Town") Water System Preliminary Engineering Report ("Project");

The Town of Stevensville desires to amend this Agreement in order for HDR to perform services beyond those previously contemplated;

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, HDR and the Town of Stevensville do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Section I. Scope of Services.

HDR will provide Services for the Project, which consist of the additional Scope of Services as outlined in attached Exhibit A.

Section IV. Compensation.

Compensation for HDR's services under this Agreement for the Scope of Services described in Exhibit A shall be on the basis of Direct Labor Costs times a factor of 3.20 for the services of HDR's personnel engaged on the Project, plus Reimbursable Expenses, plus subconsultant fees times a factor of 1.05, estimated to be \$172,238.00 as described in the attached Exhibit B.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

Town of Stevensville ("Owner")

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Area Manger

Title: Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT A

## AMENDMENT #2

### Town of Stevensville, Montana Stevensville Water Main Replacement and Improvement Project Bidding and Construction Services Scope of Services

#### Project Summary:

This project amendment scope is organized into two separate work tasks. The work tasks include:

TASKS	
400	Bidding Services
500	Services During Construction

This project involves the bidding and associated services during construction for the Town of Stevensville – Water Main Replacement and Improvement Project which includes:

1. Upsizing to 8-in water main along Mission Street (2,434 LF) and South Avenue (331 LF).
2. Replacement of the fire hydrants, all fittings and valves, service lines, asphalt resurfacing, replacement of disturbed landscaping, and relocated water meters to meter pits.

## **Task 100. Project Management**

### **Objective:**

Manage the professional services contract to provide completion of the project. Prepare and implement a project management plan to meet the Town's project needs.

### **Subtasks:**

#### **103 Progress Reports**

Provide periodic progress reports (with each monthly invoice) in letter format. The progress reports will summarize the work progress and budget expenditures to-date and identify any information requirements or decisions that need to be made.

## **Task 400. Bidding Services**

### **Objective:**

Provide bid period services assisting the Town in administering the advertisement of and obtaining bids for the project. It is anticipated that one bid package will be developed which includes:

1. The scope of work performed under this Contract includes, but is not limited to, upsizing, with new 8-inch diameter of existing water main, service lines, fire hydrants, all connections, valves, and associated appurtenances, the relocation of meters to new meter pits, and all other Work required in accordance with the Contract Documents.

### **Subtasks:**

#### **104 Bid Advertisement and Bid Documents**

HDR will assist the Town in advertising for and obtaining bids for materials, equipment, and services to be performed by a contractor for the construction contracts. HDR will provide the bid advertisement and the Town will arrange for and pay for advertisements.

#### **105 Addenda and Bid Assistance**

HDR shall receive and respond to contractor questions during the bid phase of the contract. HDR will assemble addenda as appropriate to interpret, clarify or expand the Contract Documents and provide the addenda to the Town for distribution.

#### **106 Bid Opening, Tabulation, and Contract Award**

Attend the bid opening. Prepare a bid tabulation sheet and assist the Town in evaluating bids and awarding the construction contracts.

### **Deliverables:**

- a. Addenda as required

- b. Pre-bid conference agenda, presentation, and minutes
- c. Bid tabulation and recommendation for award

**Task 500. Construction Services**

**Objective:**

Assist the Town in administering the construction of the project. Provide construction engineering and observation throughout the construction period and assist the Town with project closeout.

**Subtasks:**

**501 Construction Administration**

HDR will provide review and comment on shop drawings, material data, material samples, test results, operations and maintenance manuals, and other data the contractor submits. HDR will review monthly progress payment requests, submit payment recommendations, and prepare change orders. HDR will review and respond to contractor's questions. Conduct monthly construction meetings and conduct final inspection of project(s). Provide certification of construction completion in accordance with MDEQ requirements.

**502 Construction Observation**

HDR will provide general field observation of construction for the projects defined to provide certification of construction completion in accordance with MDEQ requirements. It is assumed that the project will be constructed between April and August of 2024. The budget includes 120 days for construction services including on-site field observation at half time (20 hours/week). Monthly meetings will be held on-site with the contractor and attended by HDR's project engineer and construction observer. Project meetings are intended to constructively coordinate parties currently involved in the work, discuss project status and map upcoming work, and expected to last approximately 30 minutes.

HDR's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. HDR shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. HDR shall not be responsible for the acts or omissions of the contractor or other parties on the project. HDR shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of HDR beyond those set forth in this Agreement. The Town agree to include HDR as an indemnified party in the Town's construction contracts for the work, which shall protect HDR to the same degree as the Town.



Further, the Town agrees that HDR shall be listed as an additional insured under the construction contractor's liability insurance policies.

**503 Project Closeout/Certification**

Provide the Town with a list of observed construction deficiencies for the construction. Provide visual observation of the correction of these deficiencies, review final payment applications, and make recommendation to the Town for final payments. Complete contract closeout paperwork and provide written one-year certification of project completion as required by the Montana Department of Environmental Quality.

**504 As Recorded Drawings**

HDR will coordinate the preparation of final record drawings, which conform, to construction records. HDR will furnish the Construction Contractor with a half size copy of the project drawings for recording construction information. Progress payment processing will be predicated upon the status of the Contractor's record drawings. HDR will submit to the Town the final approved product. HDR will provide the Town with geotechnical testing reports and record drawings on 11 IN x 17 IN reproducible sheets as well as one set of record drawings in in PDF format and the AutoCAD files. These drawings will be based on construction records from the Contractor, resident project representative, and Town.

**505 Construction Materials Testing**

Sampling and testing to assure specification conformance shall be performed by the Contractor through a qualified third-party testing agency. Quality assurance testing shall be performed in accordance with the standards in the technical specifications for concrete, paving and surfacing, and earthwork.

**Deliverables:**

- a. Daily field reports when site visits are conducted
- b. Response to contractor's questions
- c. Shop drawing review
- d. Review and recommendation on change orders
- e. Project closeout certification
- f. Construction materials testing reports
- g. As-recorded drawings

## EXHIBIT B

Task	Task Description	Status	1 - Project Manager General	2 - Quality Control Reviewer	3 - EIT Water Resources	4 - CADD Technician Civil 1	5 - CADD Technician Civil 2	6 - Accountant	7 - Admin Asst Word Processor	12 - Resident Project Rep 1	13 - Resident Project Rep 2	HDR				Other Direct Costs		Total Budget	Task Fraction of Total	
			PJM15	QCR10	EWR10	CCI01	CCI02	ACT03	ADM02	CPR10	CPR20	TOTAL HOURS	LABOR COSTS	% of Hrs to Escalate	% Esc.	LABOR INCL. ESCALATION	SUBCONTRACTOR	EXPENSES		TOTAL COST
<b>Task 100</b>	<b>Project Management</b>																			
103	Progress Reports		16					16				32	\$ 5,074		\$ -	\$ 5,074	\$ -	\$ -	\$ 5,074	3%
	<b>Subtotal (including optional)</b>		16	0	0	0	0	16	0	0	0	32	\$ 5,074		\$ -	\$ 5,074	\$ -	\$ -	\$ 5,074	3%
<b>Task 400</b>	<b>Bidding Services</b>																			
401	Bid Advertisement and Bid Documents		21						6			27	\$ 4,767		\$ -	\$ 4,767	\$ -	\$ 150	\$ 4,917	3%
402	Addenda and Bid Assistance		16		16		2					34	\$ 5,306		\$ -	\$ 5,306	\$ -	\$ 100	\$ 5,406	3%
403	Bid Opening, Tabulation, and Contract Award		10									10	\$ 2,019		\$ -	\$ 2,019	\$ -	\$ 200	\$ 2,219	1%
	<b>Subtotal (including optional)</b>		47	0	16	0	2	0	6	0	0	71	\$ 12,092		\$ -	\$ 12,092	\$ -	\$ 450	\$ 12,542	7%
<b>Task 500</b>	<b>Construction Services</b>																			
501	Construction Administration		120		60				8		20	208	\$ 34,826		\$ -	\$ 34,826	\$ -	\$ -	\$ 34,826	20%
502	Construction Observation		20							40	400	460	\$ 70,026		\$ -	\$ 70,026	\$ -	\$ 250	\$ 70,276	41%
503	Project Closeout/Certification		20			8						28	\$ 5,359		\$ -	\$ 5,359	\$ -	\$ 100	\$ 5,459	3%
504	As Recorded Drawings		12			16	40					68	\$ 10,194		\$ -	\$ 10,194	\$ -	\$ -	\$ 10,194	6%
505	Construction Materials Testing											No Hours!			\$ -	\$ -	\$ 33,865	\$ -	\$ -	0%
	<b>Subtotal (including optional)</b>		172	0	60	24	40	0	8	40	420	764	\$ 120,406		\$ -	\$ 120,406	\$ 33,865	\$ 350	\$ 154,621	90%
			235	0	76	24	42	16	14	40	420	867	\$ 137,573		\$ -	\$ 137,573	\$ 33,865	\$ 800	\$ 172,238	



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Eli Molloy, Project Manager HDR
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Amendment to Agreement for Engineering Services between HDR Engineering and the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	This amendment is in regards to the Stevensville Water Main Replacement and Improvement Project bidding and construction services, scope of services currently Mission Street.

**File Attachments for Item:**

c. Informational: Updates to the ARPA Project, Mission Street: Budget, Status of Funds and Pay Application



Contractor's Application for Payment

Application Number: 1

Project: TOWN OF STEVENSVILLE WATER MAIN REPLACEMENT

Date: 4/2/2024

Engineer: HDR Engineering Inc.

Engineer's Project No: 10235808

Contract Price: \$ 1,373,691.00

DESCRIPTION		This Period
Plus	Asking	\$ 128,500.00
Plus	Materials Delivered and	
Minus	Materials on Site Now in	
Minus	Retainage (5%)	\$ 6,425.00
SUBTOTAL		122,075.00
Minus	1% Gross Receipts Tax	\$ 1,220.75
Minus	Liquidated Damages	
Minus	Back Charges	
TOTAL DUE CONTRACTOR THIS ESTIMATE		\$ 120,854.25

Contractor's Certification: The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

DATE:  
4/2/2024

Bid Tabulation - Town of Stevensville - Water Main Replacement									
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount	Asking	Paid	Left to Bill	
101	Mobilization	LS	1	\$90,000.00	\$90,000.00	45,000.00		\$45,000.00	
102	Traffic Control	LS	1	\$27,000.00	\$27,000.00	13,500.00		\$13,500.00	
103	Permits, Bonds, Insurance	LS	1	\$70,000.00	\$70,000.00	\$70,000.00		\$0.00	
104	Meter Replacement and Relocation	EA	55	\$4,038.00	\$222,090.00			\$222,090.00	
105	Water Main Replacement	LF	3151	\$174.00	\$548,274.00			\$548,274.00	
106	Pavement Resurfacing	SF	81300	\$4.43	\$360,159.00			\$360,159.00	
107	Landscape Restoration							\$0.00	
	Grass Landscape Restoration	SF	360	\$42.00	\$15,120.00			\$15,120.00	
	Gravel Landscape Restoration	SF	148	\$51.00	\$7,548.00			\$7,548.00	
108	Dewatering	LS	1	\$3,500.00	\$3,500.00			\$3,500.00	
109	Contingency Allowance	LS	1	\$30,000.00	\$30,000.00			\$30,000.00	
Total:						\$128,500.00		\$1,245,191.00	

**ATTACHMENT B**

**SUBRECIPIENT:** Town of Stevensville

**PROJECT TITLE:** Stevensville Water Leak Repairs and System Improvements

<b>ADMINISTRATION</b>	<b>ARPA Minimum Allocation Grant</b>	<b>ARPA Competitive Grant</b>	<b>ARPA Fiscal Recovery Funds</b>	<b>Local Contribution</b>	<b>Other</b>	<b>TOTAL</b>
Grant Management				\$12,200.00		<b>\$12,200.00</b>
Audit Fees				\$5,000.00		<b>\$5,000.00</b>
<b>TOTAL ADMINISTRATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,200.00</b>	<b>\$0.00</b>	<b>\$17,200.00</b>
<b>CONSTRUCTION RELATED ACTIVITIES</b>						
Project Management				\$28,000.00		<b>\$28,000.00</b>
Preliminary Engineering Design				\$74,500.00		<b>\$74,500.00</b>
Final Engineering Design				\$137,750.00		<b>\$137,750.00</b>
Construction Inspection Eng.				\$172,238.00		<b>\$172,238.00</b>
Construction - Water Main	\$327,806.00	\$741,693.00	\$248,960.00	\$55,232.00		<b>\$1,373,691.00</b>
Contingency		\$17,674.00	\$15,675.00	\$9,812.00		<b>\$43,161.00</b>
<b>TOTAL ACTIVITY</b>	<b>\$327,806.00</b>	<b>\$759,367.00</b>	<b>\$264,635.00</b>	<b>\$477,532.00</b>	<b>\$0.00</b>	<b>\$1,829,340.00</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$327,806.00</b>	<b>\$759,367.00</b>	<b>\$264,635.00</b>	<b>\$494,732.00</b>	<b>\$0.00</b>	<b>\$1,846,540.00</b>

**SUMMARY OF MATCHING FUNDS**

<b>FUNDING SOURCE</b>	<b>AMOUNT</b>
ARPA Minimum Allocation Grant	\$327,806.00
ARPA Competitive Grant	\$759,367.00
ARPA Fiscal Recovery Funds	\$264,635.00
Local Contribution	\$494,732.00
Other	\$0.00
<b>TOTAL</b>	<b>\$1,846,540.00</b>





## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Eli Molloy, Project Manager HDR
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Informational: Updates to the ARPA Project, Mission Street: Budget, Status of Funds and Pay Application
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	

**File Attachments for Item:**

d. Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for finance director, assistant finance officer, human resource director, town clerk, deputy clerk, court clerk and airport manager.

**RESOLUTION NO. 528**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL ADOPTING JOB  
DESCRIPTIONS FOR THE TOWN OF  
STEVENSVILLE**

**WHEREAS**, the Town of Stevensville’s Town Council, Mayor, Town of Stevensville Department Heads and Employees met to review and revise employee job descriptions;

**WHEREAS**, the Town of Stevensville’s code Sec. 2-57, Prescribing duties and compensation of municipal officers states that “the council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7”;

**WHEREAS**, Montana Code Annotated 7-4-420, salary of officers, “the council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officer and all city employees.”

**NOW THEREFORE, BE IT RESOLVED**, by this Town Council that the following job descriptions be approved and adopted;

Finance Director, Assistant Finance Officer, Human Resource Director,  
Town Clerk,  
Deputy Clerk, Court Clerk, Airport Manager

DATED this 11<sup>th</sup> day of April 2024, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Bob Michalson, Mayor**

\_\_\_\_\_  
**Jenelle S. Berthoud, Town Clerk**

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Finance Director

Department: Administration

Date: 04/11/2024

**GENERAL PURPOSE**

Oversees and administers the finance functions for the Town of Stevensville, including accounting, asset management, risk management, utility billing, and budget administration.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manage the operations of the Town’s finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.

Establish and maintain policies and procedures for daily finance operations.

Advise other departments in financial matters, including economic development.

Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.

Duties are performed in typical office setting where hazards and discomforts are modifiable and controllable.

Assist in the administration of retirement and fringe benefit programs; determine payroll tax

treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.

Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits

Analyze the financial impact of proposed legislation on the Town.

Researching and writing grants for the Town and its departments.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.

(B) Five years of progressively responsible governmental accounting and finance experience with four years management experience.

(C) Master's degree in accounting, financial management, public administration or related field preferred.

(D) The Finance Officer must attend the Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.

(B) Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.

(C) Skill in managing the day-to-day operations of the Town's financial operations.

(D) Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.

(E) Skill in communicating both orally and in writing.

(F) Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.

(G) Skill in developing financial policies, procedures, and guidelines.

(H) Skill in establishing and maintaining effective relationships with elected officials, Town employees, businesses, and citizens.

(I) Knowledge of municipal financial software.

**SPECIAL REQUIREMENTS**

(A) No felony convictions or disqualifying criminal histories within the past seven (7) years.

(B) Ability to read and write the English language.

(C) Hold a valid Montana Driver’s License.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Assistant Finance Officer

Department: Administration

Date: 04/11/2024

**GENERAL PURPOSE**

Assists the finance director, as directed, with finance functions for the Town of Stevensville, including accounting, asset management, risk management, utility billing, and budget administration.

**SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manage the operations of the Town's finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.

Establish and maintain policies and procedures for daily finance operations.

Advise other departments in financial matters, including economic development.

Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.

Duties are performed in typical office setting where hazards and discomforts are modifiable and controllable.

Assist in the administration of retirement and fringe benefit programs; determine payroll tax



treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.

Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits

Analyze the financial impact of proposed legislation on the Town.

Researching and writing grants for the Town and its departments.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.

(B) Five years of progressively responsible governmental accounting and finance experience with four years management experience.

(C) Master's degree in accounting, financial management, public administration or related field preferred.

(D) The Finance Officer must attend the Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.

(B) Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.

(C) Skill in managing the day-to-day operations of the Town's financial operations.

(D) Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.

(E) Skill in communicating both orally and in writing.

(F) Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.

(G) Skill in developing financial policies, procedures, and guidelines.

(H) Skill in establishing and maintaining effective relationships with elected officials, Town employees, businesses, and citizens.

(I) Knowledge of municipal financial software.

**SPECIAL REQUIREMENTS**

(A) No felony convictions or disqualifying criminal histories within the past seven (7) years.

(B) Ability to read and write the English language.

(C) Hold a valid Montana Driver’s License.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Human Resource Director

Department: Administration

Date: 04/11/2024

**GENERAL PURPOSE**

Performs a variety of complex administrative, technical and professional work in directing and supervising the personnel systems of the organization, including classification, compensation, recruitment, selection, labor relations, and training.

**SUPERVISION RECEIVED**

Works under the broad policy guidance of the Mayor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises human resource department to achieve goals within available resources; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Prepares a variety of studies, reports and related information for decision-making purposes where appropriate and/or as instructed.

Assists in the selection of employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Conducts wage survey within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Participates in reporting and recommends procedures to reduce absenteeism and turnover where appropriate.

Contracts with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.

Keeps records of hired employee characteristics for governmental reporting purposes.

At the direction of the Mayor, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs and makes recommendations to the Mayor.

Notifies employees and labor union representatives of changes in benefits programs.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Prepares personnel forecast to project employment needs.

Advises department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.

At the direction of the Mayor, consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources system that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Will meet with MMIA director for guidance.

## **PERIPHERAL DUTIES**

Recommends for adoption by the council such measures as may deem necessary or expedient.

Investigates accidents and prepares reports for insurance carrier.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management of a closely related field, and five (5) year of experience in a human resources capacity.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of risk management and safety practices;

(B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment; and

(C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to efficiently and effectively administer a human resource system.

## **SPECIAL REQUIREMENTS**

Must be bondable.

## **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

ADMINISTRATION POSITION DESCRIPTION

Class Title: Town Clerk

Department: Administration

Date: 04/11/2024

**GENERAL PURPOSE**

Responsible for controlling and organizing Town ordinances, resolutions, and public documents. Organizes most administration tasks and is a direct resource for information to the public.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides information to or researches questions from the Public.

Attends and takes the minutes for all regular and special meetings of the Town Council.

Works with the Mayor in assembling and posting the agenda for all Council meetings and other Boards and Commissions.

Assembles and distributes Council meeting packets.

Helps with incoming mail and distribution.

Organizes all ordinances and resolutions of the Town into the appropriate books.

Works to insure codification of ordinances according to State statute.

Issues building-related permits in accordance with the Department's policies and procedures and provides quarterly reports to the state of Montana.

Posts, files and tracks all legal notices of the Town.

Acts as an Administrative Assistant to the Mayor and provides Council members with information or documents as required.

Act as an Administrative Assistant to Town Advisory Boards and Commissions posting agendas and packets.

Provides Fingerprinting Services for the Town and the Stevensville City Court.

Provides Information about Town Zoning Regulations, Building Codes and Town Code.

Works Alongside the Mayor in Regard to Zoning Regulation Inquires.

Maintain Website for the Town of Stevensville.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from high school or GED equivalent with specialized course work in general office practices, or data processing; preference given for College degree

(B) Three (3) years of increasingly responsible related experience

(C) Any equivalent combination of education and experience

(D) Special education requirement: must attend Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and Microsoft Office Suite

(B) Ability to type and produce documents accurately



(C) Considerable knowledge of all general office procedures including organization of files

(D) Ability to effectively communicate with the public and other staff

(E) Must be able to work independently and collaboratively

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF STEVENSVILLE

## ADMINISTRATION POSITION DESCRIPTION

Class Title: Deputy Clerk

Department: Administration

Date: 04/11/2024

### **GENERAL PURPOSE**

Provides services for, Building Department, Cemetery, Finance, Public Works, and Town Clerk. This includes processing all building department and cemetery requests. Provides accurate utility billing information, processes, and maintains utility billing transactions; receives, accesses utility billing paperwork and Black Mountain Software database for customer billing records. Provides support to the Finance Department and Town Clerk related administrative functions.

### **SUPERVISION RECEIVED**

Works under the supervision of the Finance Department

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **1. Building Department functions**

- Address all residential and commercial building permit questions.
- Work directly with contracted building inspector to issue building permits.
- Issue building-related permits in accordance with the department's policies and procedures.
- Post all monies related to the building department.
- Answer phone calls and all related questions regarding the Building Department.

#### **2. Cemetery Related Functions:**

- Assists citizens locate grave locations and determines availability of sites.
- Processes sales of grave sites
- Directs public works staff regarding grave openings and closings.
- Maintains cemetery records, including ledgers of plot owners and internments, and maps of grave sites.
- Answer phones calls and all related questions regarding Cemetery.

**3. Utility Billing related functions:**

- Works with public works on monthly meter reads
- Answer phone calls related to utility billing questions.
- Processes monthly utility billing.
- Receive & receipt all water and sewer payments daily.
- Record all utility billing transactions in Black Mountain Software (BMS) utility billing module daily.
- Maintain customer accounts in BMS, updating address changes and/or meter number changes in a timely manner.
- Interact with customers, helping them understand their bills and the Town's ordinances pertaining to water and sewer.
- Balance daily cash received with BMS software and prepare appropriate reports.
- Execute past due shut off procedures in accordance with Town policies and procedures, properly notifying customers facing shut off due to non-payment and maintaining accurate records for each customer shut off due to non-payment.

**4. Finance Related Functions:**

- Help process monthly claims.
- Scan claims into BMS.
- Process daily deposit slips for Finance Director to review.
- File items as directed.

**5. Town Clerk Functions:**

- Provide help as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Two years of increasingly responsible bookkeeping and billing experience; and Graduation from high school or GED Equivalent with specialized course work in general office practices, data processing accounts receivable; or

### **Necessarily Skills and Knowledge:**

Knowledge of Effective governmental bookkeeping practices and procedures.  
Knowledge of Effective billing practices.

### **Skills to:**

Use personal computers and specialized software applications for customer accounts and billing information (i.e. Black Mountain Software).  
Use common office machinery and equipment.  
Use mathematical computations used in accounting.  
Communicate effectively verbally and in writing.  
Follow written and oral instructions.

### **Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

COURT POSITION DESCRIPTION

Class Title: Court Clerk

Department: Court

Date: 04/11/2024

**GENERAL PURPOSE**

Responsible for recording and organizing all administrative tasks for the Court and the Judge.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Judge.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in the administration of criminal proceedings docketing and correspondence.

Maintains mandatory records in FullCourt System.

Provides support to the Judge, Town Prosecutor, Police Department, and Public.

Maintains Court files and records.

Collects and records receipts for all fines.

May remit fines and fees due to the Town of Stevensville and Ravalli County Treasurer.

Responds to counter, telephone and Public inquiries pertaining to the Court.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

- (A) Graduation from high school or GED equivalent.
- (B) Three or more years' experience as a clerk or clerical support person.
- (C) Must possess a valid State of Montana driver's license and be able to satisfactorily pass a comprehensive background investigation.

**Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of computers and electronic data / word processing; ability to type and produce documents accurately.
- (B) Considerable knowledge of all general office procedures including organization of files.
- (C) Ability to effectively communicate with the public and other Staff; must be able to work independently and collaboratively.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWN OF STEVENSVILLE

### AIRPORT POSITION DESCRIPTION

Class Title: Airport Manager

Department: Airport

Date: 04/11/2024

### **GENERAL PURPOSE**

Manages the day-to-day operation and maintenance of the Stevensville Airport.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assist the Mayor in the development of the airport's annual operating and capital budget for presentation to the Town Council for approval.

The Airport Manager is the liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations.

Attends the Airport Board meetings, Town Council meetings, Public Hearings, prepares and presents a monthly report to the Airport Board and Town Council.

Coordinates Airport safety, working with the FAA and the local Fire Departments.

Communicates with local residents, the media as directed by the Mayor and Airport Users regarding Airport activities and safety concerns.

Attends annual Town of Stevensville budget meetings as needed to develop the Airport budget.

Coordinate Airport space leasing for hangar development as well as tie-downs.

Insures the layout of new lots to lease aligns with the ALP.

Supervise the development of new hangars to completion.



Answer all inquiries regarding aircraft storage, lease agreements and Airport fees.

Coordinate the placement of summer firefighting operations and equipment.

Attend Aviation Conferences and Seminars to attain information for Airport improvement and general operations.

Issue and cancel all NOTAMS as to Airport Conditions and Operations.

Work with the Airport Engineer/Consultant, the Town of Stevensville and the Airport Board to secure grants or loans for Airport maintenance and improvements.

Work with the Airport Engineer/Consultant and contractors on improvements as well as maintenance projects to completion.

Perform a monthly check list as to FAA guidelines and correct all deficiencies.

Perform or supervise all general maintenance such as:

- Repairing tie-downs
- Remove gophers/moles from areas that require mowing
- Inspect and clean all drainage ducts and culverts
- Repair lighting for the runway, beacon, windsock and PAPI
- Maintain all signage and reflectors
- Purchase and install new windsocks as required

Regulate the usage and maintain the Airport Courtesy Car.

Coordinate the snow removal operations as well as maintain the plow and broom.

Coordinate grass mowing and maintain mowers.

Coordinate the removal of Wildlife inside the Airport perimeter fence.

Maintain the wildlife fence.

Works with the lease holders to maintain the grass around their hangars.

Enforce the lease terms of the lease's.

## **DESIRED MINIMUM QUALIFICATIONS**

Must be reliable and conscientious.

Basic knowledge of aviation principles, radio/navigation systems, general airport operations and applicable Federal, State and County Regulations.

Airport systems including pavements, electrical systems, lighting and communications systems.

Safe operating procedures required around aircraft and on airports.

Knowledgeable regarding the Airport Certification Manual, Airport Security Program, Airport minimum Standards, Airport Rules and Regulations, FAA advisory circulars, Federal Aviation Regulations, NOTAMS

Experience with Aircraft fueling systems, safety precautions and maintenance, including on site tank refueling procedures.

Ability to operate and maintain Airport maintenance equipment.

Ability to work independently with little supervision.

Ability to communicate effectively in written and verbal formats.

Ability to deal tactfully with the public.

Ability and willingness to work flexible hours and in adverse weather conditions.

Willingness to be "on-call" and report as needed.

Ability to manage multiple tasks and effectively handle stressful situations.

Valid Montana Driver's license and have reliable transportation.

Aircraft pilot license preferred.

High School Diploma or equivalent.

Experience in management and/or airport operations preferred.

## **WORK ENVIRONMENT**

The Airport Manager can expect to work, in a field office environment, outdoors, in every form of weather that may be present at the Stevensville Airport. May operation of snow removal equipment, grass cutting equipment, powered sweepers, work around aircraft in all modes of operation or maintenance.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

e. Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for chief of police, police officer and police clerk.

**RESOLUTION NO. 529**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL ADOPTING JOB  
DESCRIPTIONS FOR THE TOWN OF  
STEVENSVILLE**

**WHEREAS**, the Town of Stevensville’s Town Council, Mayor, Town of Stevensville Department Heads and Employees met to review and revise employee job descriptions;

**WHEREAS**, the Town of Stevensville’s code Sec. 2-57, Prescribing duties and compensation of municipal officers states that “the council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7”;

**WHEREAS**, Montana Code Annotated 7-4-420, salary of officers, “the council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officer and all city employees.”

**NOW THEREFORE, BE IT RESOLVED**, by this Town Council that the following job descriptions be approved and adopted;

Chief of Police, Police Officer, Police Clerk

DATED this 11<sup>th</sup> day of April 2024, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

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**Bob Michalson, Mayor**

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**Jenelle S. Berthoud, Town Clerk**

TOWN OF STEVENSVILLE

POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Chief

Department: Police

Date: 04/11/2024

**GENERAL PURPOSE**

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Mayor, and Town Council. As per MCA code 7-32-4105 (d).

**SUPERVISION EXERCISED**

Exercises supervision over all police department staff.

**EDUCATION AND EXPERIENCE**

Entry Level

- Must be 21 years or older
- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, or completion of the basic law enforcement training academy or equivalent.;
- Two years Law Enforcement Experience
- Felony Conviction and disqualifying criminal histories within the past seven years are not allowed
- U.S. Citizen
- Must be a good moral character and of temperate and industrious habits

- Thorough knowledge of modern, law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- Skill in the use of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by the time of hire or while in transition, a valid State Driver's License without record or suspension or revocation in any state for three years.
- Basic Law Enforcement Training certification or equivalent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, supervises and evaluates police department operations.
- Occasional foot patrol.
- Develops policies and procedures for the Department in order to implement directives from the Town Council or the Mayor.
- Plans and implements a law enforcement program for the Town in order to better carry out the policies and goals of Town Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for the associations with other cases.

- Supervises and coordinates the preparation and presentation of an annual budget for the Department; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Trains and develops police officers.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the Town Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate, excluding confidential law enforcement information and reports.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives to maintain public relations.
- Attends conferences and meetings to keep abreast of current trends in the field with Town Council approval.
- Cooperatives with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- All the essential duties and responsibilities of a Police Officer.
- Additional duties as assigned.

## **PERIPHERAL DUTIES**

Directs investigation of major crime scenes. Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun, taser, body camera and other weapons and issued tools as assigned and or required, side handle baton, handcuffs, Breathalyzer, pager, and first aid equipment.



## **PHYSICAL DEMANDS**

The physical 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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and with explosives and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; random drug screening; and job-related tests may be required. 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.

By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWN OF STEVENSVILLE

### POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Officer

Department: Police

Date: 04/11/2024

#### **GENERAL PURPOSE**

Under general supervision and on varied shifts, performs a variety of duties involved in law enforcement work associated with patrol, traffic control, and criminal investigations for the Stevensville Police Department.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Chief of Police

#### **SUPERVISION EXERCISED**

None.

#### **DISTINGUISHING FEATURES OF THE POSITION**

- Knowledge of the Montana Code Annotated and the Stevensville Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and Town of Stevensville laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the Stevensville Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the Town of Stevensville and surrounding area.

- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with Town employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.
- Under the direction of the Chief of Police, routinely patrol within the Town limits, promoting traffic safety of all pedestrian, bicyclists and motor vehicle operators.
- Locate and contact traffic violators and issue appropriate citations based on those violations.
- Provide guidance and traffic direction for local functions including parades, and other events deemed necessary by the Chief of Police.
- Other patrol related duties may be assigned by the Chief of Police when deemed necessary.
- Evaluates criminal or civil cases and formulates work plan for investigation.
- Assumes responsibility for the successful resolution of all investigations assigned.
- Manages major criminal investigation through planning and self-regulated investigative activities under the general supervision of the Chief of Police.
- Initiates criminal investigations through investigative effort, confidential informants and civilian contacts.
- Responsible for the dissemination of information relating to crime trends, wanted suspects, and officer safety information to other officers and agencies.
- Conducts a wide range of interviews, including crime victims, witnesses, suspects, and technical experts.
- Conducts surveillance operations and gathers intelligence, may work under cover.
- Prepares documentation of activities and information.
- Coordinates with prosecutors and court staff to issue warrants and subpoenas.
- Conduct pretrial research and dispositions and prepares testimony.
- Develops and maintains effective working relationships with prosecutors, courts, and other agencies.

- Coordinates and supervises the identification, collection, processing, and custody of property and evidence at a crime scene.
- Cooperates and interacts with law enforcement and criminal justice employees of other jurisdictions and agencies, including the FBI, probation, family service agencies, and courts.
- Represents the Police Department in presentations to, and general dealings with, citizens.
- Performs other duties as assigned.

## **TASKS**

Patrols an assigned area of the Town on an assigned shift in a radio-equipped vehicle to preserve law and order, including traffic safety enforcement and citations, checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances; responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints; frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders.

Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts preliminary investigations, and re-establishes law and order at the scene; prepares documentation of activities performed and information gathered; may conduct follow-up activities; coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.

Transports suspects and persons with outstanding arrest warrants to jail facilities; ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department policies; responds to questions and requests from citizens; assists in making presentation; some positions serve as School Resource officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

## **SAFETY RELATED DUTIES**

Abide by the Town of Stevensville and department work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their Supervisor. Follow Supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the Supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Supervisor.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Supervisor as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Occupational hazards and standard safety practices necessary in the area of law enforcement.

- (A) Principles and procedures of record keeping.
- (B) Principles of basic report preparation.
- (C) Techniques used in public relations.
- (D) Basic mathematical principles.
- (E) English usage, spelling, vocabulary, grammar, and punctuation.
- (F) Safe driving principles and practices.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

- (A) Operate necessary tools and devices such as police vehicle, radio, radar, handgun, patrol rifle, taser, and other weapons, baton, handcuffs, pager, phone, cameras, fingerprint materials, initializer, and flashlight.

- (B) Learn, interpret, and apply the policies, procedures, statutes, ordinances, criminal laws, codes, investigative techniques, and regulations pertaining to assigned programs and functions.
- (C) Learn and use radio 10-code to communicate with dispatch.
- (D) Determine the proper action to take when confronting humans who are agitated, under the influence of drugs and/or alcohol, frightened, or injured.
- (E) Act quickly and calmly in emergencies.
- (F) Prepare and maintain accurate and complete records.
- (G) Prepare clear, complex, and extensive reports.
- (H) Observe and recollect details accurately.
- (I) Meet and deal tactfully and effectively with the public.
- (J) Work independently in the absence of supervision.
- (K) Use good judgment and make effective decisions under pressure.
- (L) Communicate clearly and concisely, both orally and in writing.
- (M) Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Physical Demands/Work Environment:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment, in a police vehicle, and outdoors with ability to sit, stand, see, hear, lift up to 50 pounds and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Town of Stevensville municipal codes; physical strength and ability to engage in foot pursuits, physically restrain humans and agility to sufficiently perform duties safely. Ability to relocate to different sites and locations for calls for service; availability for 24-hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and blood borne pathogens and other bodily fluids.

## **EDUCATION, EXPERIENCE AND TRAINING**

### **Education:**

High School diploma or GED certificate

Successfully complete the law enforcement basic course at Montana Law Enforcement Academy (MLEA) or equivalent as designated by Public Safety Officer Standards & Training (POST) advisory council or as determined by the Chief of Police.

**To be hired applicant must have the ability to:**

Meet and all requirements for employment as required by the State of Montana law and the Town of Stevensville.

Successfully pass a criminal history and driving record check and a credit check.

Ability to pass entry-level police written examination and MLEA physical agility test

**EDUCATION, EXPERIENCE AND TRAINING**

**License or Certificate:**

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid Montana driver’s license within six months of hire.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; random drug screening; and job-related tests may be required. 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.

By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## TOWN OF STEVENSVILLE

### POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Clerk

Department: Police

Date: 04/11/2024

#### **GENERAL PURPOSE**

The Police Clerk, under general supervision, provides primary clerical support to a department or functional area. Knowledge of the department and excellent keyboard skills are crucial to this position. Duties include a variety of clerical tasks, including non-routine administrative matters and heavy public contact work. In addition to the general responsibilities of Records Unit personnel, this position will have the primary responsibility as Court Liaison and/or NIBRS Specialist. Work is reviewed through observation of work in progress, and written reports for results obtained and adherence to established policies and procedures.

#### **SUPERVISION RECEIVED**

Works under the supervision of the Chief of Police

#### **SUPERVISION EXERCISED**

None.

#### **DISTINGUISHING FEATURES OF THE POSITION**

- Maintains the records filing system and/or database to manage, access, and preserve electronic and paper records of criminal justice activities.
- Greet the general public and serve as the first point of contact between the agency and community members.
- Provides accurate and clear information to the public and various departments within the Town of Stevensville.
- Maintains filing systems of correspondence, forms, cards, receipts, permits, applications, plans, reports, and records; maintains logbooks, ledgers or other audit and tracking records; updates code books or policies manuals; and documents invoices.

- Responds to telephone or two-way radio inquiries; greets the general public, contractors, and vendors; provides information and directs callers; acts as a receptionist. Operates a photocopier, shredder, computer printer, calculator, and/or facsimile machine.
- Opens, sorts and distributes correspondence; inventories and requisitions supplies and equipment. Acts as a liaison between superiors and subordinates, and the general public. Generates statistics; requests additional information as needed; researches, collects and compiles data; verifies reports for accuracy.
- Responds to or directs inquiries to appropriate personnel or department; may assist and direct subordinate clerical staff.
- Assists in the preparation and distribution of departmental correspondence and managing the scheduling and logistics for departmental meetings and special events.
- Types and proofread correspondence, reports, forms, permits, bids, applications, invoices, purchase orders, records, memoranda, and letters from notes, copy of rough draft; tables minutes of meetings. Assists with property and evidence records system and storage processes

## **COMPETENCIES/QUALIFICATIONS**

Communication skills, both verbal and written, are essential. Candidates should be expected to learn or have knowledge in business English and arithmetic, case file submission, NIBRS correction and reporting, departmental and municipal rules, regulations, policies and procedures. Knowledge of modern office terminology, methods, practices, procedures, and filing systems. The ability to understand and follow complex oral and written instructions. The ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Additionally, skill in operation of automated office equipment as listed in essential functions and creating and maintaining filing systems.

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

Two (2) years of responsible clerical experience or equivalent, including use of computers and standard software applications such as Microsoft Office, Windows 2000, and other software or an equivalent combination of training and experience.

Some experience in office management is preferred. Other related experience may be considered In the social services, communications, customer/public services, and/or public safety areas.

Monitor/maintain budgets - Processes transactions, monitors balances, and reconciles accounts. Managerial/signature budget authority-Approves and commits funds for salaries, and to acquire materials, resources, supplies, services, etc.

### **EDUCATION/EXPERIENCE**

#### Required

- High School diploma or GED.
- Must be 21 years of age.

#### Preferred

- Vocational or technical training

### **WORKING CONDITIONS**

- Requires long periods of sitting, standing or walking, reaching with hands and arms, repetitive motion, stoop, kneel, or crouch.
- Lift up to 10 lbs.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

f. Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for fire chief, assistant fire chief, fire clerk, fire fighter/EMT, driver/engineer, fire captain, fire lieutenant, EMS captain and fire department support.

**RESOLUTION NO. 530**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL ADOPTING JOB  
DESCRIPTIONS FOR THE TOWN OF  
STEVENSVILLE**

**FOR THE TOWN OF STEVENSVILLE**

**WHEREAS**, the Town of Stevensville’s Town Council, Mayor, Town of Stevensville Department Heads and Employees met to review and revise employee job descriptions;

**WHEREAS**, the Town of Stevensville’s code Sec. 2-57, Prescribing duties and compensation of municipal officers states that “the council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7”;

**WHEREAS**, Montana Code Annotated 7-4-420, salary of officers, “the council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officer and all city employees.”

**NOW THEREFORE, BE IT RESOLVED**, by this Town Council that the following job descriptions be approved and adopted;

Fire Chief, Assistant Fire Chief, Fire Clerk, Fire Fighter/EMT,  
Driver/Engineer, Fire Captain, Fire Lieutenant, EMS Captain,  
Fire Department Support

DATED this 11<sup>th</sup> day of April 2024, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Bob Michalson, Mayor**

\_\_\_\_\_  
**Jenelle S. Berthoud, Town Clerk**

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Chief

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical & rescue services to prevent or minimize the loss of life and property by fire and emergency medical incidents.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED**

Supervises the Administrative Assistant and Assistant Fire Chief directly, and other department staff through subordinate officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, coordinates, supervises and evaluates Fire, EMS & Rescue operations.

Establishes policies and procedures for Fire Department in order to implement directives from the Mayor or Town Council.

Plans and implements Fire and EMS programs for the Department in order to better carry out policies and goals; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies

Supervises and coordinates the preparation and presentation of an annual budget for Fire Department; directs the implantation of Department's budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and directs activities at the scene of emergencies.

Directs Departmental in-service training activities.

Controls the expenditure of Departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Mayor and Town Council regarding the Department's activities and prepares a variety of other reports as appropriate including annual report of activities.

Plans Departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually coordinates and reviews the performance evaluations of all Department personnel and forwards to Mayor at the direction of the Human Resources Supervisor.

Annually conducts the performance evaluation of the Assistant Fire Chief and Administrative Assistant.



## **PERIPHERAL DUTIES**

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from high school or GED equivalent.
- B. Four (4) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Lieutenant or higher.
- C. Completion of FFI or equivalent
- D. Completion of FFI as a Crew Leader or equivalent.
- E. Completion of FFI as a Coach or equivalent.
- F. 40 Hours of Instructional Training from the previous calendar year.
- G. Ability to demonstrate proficiency in the operation of response apparatus.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- B. Skill in the operation of listed tools and equipment.

C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- (A) Must be twenty-one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

### **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

### **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.

Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Assistant Fire Chief

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire, rescue and emergency medical services.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Fire Chief.

**SUPERVISION EXERCISED**

Supervises all officers and firefighter/EMT positions, either directly or through other officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Shall act as Fire Chief during absence of Fire Chief, as assigned.

Supervises officers in their assigned duties.

Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.

Directs and participates in major departmental programs.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the Department in order to better carry out the policies and goals of the Department.

Assists Fire Chief in direction of departmental in-service training activities.

Maintains departmental discipline and the conduct and general behavior of personnel. Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Departments budget and operations.

Attends monthly officer meetings and trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Maintains involvement in development of the Department's budget and keeps up to date with periodic budget reports.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Five (5) years prior work experience as a firefighter, including 2 years of supervisory duties which must have been equivalent to Lieutenant or higher.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.
- (G) Current CPR for Healthcare Providers Certification & Basic First Aid Certification.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification and Basic First Aid Training; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- (A) Must be twenty-one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;

(E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards



associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Clerk

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Responsible for organizing all administrative tasks for the Fire Department.

**SUPERVISION RECEIVED**

Works under the general supervision of the Fire Chief.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepares purchase orders for Chiefs approval. Receives and codes bills per Chiefs direction and forwards to Treasurers Office for payment.
2. Prepares the agenda and minutes for department meetings.
3. Maintains complete and accurate incident reporting records.
4. Maintains complete and accurate training and activity records.
5. Maintains complete and accurate files and records on Fire Department personnel including applicants, existing employees and former employees.
6. Serves as a human resources contact for volunteer workforce, preparing and filing quarterly and annual activity reports.
7. Maintains confidentiality.
8. Answers telephone.
9. Accurately prepares, proofreads, and edits correspondence, reports and other documents.
10. Maintains complete and accurate maintenance, equipment and inventory records.

11. Directs inquiries from the public to appropriate official.
12. Reports weekly to the Chief; personnel needs of the department, progress of tasks assigned and tasks that need to be performed.
13. Performs other duties and special projects as assigned by Chiefs request.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Prior knowledge of fire department operations and procedures preferred.
2. Must have high school diploma or equivalent.
3. Must have legal authorization to work in the United States.
4. Possess typing and keyboarding skills
5. Possess good working knowledge of personal computers; knowledge and experience with Microsoft Office preferred.
6. Possess physical and mental ability to work independently.
7. Possess excellent communication skills, both written and oral.
8. Possess knowledge of or ability to learn departmental policies and procedures.
9. Ability to report for work and perform job responsibilities in a timely manner.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Firefighter/EMT

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Protects life and property by performing firefighting, emergency & rescue aid, hazardous materials mitigation, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

The firefighters are hired through the established hiring process. Firefighters have the responsibility for the protection of life and property from the hazards of fire or other hazardous conditions.

**SUPERVISION RECEIVED**

A Firefighter/ EMT works under the close supervision of a Company Officer.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs firefighting & rescue activities including, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs emergency aid activities including administering first aid and providing other assistance as required.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris:

Responds to fire alarms and extinguishes or controls fires as a member of a team

under the supervision of an officer.

Selects, drags, lifts and carries hose and nozzle depending on the type of emergency, and correctly applies a stream of water or chemicals onto the hazard.

Positions and climbs ladders to gain access to upper levels of buildings to assist individuals from burning structure.

Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.

Protects property from smoke and water damage using ventilation & salvage covers.

Wears appropriate protective clothing and equipment, including self-contained breathing apparatus.

Communicates with two-way communications systems.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Completes 30 hours of training each calendar year. Eligible training includes organized Department approved classes or drills.

Participates in all Department in-service trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

**PERIPHERAL DUTIES** at direction of the Company Officer;

Participates in fire drills, attends classes in firefighting, emergency medical & rescue services, hazardous materials, and related subjects in order to obtain and maintain firefighting and EMS skills and qualifications

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Performs general light maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community on safety and fire prevention topics if trained.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) No specific work experience level required.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to successfully learn the operation of the listed tools and equipment; ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; ability to perform during strenuous or peak physical effort during emergencies, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below.

## **SPECIAL REQUIRMENTS**

- (A) Must be eighteen (18) years of age or older at time of hire;
- (B) A valid Montana Driver's License;
- (C) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to obtain CPR for Healthcare Providers Certification within 6 months of hire;
- (D) Ability to read and write the-English language; and
- (E) Ability to meet Departmental physical standards.

## **SPECIAL REQUIRMENTS-INTERIOR FIREFIGHTER STATUS**

- (A) Must meet the requirements and qualifications set forth in this job description and;
- (B) Successfully complete the requirements of the Ravalli Fire Training • Cooperative Firefighter !Academy or equivalent and;
- (C) Successfully pass on an annual basis the Candidate Physical Ability Test (CPAT) held by the Department.

## **TOOLS AND EQUIPMENT USED**

Emergency medical aid equipment and supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, rescue equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk and hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; -stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms, loud noise and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

### **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Driver/Engineer

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Drives and operates the apparatus emergent and non-emergent, maintains fire apparatus during emergencies and routine day to day needs. Operates fire pumps and other equipment and tools. Assists in the suppression of fires and performs or assists with EMS & rescues as required.

**SUPERVISION RECEIVED**

Works under the close supervision of a Company Officer.

**SUPERVISION EXERCISED**

In the absence of a company officer, supervises Firefighter/EMT.

\*In rare situations a Driver/Engineer may be required to assume a leadership role out of his or her classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises and performs cleaning, checking, and replacement of equipment.

Drives a fire engine, rescue truck, or special fire apparatus to and from fires, drills, EMS & rescue incidents, and routine assignments.

Stands accountable for operating the apparatus in a safe and prudent manner.

Regulates water pressure from a pumper at fires in accordance with principles of hydraulics.

Performs minor maintenance and safety checks to apparatus and equipment.  
Maintains a working knowledge of Fire Department Connection (FDC) equipment of commercial buildings.

Lays and connects hose and raises and climbs ladders at fire scenes.  
Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Maintains Departmental discipline and the conduct and general behavior of personnel.

Insures that apparatus and equipment is clean, functional and well maintained.

Maintains a working knowledge of streets and water supplies.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Completes necessary incident reports when required, following direction of the Department SOP.

Completes 30 hours of training each calendar year. Eligible training includes organized Department approved classes or drills.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Performs the duties of a firefighter as needed and fulfills obligations.

Participates in fire drills, attends classes in firefighting, emergency medical & rescue services, hazardous materials, and related subjects in order to obtain and maintain firefighting and EMS skills and qualifications

Participate in the inspection of buildings, hydrants, and other structures, and in fire prevention programs.

Performs general light maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, dries and rolls hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Presents programs to the community on safety and fire prevention topics if trained.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) One (1) year prior work experience as a volunteer firefighter, including current CPR for Healthcare Providers Certification.

### Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Knowledge of hydraulics and their application to the operation of fire apparatus and pumping operations.
- (C) Skill in the operation of listed tools, equipment & apparatus.
- (D) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (E) Ability to think clearly and react effectively under stressful conditions.
- (F) Ability to maneuver and operate apparatus in a safe and professional manner.
- (G) Completes annual Department Emergency Vehicle Operators Course or equivalent.
- (H) Ability to demonstrate proficiency in the operation of their primary response apparatus.

## **SPECIAL REQUIREMENTS**

- (A) Must be twenty-one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature

extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Captain

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Supervises and directs the activities of a crew, performs fire suppression, emergency & rescue aid, hazardous materials mitigation, and fire prevention duties.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief

**SUPERVISION EXERCISED**

Supervises firefighter/EMT, Driver/Engineer and Lieutenant. May be required to assume a leadership role out of his or her classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises firefighters in their assigned duties as directed.

Determines methods of fire suppression; responds to alarms received and directs routes to be taken; directs work of firefighters and EMS personnel pending arrival of superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Supervises and performs cleaning, checking and maintenance of company equipment, supplies and facilities. Reports deficiencies to Fire Chief.

Instructs and drills firefighters in duties and departmental operations, use of tools, raising ladders, and rescue and salvage work, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings & trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Performs the duties of other personnel as needed and fulfills obligations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Maintains contact with general public, department officers and other local officials in the performance of fire department activities.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) Four (4) years prior work experience as a volunteer firefighter, with two (2) years as a Lieutenant, including current CPR for Healthcare Providers Certification & Basic First Aid Certification.

- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) Completion of FFI as a Coach or equivalent.
- (F) 40 Hours of Instructional Training from the previous calendar year.
- (G) Checked off to operate their primary response apparatus.
- (H) Ability to demonstrate proficiency in the operation of their primary response apparatus.

**Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification & Basic First Aid certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

- (A) Must be twenty-one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) A valid Montana Driver’s License;
- (E) Ability to meet Departmental physical standards.

**TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.



## **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Lieutenant

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Directs the activities of a Fire Crew during calls, shifts and activities and performs fire suppression, emergency medical aid, hazardous materials mitigation, and fire prevention duties.

**SUPERVISION RECEIVED**

Works under the general supervision of a Captain or Chief Officer.

**SUPERVISION EXERCISED**

Supervises Firefighter/EMT and Driver/Engineer. May be required to assume a leadership role out of his or her classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises and performs cleaning, checking, and replacement of equipment.

Instructs firefighters in duties, use of tools, raising ladders, and rescue and salvage work as well as departmental operations.

Responds to alarms received and directs routes to be taken; directs work of firefighters and EMS personnel pending arrival of superior officer; supervises laying of hose lines, placing of ladders, direction of water streams, and ventilation of buildings, rescuing persons, and placement of salvage covers.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Participates in departmental in-service training activities.

Maintains Departmental discipline and the conduct and general behavior of personnel.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings & trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Performs the duties of other personnel as needed and fulfills obligations.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Efficiently and effectively fills open positions through recruiting initiatives.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Two (2) years prior work experience as a volunteer firefighter, including current CPR for Healthcare Providers Certification & Basic First Aid Certification.
- (C) Completion of FFI or equivalent
- (D) Completion of FFI as a Crew Leader or equivalent.
- (E) 40 Hours of Training from the previous calendar year.

## Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR/First Aid Certification; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (B) Skill in the operation of listed tools, equipment & apparatus.
- (C) Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
- (D) Ability to demonstrate proficiency in the operation of their primary response apparatus.

## **SPECIAL REQUIREMENTS**

- (A) Must be twenty-one (21) years of age or older at time of hire;
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years;
- (C) Ability to read and write the English language;
- (D) Ability to meet Departmental physical standards;
- (E) A valid Montana Driver's License.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or

controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions.

Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: EMS Captain

Department: Fire

Date: 04/11/2024

**GENERAL PURPOSE**

Supervises and directs the activities of the Fire Department EMS Division, EMS crew activities, and public EMS awareness.

**SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief.

**SUPERVISION EXERCISED**

Supervises Firefighter, Firefighter EMT, EMT, Driver/Engineer, Lieutenant, and non-EMS qualified Captains at EMS incidents. May be required to assume a leadership role out of their classification due to limited staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises personnel in their assigned duties/roles as directed.

Determines methods of EMS response and actions; responds to alarms received and directs actions to be taken on EMS incidents; directs work of personnel pending arrival of qualified superior officer.

Assume the role of Incident Commander of EMS incidents when necessary for efficient and safe emergency scene operations. •

Establishes annual Ambulance/QRU budget, while overseeing purchasing of EMS supplies.

Assists Fire Chiefs, Administrative Assistants, or other assigned personnel in record keeping and management.

Supervises and performs cleaning, checking and maintenance of EMS Division equipment, supplies, and facilities. Reports deficiencies and needs to Fire Chief.



Instructs and drills Firefighter/EMT, EMT, or other EMS personnel in duties and departmental operations, use of tools, protocols, etc.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in department in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Attends monthly officer meetings and pertinent trainings.

Completes necessary incident reports when required, following direction of the Department Standard Operation Procedure (SOP).

Annually participates in a performance evaluation conducted by the Department's designee.

## **PERIPHERAL DUTIES**

Perform the duties of other personnel as needed and fulfills obligations.

Assume responsibilities of Triage Officer on large-scale Mass Casualty Incidents (MCI) unless otherwise assigned by superior officer/incident commander.

Function as an Emergency Scene Incident Commander in the absence of a Chief Officer or when so directed to do so by the appropriate SOP/s or the Chief.

Operate in other Incident Management System functions as deemed necessary for incident scene management.

Routinely verify that all required apparatus checks and equipment maintenance are being performed consistent with department standards.

Attend conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and other meetings.

Maintain contact with general public, department officers and other local officials in the performance of fire department activities.

Promote recruiting and retention of EMS personnel.

## **DESIRED MINIMUM QUALIFICATIONS**

- I. Two (2) years on SFD.
- II. Hold current Montana EMT License or higher.
- III. Completed minimum of 20 hours of training within the previous year.
- IV. Completed FEMA ICS; 100, 200, & 300.
- V. Attendance of at least 10% of all SFD activity.
- VI. Graduation from high school or GED equivalent.
- VII. Checked off to operate their primary response apparatus.
- VIII. Ability to demonstrate proficiency in the operation of their primary response apparatus.

### **Necessary Knowledge, Skills, and Abilities**

- I. Considerable knowledge of modern emergency medical and rescue services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application demonstrated through CPR Certification & EMS certification; working knowledge of Applicable laws, ordinances, departmental standard operating procedures and regulations.
- II. Skilled in the operation of listed tools, equipment, and apparatus.
- III. Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgement in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisions, and the public; and ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- I. Current EMT Certification or higher

- II. Must be twenty-one (21) years of age or older at time of appointment
- III. No felony convictions or disqualifying criminal histories within the past seven (7) years
- IV. Ability to read and write the English language
- V. A valid Montana Driver's License
- VI. Ability to meet SFD physical standards.

## **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

## **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts.

Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy. Appointees will also be subject to governance to all applicable Stevensville Fire Department SOPs/SOGs and policies/directives.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF STEVENSVILLE

## FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Department Support

Department: Fire

Date: 04/11/2024

### **GENERAL PURPOSE**

This position is responsible for performing support functions during emergency incidents and as otherwise needed or assigned. As a member of a team, support staff will contribute to response, training, community readiness, and non-emergency activities of their designated team in and out of the fire station. The position is responsible for maintaining safe and effective working relationships within the department and community. Under the general supervision of the incident commander, support staff must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities.

Support roles may include but are not limited to: Fundraising, Marketing, SCBA, Videography/Photography, Drone Operations, Apparatus Projects, Maintenance Projects, On-scene rehab, Incident Command assistance, Staging/Water Supply assistance, Station Projects, Reporting, etc.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Fire Chief or the Fire Chief.

### **SUPERVISION EXERCISED**

Coach/Mentor/Train subordinate personnel.

Not a management/supervisory position. May be required to assume a leadership role out of their classification due to limited staffing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential Duties & Responsibilities may include the following dependent on support role assigned to:*

Operate utility apparatus, staff cars/trucks, light rescues, Type 5/6 Wildland Engines, Personal Vehicles, and ancillary equipment associated with incident support.

Respond to fires and other calls for emergency assistance to support the incident command structure.

Have a basic understanding of the National Incident Management System and/or incident command system.

Participate in the general maintenance and custodial care of fire department facilities and grounds, apparatus, tools, and equipment and assume responsibility for the general condition and readiness of their assigned fire station, fire apparatus, and work unit.

Gather information for the accountability of personnel, incident risk reduction, and overall incident support.

Support personnel may also participate in fire investigation, peer support, emergency management (EOC operations), public education, and recruitment/ retention.

Request apparatus repairs and company supplies through the approved channels.

Carry out orders and assignments of the immediate supervisor and/or Chief officers and shall perform related work as assigned.

Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in department in-service training activities.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Department's budget and operations.

Perform other duties as assigned.

## **PERIPHERAL DUTIES**

Perform the duties of other personnel as needed and fulfills obligations.

Attend conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and other meetings.

Maintain contact with general public, department officers and other local officials in the performance of fire department activities.

Promote recruiting and retention of personnel.

## **DESIRED MINIMUM QUALIFICATIONS**

- I. Graduation from high school or GED equivalent.
- II. Other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- III. Previous firefighting, emergency management, and/or military experience (preferred).
- IV. Checked off to operate their primary response apparatus.
- V. Checked off to operate utility apparatus, staff cars, and ancillary equipment associated with incident support.

Necessary, Knowledge, Skills and Abilities

- I. Knowledge of the National Incident Management System (NIMS) and the incident command system.
- II. Organizational skills.
- III. Problem-solving skills.
- IV. Instructional skills.
- V. Ability to effectively communicate orally and in writing.
- VI. Ability to work in a team.
- VII. Ability to positively interact with the general public.

VIII. Ability to understand and follow oral or written instructions.

IX. Ability to use reason and good judgment in working with all kinds of people.

### **SPECIAL REQUIREMENTS**

I. Must be twenty-one (21) years of age or older at time of appointment

II. No felony convictions or disqualifying criminal histories

III. Ability to read and write the English language

IV. A valid Montana Driver's License

#### **Drone Support Operations Only**

V. A valid FAA Remote Pilot Certificate (Drone Pilot License)

### **TOOLS & EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine, standard Fire equipment, drink coolers, ice machines, apparatus, radio, pager, computer, phone, drone, and other specialized tools. Additional tools & equipment may be used as necessary to conduct the specific support role assigned to.

### **PHYSICAL DEMANDS**

The physical 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 or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move upwards of 10 pounds and occasionally lift and /or move upwards of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **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 or limitations to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts.

Work is often performed in emergency and stressful situations. Individual may be exposed to hearing alarms and loud noises and hazards associated with Firefighting and EMS operations, including: smoke, noxious odors, fumes, chemicals, liquid chemical, solvents, and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination (medical examination may be waived based on support role assigned).

Note: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy. Appointees will also be subject to governance to all applicable Stevensville Fire Department SOPs/SOGs and policies/directives.

The examples of duties are intended only as illustrations of the various types of work 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. Other duties may be assigned.

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

g. Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	The following resolution is adopting job descriptions for public works supervisor, wastewater treatment operator, Public Works Assistant 1, 2, 3, Seasonal Maintenance Worker, pool manager/head lifeguard, lifeguard/instructor and aerobics instructor.

**RESOLUTION NO. 531**

**A RESOLUTION OF THE STEVENSVILLE  
TOWN COUNCIL ADOPTING JOB  
DESCRIPTIONS FOR THE TOWN OF  
STEVENSVILLE**

**WHEREAS**, the Town of Stevensville’s Town Council, Mayor, Town of Stevensville Department Heads and Employees met to review and revise employee job descriptions;

**WHEREAS**, the Town of Stevensville’s code Sec. 2-57, Prescribing duties and compensation of municipal officers states that “the council has power to fix compensation, and to prescribe the duties of all officers and employees of the town, subject to the limitations mentioned in MCA title 7”;

**WHEREAS**, Montana Code Annotated 7-4-420, salary of officers, “the council shall determine by ordinance or resolution the salaries and compensation of elected and appointed city officer and all city employees.”

**NOW THEREFORE, BE IT RESOLVED**, by this Town Council that the following job descriptions be approved and adopted;

Public Works Supervisor, Wastewater Treatment Operator,  
Public Works Assistant 1, Public Works Assistant 2,  
Public Works Assistant 3, Seasonal Maintenance Worker,  
Pool Manager/Head Lifeguard, Lifeguard/Instructor,  
Aerobics Instructor

DATED this 11<sup>th</sup> day of April 2024, after motion and second at a regular meeting of the Stevensville Town Council.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Bob Michalson, Mayor**

\_\_\_\_\_  
**Jenelle S. Berthoud, Town Clerk**

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Supervisor

Department: Public Works

Date: 04/11/2024

**GENERAL PURPOSE**

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including, environment, street, parks, cemetery, traffic control, and other public works projects and programs.

**SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Mayor

**SUPERVISION EXERCISED**

Exercises supervision over maintenance and professional staff as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

This position will assume full management responsibility for all Public Works Department services, programs, operations and activities including engineering, streets and traffic, parks, pool, splashpad, cemetery, and fleet services.

The incumbent will manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Town policy, appropriate service and staffing levels; and allocate resources accordingly.

The Public Works Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload,

administrative and support systems, and internal reporting relationships; identify opportunities for improvement, and direct the implementation of changes.

This position will be responsible to ensure that Public Works Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training, coach employees to correct deficiencies, implement discipline and termination procedures, and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility, and review and evaluate work methods and procedures.

The Public Works Supervisor will represent the Public Works Department to other Town departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other Town departments and outside agencies and organizations; provide staff assistance to the Mayor and Town Council; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position will be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

This position will manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

The Public Works Supervisor is responsible to abide by the Town of Stevensville and department work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all Town safety standards and protocol.

Assign daily tasks in order of importance.

Meet with water rights attorney for periodic updates.

Coordinate and schedule with various contractors and homeowners for new services or repairs.

Inspect new water and sewer installations.

Respond to emergency call outs if needed.

Ensure we have proper inventory on hand for plumbing parts, tools, etc.

Manage employee time.

Listen to public input, suggestions, and complaints and address appropriately.

Responsible for yearly reports to DEQ

Responsible for license renewals.

Communicate with engineering firms on projects and developments.

Receive and send emails to and from various agencies.

Keep mayor informed of all work activities and new developments.

Communicate with Town Hall about day-to-day operations.

Oversee daily functions and operations of the Wastewater Treatment Plant, Parks, Pool, Splashpad, Cemeteries, and Drinking Water.

Ensure that pool and splash pad are maintaining proper chlorination and pH.

Communicate with Ravalli County Health Dept. on pool and splashpad licensing and compliance.

Regularly confirm that daily tasks are performed.

Be constantly aware of any safety issues for the public and town employees.

Listen to and try to resolve employee concerns.



Use phone, email, and in person communication for all parties pertaining to Public Works and Town operations.

Conduct demonstrated monthly safety meetings.

Hiring of seasonal workers and pool staff.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

The ideal candidate will have a bachelor's degree in engineering, Construction Management, Business or Public Administration or closely related field. The candidate will also have five years of professional and increasingly responsible experience in the management and direction of various aspects of a municipal Public Works program, including a minimum of three years of supervisory level experience. Any equivalent combination of education and experience that demonstrates a candidate can perform the necessary functions of the position may be considered.

### License or Certificate

- (A) Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid MT driver's license within six months of hire.
- (B) Must possess or have the ability to obtain within six months of hire, a Commercial Driver's License in Montana.
- (C) Possession of a P.E. license is preferred.
- (D) Water and Wastewater Certifications within 2 years.

### Necessary Knowledge, Skills, and Abilities

- (A) Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs
- (B) Program development and administration abilities
- (C) Knowledge principles and techniques used in emergency disaster situations
- (D) Knowledge of advanced principles of municipal engineering services
- (E) Knowledge of current and future trends affecting public works
- (F) Principles of supervision, management, motivation and leadership
- (G) Knowledge of pertinent Federal, State, and local laws, codes, and regulations
- (H) Strategic planning skills
- (I) Strong oral and written communication skills
- (J) Ability to lead and maintain a positive and harmonious work environment
- (K) Abilities in complex decision making

- (L) Ability to foster innovation and change
- (M) Skills in conflict management
- (N) Skills in finance and budgeting related to field and government needs

**PHYSICAL DEMANDS**

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Wastewater Treatment Plant Operator

*\*Must have 2A, 1B, 1C Licenses to be a certified water/wastewater operator*

Department: Public Works

Date: 04/11/2024

**GENERAL PURPOSE**

Position is responsible for all aspects of the operation of water and wastewater plants and all of the associated infrastructures, and assist in all other tasks of Public Works, roads, parks, sidewalks, trees, cemeteries, repairs, heavy equipment etc. Position performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work

according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

This position requires wastewater treatment Class 1 and water treatment and distribution certifications. Within 18 months of employment, this position is required to take and pass the Montana State Certification Exam for wastewater treatment Class 1 and begin studying for the Montana State Certification Exam for water treatment and distribution. Water treatment and distribution certification must be attained within 12 months of completing the wastewater treatment certification.

### Necessary Knowledge, Skills and Abilities:

#### **Knowledge:**

This position is required to possess knowledge of wastewater/water treatment, operation of heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

An understanding of wastewater treatment process involving Biological Nutrient Removal.

Have a working knowledge of Nitrification and phosphorus removal in a bioreactor basin, employing anoxic and anaerobic zones.

Be familiar with high volume blowers involving air diffusers and aeration of digestive basins.

Knowledge of chemical application in disinfection of drinking water, its benefits and dangers as a toxic additive.

Calculating feed rates of orthophosphate and chlorine using peristaltic pumps in milligrams per liter.

Understand and practice safety procedures of handling these and other caustic and poisonous chemicals on a regular basis.

A working knowledge of drafted blueprints of a water and wastewater distribution system, valves, meters, and thrust blocks where they are needed.

**Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

Familiar with the operation, maintenance, and rebuilding of submersible, centrifugal, positive displacement, diaphragm, booster, sump, chopper and trash pumps.

**Ability to:**

Obtain or possess a Montana Commercial Driver's License within six months.

Communicate and work with engineering firms in developing distribution expansion projects.

Understanding of a SCADA computer system in the progression of our water and wastewater treatment process.

Be able to operate heavy equipment, machinery, such as backhoes, skid steers, jet truck, vac trailer and dump trucks.

Operate chainsaws, hammer drills, concrete cutting saws, and circular hand saws.

Able to climb a step ladder up to 2 feet tall.

Ability to communicate well with our public customers in addressing their concerns and problems, both water and street issues.

Work as a team player and team builder, teaching less experienced and potential future water and wastewater operators from your experience and knowledge.

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

Maintain certifications and ongoing education.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 1

Department: Public Works

Date: 04/11/2024

**GENERAL PURPOSE**

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work

according to specifications, written and/or verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

Maintains supplies and equipment inventory and orders through the Public Works Supervisor.

Conduct appropriate wastewater tests, take wastewater and water samples, and file reports as required.

Daily monitoring of CL2 and pH levels for both pool and splashpad.

Lead and or assist in all water and sewer repairs and maintenance, which requires knowledge of the proper fittings used in such repairs.

Interface with vendors and the local health department for pool and splashpad inspections.

Maintain pool and splashpad pumps, filters, and chlorination to ensure a safe environment for all users.

Respond to water and sewer emergencies.

Inspect all new sewer tie ins.

Locate water mains for new water services. Tap water mains and install corp and curb stops for new water services.

Water meter replacements.

New water meter activation and installs.

Perform monthly meter reading.

Deliver water shutoff notifications.



Turn water services off for no payment.

Turn off water services for repairs.

Water hydrant yearly flush and pressure test.

Repair broken water hydrants.

Preparing pool and splashpad for the season and end of season winterization.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Montana Class B CDL license is required.

Certified Pool Operator experience is preferred.

Water and Wastewater Distribution Certifications within 2 years.

### **Knowledge:**

This position is required to possess knowledge of wastewater/water treatment, operate heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

### **Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

### **Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.  
Establish and maintain positive working relationships with Town employees, supervisors, and the general public.  
Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.  
Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.  
Communicate effectively both verbally and in writing.

Any other duties as assigned.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 2

Department: Public Works

Date: 04/11/2024

**GENERAL PURPOSE**

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established

procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

General maintenance within the parks, cemeteries, public works facilities and public works vehicles.

Snow removal.

Ability to maintain and inspect sewer lines and manholes on a regular basis.

Cemetery responsibilities to include groundwork, proper measurements and locates.

Playground inspections, park irrigation and maintenance.

Pothole repair along with general street maintenance.

Ensuring storm drains are maintained and in proper working condition.

Placement and replacement of street signs.

Wastewater plant general maintenance as required.

Assist in special events located within the town and the parks.

Assist with the meter reading process.

## **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

Hold a Class B Montana Commercial Driver's License. (the timing of the CDL class will be up to the discretion of the Public Works Supervisor), within 6 months of hire.

**Knowledge:**

This position is required to operate heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

**Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

**Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.

Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Communicate effectively both verbally and in writing.

Collect water samples for DEQ testing, (under direct supervision).

And other duties as assigned.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Public Works Assistant 3

Department: Public Works

Date: 04/11/2024

**GENERAL PURPOSE**

Provides parks, tree, weed, cemetery, streets and swimming pool maintenance services, operates and maintains water treatment plant and wells, and wastewater plant, along with water mains and sewer mains, and performs a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED**

Works under the supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs skilled maintenance work, and operates specialized automotive and/or maintenance equipment, in addition to a wide variety of other equipment. Performs a variety of departmental maintenance duties and performs skilled work in the operation of specialized equipment and vehicles in the operations and maintenance of the Town's cemeteries, parks, streets, water and wastewater systems.

Assist in the implementation of goals and objectives; identify maintenance problems and areas; provide park, tree, weed, cemetery, road maintenance, water and wastewater services; implement policies and procedures.

Perform park, cemetery, road repair and maintenance, water and wastewater repair and maintenance projects; select appropriate equipment and materials to complete the work according to specifications, written and/or verbal instructions, and established

procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished; use hand and power tools; communicate; operate some heavy equipment; drive trucks; have good depth perception; walk distances on uneven ground; visually inspect areas for safety; lift 50 pounds or more and climb ladders.

General maintenance within the parks, cemeteries, public works facilities and public works vehicles.

Snow removal.

Assist with meter reading notifications.

## **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A high school diploma or equivalency and relevant experience.

Any combination of equivalent education and experience may be considered.

Must have a satisfactory driving record.

**Knowledge:**

This position is required to operate heavy equipment and maintenance, materials, methods and the tools involved in the maintenance and/or repairs of structures such as street and alleys.

**Skill to:**

Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools;

Watch gauges, dials or other indicators to make sure machines are working properly.

**Ability to:**

Use a variety of hand and power tools.

Perform the variety of skills needed to perform major duties.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Operate a computer.

Perform strenuous manual labor under adverse conditions when necessary.  
Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.  
Communicate effectively both verbally and in writing.  
Any other duties as assigned.

**PHYSICAL DEMANDS**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs, distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Seasonal Maintenance Worker

Department: Public Works

Date: 04/11/2024

**GENERAL PURPOSE**

Responsible to provide the Town of Stevensville citizens with a pleasant outdoor environment by ensuring all parks, trees, weeds, grass, cemetery, streets, and swimming pool are clean, well-cared for, beautiful and up kept.

**SUPERVISION RECEIVED**

Works under general supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Cut grass / vegetation and trim around stones and markers.

Remove dead flowers and other removable grave decorations in the spring & fall.

Rake and remove leaves from the parks and cemeteries during the fall & spring.

Perform general clean-up, including removal of fallen tree limbs and brush, removing dead trees, and pruning and trimming trees, hedges, and shrubs.

Empty garbage containers as needed.

Maintain roadways within the cemetery as needed.

Drain/blow out water lines prior to the ground and/or water lines freezing at the Parks/Cemetery.

Plant flowers, trees, shrubs as needed.

Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures.

Safely operate equipment necessary to clean, repair and maintain Town streets, parks, and cemeteries.

May perform minor repairs and maintenance procedures on equipment.  
Bring maintenance issues to the attention of the Parks Supervisor in a timely manner.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Adhere to all Town of Stevensville and department standard operating procedures and policies:

- Fully participate in safety training program(s); suggest improvements in safety training to the supervisor or safety committee as appropriate
- Report any unsafe work conditions and unsafe practices to the supervisor or safety committee.
- Perform other duties as assigned by the Public Works Supervisor

## **DESIRED MINIMUM QUALIFICATIONS**

- (A) Knowledge of landscaping methods, techniques and materials
- (B) Knowledge of operation and use of motorized vehicles and equipment, common hand and power tools, weed trimmers, lawn mowers, shovels, wrenches, etc.
- (C) Must have a valid State of Montana driver's license
- (D) Able to watch gauges, dials, and other indicators to ensure machines are working properly
- (E) Experience in operating grounds keeping/landscaping equipment, as well as a variety of construction, maintenance, and specialized equipment
- (F) Ability to communicate effectively both verbally and in writing.
- (G) High school diploma, GED, or two years landscaping/grounds keeping maintenance experience

## **PHYSICAL DEMANDS**

The physical 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.

Ability to stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, reach, use fingers to handle and feel, distinguish color, and wear protective apparel

Ability to lift and/or move 25-100 lbs.

Stamina and self-motivated.

Exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Ability to judge distance including close vision, color vision, depth perception, peripheral vision, and the ability to focus.

Perform strenuous manual labor under adverse conditions when necessary

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those 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 frequently works in outside weather conditions, including extreme heat and/or cold. The employees may work near moving mechanical parts and are occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. This job requires an employee to work a minimum of 30 hours per week.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period of six (6) months.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Pool Manager/Head Lifeguard

Department: Public Works/Aquatics

Date: 04/11/2024

**GENERAL PURPOSE**

Performs professional duties ensuring effective performance of lifeguard functions. Ensures that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules.

**SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Supervisor.

**SUPERVISION EXERCISED**

Supervises Lifeguard/Instructors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary.

Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary.

Assists with new lifeguard orientation to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications.

Assists with scheduling and coordinating in-service training. Assists with ensuring that lifeguards are fully competent in first aid, CPR, and all water rescue techniques.

Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours.

Ensures that lifeguards perform in accordance with established safety regulations and policies.

Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs.

Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the management.

Interfaces with patrons regarding concerns, problems, or any other significant issues.

Provides input and feedback while responding to problems.

Ensures that aquatic programs are occurring as desired.

Performs related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Must be at least 18 years of age.
- (B) Must be a high school graduate or equivalent.
- (C) Two (2) years paid lifeguard experience or previous lifeguard supervisory experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of lifesaving techniques including backboard rescue.
- (B) Strong swimming and lifesaving abilities.
- (C) Ability to communicate effectively with patrons, supervisors, and other employees.
- (D) Ability to remain alert, attentive, and responsible.
- (E) Ability to be a team player

## **SPECIAL REQUIREMENTS**

- (A) Must possess American Red Cross Lifeguard Training Certification.
- (B) Must possess American Red Cross Training certification in Community First Aid and CPR for the Professional Rescuer
- (C) Must possess American Red Cross Water Safety Instructor certification.

(D) Ability to pass a Center prepared water test.

(E) Must be willing to work mornings, midday, evenings, weekends, and holidays.

**PHYSICAL DEMANDS**

The physical 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 walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**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 near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Lifeguard/Instructor

Department: Public Works/Aquatics

Date: 04/11/2024

**GENERAL PURPOSE**

Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

**SUPERVISION RECEIVED**

Works under the general supervision of the Head Lifeguard.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Teaches swimming lessons according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or written correspondence.



Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lesson; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

### **SPECIAL REQUIREMENTS**

Lifeguard, First Aid and CPR certification.

### **TOOLS AND EQUIPMENT USED**

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

### **PHYSICAL DEMANDS**

The physical 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 swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

## **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 is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period of six (6) months.

The examples of duties are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF STEVENSVILLE

PUBLIC WORKS POSITION DESCRIPTION

Class Title: Aerobics Instructor

Department: Public Works/Aquatics

Date: 04/11/2024

**GENERAL PURPOSE**

Performs routine public contact and safety work in teaching water aerobics, swimming lessons for adults and children, and serving as a pool lifeguard.

**SUPERVISION RECEIVED**

Works under the general supervision of the Pool Manager.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Teaches swimming lessons & water athletic activities according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program;
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

## **SPECIAL REQUIREMENTS**

- (A) Lifeguard, First Aid and CPR certification. AEA (Aquatic Exercise Association) Professional Certification preferred, Arthritis Foundation Aquatic Program Certification preferred.

## **TOOLS AND EQUIPMENT USED**

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

## **PHYSICAL DEMANDS**

The physical 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 swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

## **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 is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**File Attachments for Item:**

h. Discussion/Decision: Consent to the Mayor's Appointment of Heide Motley as a Volunteer Support Person for the Town of Stevensville Fire Department



# Stevensville Fire Department

206 Buck Street  
Stevensville, MT 59870

April 11, 2024

Fire Chief Jeff Motley has recommended the appointment of Heide Motley as a volunteer support person to the Town of Stevensville Fire Department. Heide's knowledge of fund raising/marketing and video/photography will be a great asset to the department.

Heidi has successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley", is written over a large, sweeping horizontal line.

Jeff Motley, Chief  
Stevensville Fire Department



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Jeff Motley, Fire Chief
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Consent to the Mayor's Appointment of Heide Motley as a Volunteer Support Person for the Town of Stevensville Fire Department
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	



**File Attachments for Item:**

i. Discussion/Decision: Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	Gina Crowe, Human Resource Director
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Resolution No. 515A, a Resolution Amending the Personnel Policy Manual for the Town of Stevensville
<b>Backup Documents Attached?</b>	Yes
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	Updates, removals and proposals have been made to the Personnel Policy Manual.

## RESOLUTION NO. 515A

# A RESOLUTION AMENDING THE PERSONNEL POLICY MANUAL FOR THE TOWN OF STEVENSVILLE

**WHEREAS**, the Town Council of the Town of Stevensville adopted the existing Personnel Policy Manual on March 23, 2023, at a regular Town Council Meeting by Resolution No. 515; and

**WHEREAS**, the current administration recommends the following updates and changes to the Personnel Policy Manual.

**WHEREAS**, the current administration recommends updates to read the following in Section 10, C, paragraph 2. “All employees will serve a (1) year probationary period.”

**WHEREAS**, the current administration recommends updates/removal to read the following in Section 16, A, paragraph 9. ~~“but will not be allowed to be paid for this time if leaving this exempt position.”~~

**WHEREAS**, the current administration recommends updates/additions to read the following in Section 16, D, on call and after hours call outs, paragraph 2. “Public Works employees who are part of the on-call rotation will receive a \$160.00 spined per week. On call response time of (1) hour.”

**WHEREAS**, the current administration recommends updates to read the following in Section 35, A, paragraph 2. “Employees completing Town of Stevensville business may be compensated for travel expenses, meals, mileage and incidental expenses. Per diem rates for Meals and Mileage rates are set by the State of Montana Department of Administration, please see the Finance Director for the current reimbursement rates.”

**WHEREAS**, the current administration recommends updates/additions to read the following in Section 35, D, paragraph 1. “If an employee is using their own vehicle for town use and is involved in an accident the town will pay up to \$1000.00 of the deductible, current copies of the insurance policy must be on file at all times with the Human Resource director. If the employee does not have insurance the town is not liable for any damages.”

**WHEREAS**, the current administration recommends updates/removal to read the following in Section 41 paragraph 1. ~~For regular part time employees, the Town of Stevensville will pay a pro-rated amount of the contribution into the benefit plan.~~  
“Regular employees that work at least 30 hours per week may participate in the towns benefit plan.”

**WHEREAS**, the current administration recommends updates/additions to read the following in Section 41 paragraph 3. “It is the responsibility of the employee to make the necessary changes to their insurance policy.”

**NOW THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Stevensville, hereby adopts the updates and changes to the Personnel Policy Manual, as attached to this resolution is approved and adopted.

**PASSED AND ADOPTED** by the Town Council and Mayor of the Town of Stevensville the 11<sup>th</sup> day of April 2024.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Bob Michalson, Mayor**

\_\_\_\_\_  
**Jenelle S. Berthoud, Town Clerk**



*City of*

# STEVENSVILLE

*Utah*

## Personnel Policy Manual Adopted by Resolution No. 515, March 23, 2023

Updates Made by Resolution No. 515A, April 11, 2024



# Overview

The personnel policies of the Town of Stevensville have been established in order to provide a guide to the personnel practices of the Town of Stevensville to ensure consistency of personnel decisions. It is the intention of the Town of Stevensville to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. The personnel policies of the Town of Stevensville are based on the following principles:

- A. Nothing contained in this personnel policy manual or in any other materials or information distributed by the Town creates a contract of employment between an employee and the Town of Stevensville.
- B. The Town of Stevensville is an Equal Opportunity Employer and will not discriminate against applicants or employees on the basis of race, religion, gender, national origin, age, citizenship, veteran status, disability, genetics, or other unlawful basis.
- C. Town employees shall abide by the policies and regulations established by the Town of Stevensville, i.e, this Personnel Policy Manual, Safety Manual, Purchasing Policy, Police Department General Manual, Fire Department Standard Operating Procedures, and other functionally related town/departmental standard operating procedures, manuals, etc. Copies of the above documents are kept in each applicable department and are available for review by the employee.
- D. Rates Of compensation are established by the Town's classification and compensation plan adopted annually and approved by Town Council.
- E. The training and education of Town employees is encouraged.
- F. Employees providing efficient and exemplary service deserve recognition by Supervisors and department heads.
- G. The Town of Stevensville will make every effort to provide employees with safe working conditions.
- H. The Town of Stevensville will strive to provide prompt attention in the handling of all personnel matters, including complaints, grievances and disciplinary action. Complaints and grievances are ultimately resolved by the Mayor. The Town Council will not handle complaints or grievances filed by an employee.
- I. In the event that any provision of the Town's personnel policies shall conflict with State or Federal Law, then the State or Federal law shall take precedence.
- J. Any term indicating gender is used strictly for grammatical convenience and refers equally to both genders.

Town of Stevensville Personnel Policy Manual

**Receipt Page**

It is understood that the policy manual is issued to inform employees regarding the operating policies of the Town of Stevensville and is to be used as a guide to Town of Stevensville employees in the performance of their duties. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

The Town of Stevensville Personnel Policy Manual is implemented by a resolution of the Town Council. As such, it is a directive of the Town Council and shall be followed and implemented by the Mayor's Office, all officers and supervisors of the Town, and it is expected that all employees adhere to this manual whenever possible.

By signing this statement, you, the employee acknowledges the Town of Stevensville Personnel Policy manual has been received and that it is your responsibility to read and comply with the policies contained in this handbook.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Effective Date of Employment \_\_\_\_\_

Town of Stevensville Personnel Policy Manual Revision Date: March 2022

Attest: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Preface B



Town of Stevensville Personnel Policy Manual

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## 1. Definitions

**Absence** -the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day.

**Annual Leave** - A paid recess or leave of absence; a respite or time of respite from active duty or employment; an intermission or rest period during which activity or work is suspended; a period of freedom from duty or work but not the end of employment.

**Conflict of Interest** - Conflicts of interest for municipal employees arise when a government employee's personal or financial interest conflicts or appears to conflict with their official responsibility.

**Discipline** - Correction or penalty. Discipline is used to bring order to situations where there have been violations of federal, state or local laws and/or violations of Town of Stevensville rules and regulations, employee conduct/behavior/performance standards, or Town of Stevensville policies.

**Exempt Employee** - Exempt employees are those who, according to the Fair Labor Standards Act (FLSA), are not covered under the provisions pertaining to minimum wage or overtime pay. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity. In order to be an exempt employee, certain tests relating to duties, responsibilities and salary must be met (see the Human Resources Director for details).

**Exhibit(s)** - All Sample Exhibits in this manual, such as Overtime/Comp Time Requests, Time Off Requests, or Travel Requests are subject to change to meet the needs of the Town of Stevensville.

**Grievance** -An avenue for any eligible employee to obtain management review of work-related issues that are felt to adversely affect the employee, for which no other means of response, review, appeal or resolution for is provided in this manual. Grounds for submission of a grievance include Unfair application, interpretation, or violation of Town or Department regulations; or acts of retaliation as a result of utilization of the grievance process.

**Immediate Family**--The employee's spouse, any member of the employee's household, or any parent, child, sibling, grandparent, or grandchild, and corresponding step or in-law relationships.

**Independent Contractor** - Independent Contractors are not considered employees of the Town of Stevensville. Rather, Independent Contractors are those who work on a contract for services basis and must complete work assignments or responsibilities and receive payment (compensation) as identified in the contract. No employee benefits are provided to the Independent Contractor. 2

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**Insubordination** - Anyone that threatens or assaults an elected official, town officer or supervisor, disobeys, challenges the order of a legally empowered town officer or supervisor, treats with contempt or is disrespectful in language or deportment toward an elected official, town officer or supervisor when the elected official, town officer or supervisor is in the execution of their office commits insubordination.

Insubordination is the act of willfully disobeying one's superior. Refusing to perform an action that is unethical, or illegal is not *insubordination*; neither is refusing to perform an action that is not within the scope of authority of the person issuing the order.

Insubordination can manifest itself as a verbal refusal, a nonverbal refusal or an unreasonable delay in completing work. Insubordination includes disrespectful behavior toward an elected official, town officer or supervisor and includes cursing at an elected official, town officer or supervisor, verbally or physically intimidating or bullying a town officer or supervisor or speaking loudly or argumentatively to or about an elected official, town officer or supervisor. Insubordination includes knowingly disobeying Council Resolutions/Policies, the Town of Stevensville Municipal Code, the Montana Code Annotated and Federal Law.

**Leave Without pay** - Any approved time off that is not charged to annual leave or sick leave.

**Nonexempt Employee** - A nonexempt employee is an employee who, according to the FLSA is entitled to receive at least minimum wage and receive overtime pay or overtime compensatory time after the employee has worked 40 hours in a work week period.

Overtime pay is equivalent to one and one-half times the employee's regular hourly pay for each hour over 40 hours worked. Compensatory time is equivalent to one and one-half times the employee's number of hours worked for each hour over 40 hours worked. The FLSA provides for certain exemptions for employees employed in a bona fide executive, administrative or professional capacity.

**Probationary period**- is 6 months but can be extended with notification to the employee. No employee cannot utilize vacation time during their probationary employment period but are eligible to use sick leave after 90 days of employment (MCA 2-18-618).

**Regular Full-Time Employee** - An employee who works 40 hours a week. Regular full-time employees are eligible for all employee benefits.

**Regular Part-Time Employee** - An employee who works less than 40 hours a week. Regular part-time employees are eligible for limited benefits on a prorated basis.

**Remote Employee** - An employee who performs the majority of their work in a location different from where Town of Stevensville general operations occur. They may or may not be covered under the provisions of the FLSA, depending on the status of their employment, and have specific conditions of employment outlined in their respective employment agreements.

**Seasonal Employee** - An employee designated as seasonal at time of hire, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued

during the preceding season. The employee is not eligible to become a regular employee without completing a competitive selection process.

**Short-term Worker** - A short-term worker is hired to work for an hourly wage established by the Town of Stevensville for a period not to exceed 90 days within a 12-month period. Short-term workers are not eligible for permanent status and may be hired without a competitive selection process. The short-term worker is not eligible for any employee benefits including leave, holiday benefits or any insurance benefits.

**Sick Leave** - Period allowed by an employer to an employee for the employee's sickness, tending to the needs of an ill immediate family member or attending medical/dental appointments with no loss of seniority or other benefits.

**Temporary Employee** - An employee who is hired on a temporary basis for a definite period of time not to exceed 12 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis; however, the employee is not eligible to become a regular employee without completing a competitive selection process.

**Volunteer** - A volunteer is a person who gives their services to the Town without any express or implied promise of remuneration. All Town of Stevensville volunteers have no guarantee of employment and no property right to a position, volunteer or otherwise with the Town. In their role as Town of Stevensville volunteers, a volunteer is a representative of the Town and therefore is guided by and subject to the Town's personnel policy. The volunteer relationship can be terminated at any time by the Town of Stevensville.

**Workplace Violence-Any** act or threat of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site.

## 2. Expectations

Welcome to the Town of Stevensville team. The Town of Stevensville wants every employee to know what they can expect from the Town of Stevensville and what the Town of Stevensville expects of each of us. This Policy manual is designed to inform employees what the Town of Stevensville expects of them, Town of Stevensville policies and procedures and the Grievance procedure should employees have a problem.

- Employees are expected to treat members of the public, co-workers, elected officials, vendors, colleagues, and other business contacts with respect and dignity.
- Employees are expected to carry out their duties and responsibilities with attention to detail and perform work in accordance with the policies and procedures of the Town of Stevensville in an efficient and production manner.
- Employee attention to responsibilities and work products should be constant, consistent, efficient, and productive. Personal interference or distractions should be kept to a minimum.

- The affairs of the Town of Stevensville are important and are to be considered a confidential trust as well as a responsibility. Employee attitude, ability and productivity and a sense of responsibility are critical aspects of all job descriptions.

### **3. Authority for Personnel Action**

The Town of Stevensville reserves the right to direct, hire, promote, transfer, assign and retain employees. The Town of Stevensville also reserves the right to supervise, discipline, and relieve employees from their duties for any reason determined sufficient by the Town of Stevensville; as well as determine and change hours of work, shifts, and operational methods. The policies, practices, rules, and regulations may be established or changed/abolished with the sole discretion of the Town of Stevensville. The Mayor and/or their designee will execute personnel actions at their discretion, with consultation and/or consent from the Human Resource Representative/Clerk/Town Attorney when necessary and consistent with all applicable laws, regulations and this policy.

## **4. Diversity and Harassment**

### **A. Equal Employment Opportunity Statement**

It is the policy of the Town of Stevensville to ensure equal employment opportunity (as defined by the Equal Employment Opportunity Commission (EEOC)) and the Montana Human Rights Act for all employees. The Town of Stevensville promotes and affords equal treatment and services to all citizens, employees, and representatives. The Town of Stevensville assures equal employment opportunity regardless of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability, (as defined by the Americans with Disabilities Act and ADA Amendments Act).

If an employee perceives he/she has been discriminated against, he/she should notify their immediate supervisor or the Mayor or their designee.

### **B. Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Town of Stevensville is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments Act and equivalent state disability laws. It is the Town of Stevensville's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation.

Consistent with this policy of nondiscrimination, the Town of Stevensville will provide reasonable accommodations to a qualified individual with a disability, provided that such accommodation does not constitute an undue hardship on the Town of Stevensville and/or a direct threat to the health and/or safety of the individual or others.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Mayor or other designee and request such an accommodation. The Town of Stevensville will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Town of Stevensville will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable and will not impose an undue hardship on the Town of Stevensville and/or a direct threat to the health and/or safety of the individual or others, the Town of Stevensville will make the accommodation. The Town of Stevensville may also propose an alternative accommodation(s). Town of Stevensville is not required to provide the accommodation preferred by the individual, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

The Town of Stevensville will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

### **C. Definitions of Harassment**

*Sexual Harassment:* According to the EEOC and Montana Human Rights Bureau, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. For example:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples may include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; gestures; suggestive objects of pictures or other physical, verbal or visual conduct of a sexual nature.

*Other Harassment:* Harassing behavior based on any other protected characteristic. For example: verbal, written or physical conduct that denigrates or shows hostility or aversion toward another because of his/her race, color, religion, national origin, creed, sex, marital status, genetic history, sexual orientation, political belief, age or disability



#### **D. Harassment Prevention and Reporting**

It is the policy of the Town of Stevensville that harassment, based on a protected class, will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

It is the policy of the Town of Stevensville to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate, and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their supervisor, or the Mayor or designee.

The Town of Stevensville encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Town of Stevensville to investigate such reports promptly and thoroughly with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

A follow up review will be completed if harassment allegations have been made to ensure the harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

#### **5. Confidential Information/Personal Gain**

Employees of the Town of Stevensville may deal with confidential information. It is imperative that employees maintain Town of Stevensville integrity and not discuss Town of Stevensville business with people who should not be privy to the information. In some circumstances, Town of Stevensville business should be revealed to other Town of Stevensville employees on a need-to-know basis. If an employee has questions regarding confidential information and to whom the information should be revealed, they should consult with the Mayor and/or their designee.

Likewise, employees may not use knowledge gained through their employment at the Town of Stevensville to achieve personal gain for themselves or anyone else. Employees cannot participate as a Town of Stevensville employee where they may have private pecuniary interest, direct or indirect, or perform in some function requiring discretion on behalf of the Town of Stevensville.

Employees cannot disclose or use confidential information concerning property or Town of Stevensville affairs to advance personal or private interest with respect to any contract or transaction that is or may be subject of official action of the Town of Stevensville.

A Town of Stevensville public employee or public officer may not: accept a gift of substantial value of \$50.00 or more and cannot accept substantial economic benefit tantamount to a gift or that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties.

## **6. Lawsuits Against the Town of Stevensville**

When an employee is approached by a legal process server, an employee can accept service and notify the Mayor. Should an authority not be available, and the employee is required to accept served papers, it is the employee's priority to locate and forward the information to either of the authorities listed without opening or reading the documents.

No employee shall discuss aspects of any legal situation that a Town of Stevensville is subject to or is currently involved in including but not limited to lawsuits or hearings without first consulting with the Mayor and/or their designee or legal counsel. Likewise, if an employee is approached for a press release or news quote, refer all contacts to the Mayor and/or their designee.

## **7. Safety and Health**

### **A. Safety Policy**

The Town of Stevensville is committed to the safety and health of our employees, members, and work sites. We are responsible for providing the resources necessary for employees to follow the Montana Safety Culture Act and other safety regulations related to our work. We will strive to set expectations for continual improvement as a safe Montana business.

Employee recommendations to improve safety and health conditions will be given thorough consideration. It is the policy of the Town of Stevensville that employees report unsafe conditions and do not perform work tasks if the work is considered by them to be unsafe.

No such report will result in retaliation, penalty or other disincentive; however, employees will be held accountable for not reporting such incidences. Management will promote and influence safe behavior by both positive reinforcement of correct and safe work practices, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

For this program to be successful, the injured employee must report all injuries to their immediate supervisor on the same day of the incident.

If an employee notices a potential hazard, they should notify the responsible supervisor so that the appropriate corrective action can be identified and implemented.

Employees must use safe driving habits and wear seat belts while traveling in Town of Stevensville vehicles. Employees should not operate or use equipment if they are not authorized or do not have the appropriate licensure.

Authorized passengers in Town vehicles should be Town employees or individuals conducting business on behalf of the Town. Any exception of authorized passengers and uses requires prior written approval from the Mayor or Human Resources.

### **B. Workers Compensation**

Workers' compensation insurance is fully paid by Town of Stevensville and covers all employees. If an employee receives a workplace injury/illness he/she must report it to their immediate supervisor on the same day of the injury/illness. Failure to do so may result in a loss of benefits.

### **C. Return to Work**

Town of Stevensville believes employees are its most important asset. Town of Stevensville is committed to assisting our injured employees to return to work as soon as medically appropriate. There are many ways to implement a Return-to-Work program that meets the needs of both Town of Stevensville and an injured employee. When practical, focus will be to modify the employee's existing position and/or work schedule temporarily, or to create a position to accommodate the: temporary physical restrictions identified by the treating medical provider. If the injury results in permanent restrictions, Town of Stevensville will follow the provisions of the American's with Disabilities Act.

Please advise your treating medical provider of our Return-to-Work Program so they are able to design a temporary, transitional duty assignment to allow return to work as soon as possible.

### **D. Workplace Violence**

Town of Stevensville is committed to preventing workplace violence and to maintaining a safe work environment. Town of Stevensville has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

All employees, citizens, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a citizen, vendor or business associate will not be tolerated. Town of Stevensville resources may not be used to threaten, stalk or harass anyone at or outside the workplace, in person or via electronic communication such as

email, social media, etc. Town of Stevensville treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, or the Mayor or designee. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

The Town of Stevensville will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Town of Stevensville will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Town of Stevensville may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

The Town of Stevensville encourages employees to bring their disputes to the attention of their supervisor or the Mayor or designee before the situation escalates. The Town of Stevensville will not discipline employees for raising such concerns in good faith.

This policy prohibits employees from bringing unauthorized personal firearms or other weapons (including pepper spray, stun guns, batons, etc.) onto Town of Stevensville premises. Employees are also prohibited from carrying unauthorized firearms or other weapons in Town of Stevensville vehicles or in personal vehicles if conducting Town of Stevensville business.

Police Officers are exempt from the Workplace Violence policy when acting within the course and scope of their duties and privileges as law enforcement officers.

An exception to this Policy must be requested in writing from the Mayor for approval. If a Town of Stevensville employee has violated this policy, such action may warrant disciplinary action, up to and including termination. If necessary or appropriate, the Town of Stevensville will notify the necessary law enforcement personnel and prosecute violators of Town of Stevensville Code.

#### **E. Intimate Partner / Family Violence**

Employees should promptly inform the Mayor or designee of any protective or restraining order that they have obtained that lists the workplace as a protected area, as well as any safety concerns with regard to intimate partner/family violence. The Town of Stevensville will not retaliate against employees making good-faith reports. The Town of Stevensville is committed to supporting victims of intimate partner/family violence by providing referrals to the

company's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

## **8. Alcohol and Drug Free Workplace**

In compliance with the Drug-Free Workplace Act of 1988, (41 USC §§ 701-707), the Town of Stevensville is committed to providing an alcohol-free and drug-free workplace. The Town of Stevensville prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance, marijuana or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the Mayor and/or their designee in writing of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Mayor or designee is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action up to and including termination.

The Town of Stevensville currently has an Employee Assistance Program available to employees. The program offers confidential assistance to employees or their family members who are experiencing personal problems including drug and alcohol problems.

An employee found to have marijuana concentration of (tolerable level for those not subject to DOT testing) shall not be permitted to work for at least 24 hours.

The use or possession of controlled substances while on the job is prohibited. An employee who reports to work when controlled substances are present in his/her body or who possesses or uses controlled substances while on the job, can be subject to termination. ( 49 C.F.R., Part 40 and 1308.11, Schedule I).

Town employees holding a State of Montana Commercial Driver's License (CDL) as required by their job descriptions are subject to mandatory and random drug tests. Refer to the Town of Stevensville Drug and Alcohol Testing Policy.

## **9. Smoking and Tobacco Use**

The Town of Stevensville offices and workspaces are smoke and tobacco free. This includes, but is not limited to, use of regular cigarettes, cigars, pipes, vapor/electronic cigarettes and any other smoking device, chewing tobacco, snuff, etc.

Employees may smoke during scheduled break and meal periods. Smoking and tobacco use are only permitted in areas outside of buildings, in an area that would not cause offense to any other person. If in doubt, ask your co-workers or people within the area.

Smoking and the use of tobacco or vapor products is prohibited inside all Town vehicles. For those employees who do smoke common courtesy is encouraged by exercising the following: windows or other means.

## 10. Hiring and Selection of Employees

The Town of Stevensville's objective is to recruit, select and appoint the best people available for positions.

The hiring supervisor or their designee will create selection criteria prior to accepting applications for the vacant position in accordance with the minimum requirements set forth in the position description. Selection will be on the basis of merit and the principles of equal opportunity will apply.

### A. Initial Hiring Preferences:

It is the policy of the Town of Stevensville that hiring preference may be given to regular fulltime or part time Town employees possessing the necessary qualifications for the vacant position, with first considerations given to those employees working for the Town of Stevensville.

Per MCA 39-29-102 (Veterans' Public Employment Preference Law) and MCA 39-30-103 (Persons with Disabilities Employment Preference Act), the Town of Stevensville shall provide for employment preference in initial hiring (a personnel action for which applications are solicited from outside the ranks of the current regular employees of the Town of Stevensville) for certain applicants. Veterans and Disabled Veterans receive a percentage increase when using a scored process.

If the selection process is other than a scored procedure, the Town of Stevensville shall give preference to a disabled veteran, a person with a disability, a veteran, an eligible relative and an eligible spouse in that order over any non-preferred applicant holding substantially equal qualifications.

Applicants must claim preference prior to the closing of the announcement, ideally at the time of application.

Positions are posted on the Town of Stevensville's website.

### B. Preference Related to Injury of a Prior Employee:

Per MCA 39-71-317, when an injured worker is capable of returning to work within 2 years from the date of injury and has received a medical release to return to work, the worker must be given a preference over other applicants for a comparable position that becomes vacant if the position is consistent with the worker's physical condition and vocational abilities. This applies only to employment with the employer for whom the employee was working at the time the injury occurred.

### **C. New Employees**

New employees will complete an informal orientation session with the Mayor and/or their designee. The employee will have the opportunity to complete necessary employment forms required by Federal and State Statutes, as well as payroll and withholding information. The Mayor and/or their designee will explain in general terms the rules and expectations and provide an overview of the pay and benefit packages offered by the Town of Stevensville.

The employee will be responsible for reading and following the policies established within the policy manual, to include understanding their employment classification. In addition, new employees will be provided orientation and education specific to the equipment and tasks required of their new position.

All employees will serve a (1) year probationary period. (Probationary Periods for the Fire Department may differ. Police Officers are statutorily required to submit to a one (1) year probationary period). The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate an employee's potential and performance. During the established probationary period, the Town of Stevensville reserves the right to terminate an employee with or without cause. An evaluation should be completed prior to completion of the probationary period to notify the employee of their status (regular, terminated or extended probation when applicable).

### **D. Employment of Relatives (Nepotism)**

No employees will be appointed in a manner inconsistent with the Nepotism laws and definitions as outlined in Title 2, Part 2, Chapter 3, MCA.

## **11. Outside Employment**

The Town of Stevensville should be the primary job for regular full-time and part time employees. Should another position interfere in any way with the employees' ability to satisfactorily complete Town of Stevensville job duties, the employee may receive disciplinary action up to and including termination.

## **12. Remote Employment**

In some situations, the Town of Stevensville may see fit to hire employees who reside in different locations. Remote employment brings with it unique responsibilities and advantages that should not be abused or misused. If a remote employee requires a unique work environment that is deemed unreasonable by the employer or creates a situation which the Town of Stevensville determines is not workable, the Town of Stevensville may require that the employee work out of the appropriate Town of Stevensville facility. If the employee is unable to transition to the designated worksite, the Town of Stevensville reserves the right to take other actions as

required in accordance with Town of Stevensville policies. Specific conditions of remote employment shall be included in the employee's individual employment agreement.

### **13. Personnel Files**

The Town of Stevensville maintains records on every employee related to their employment with the Town of Stevensville. The employee's personnel file will contain information such as employment application/resume or cover letter, performance evaluations, training records, commendations and awards, disciplinary records, and resignation/termination records.

Any information obtained for EEO purposes, medical information, Drug and Alcohol Testing records and Background Check Results will be kept in separate, confidential files and accessed only on a need-to-know basis as authorized by the Mayor, Human Resource Representative and/or their designee so long as it does not violate any laws, regulations or policies set forth in this manual.

- Personnel files are confidential and only accessible to the Mayor, Human Resource Representative or Supervisors on a need-to-know basis for personnel actions.
- Upon request to the Mayor, Human Resource Representative and/or their designee and with the Mayor, Human Resource Representative or designee present, employees may inspect and make copies of their personnel records. When appropriate, certain records may be subject to redaction or withholding when employee privacy concerns are implicated.
- Employees should contact the Mayor, Human Resource Representative and/or their designee to establish a convenient review time.

### **14. Resignation/Termination**

#### **A. Voluntary Resignation/Retirement**

Employees who are voluntarily resigning from the Town of Stevensville are requested to give a written notice with a minimum of two weeks. Employees will be provided their final paycheck within 15 calendar days or the next scheduled pay period, whichever is less. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck.

#### **B. Re-Employment**

Depending on the circumstances surrounding the resignation, employees who resign from the Town of Stevensville may be eligible for re-employment.

- Former employees will be required to complete an application and proceed through the regular hiring procedure the same as other applicants.
- A former employee who is re-hired by the Town of Stevensville will be considered a new employee and required to complete the 6-month probationary period.
- Date of service, for seniority purposes, will be the date of instatement of the subsequent hiring.



- Subsequent employment and participation in the retirement system will be made in accordance with the rules and regulations of the retirement plan, as well as all applicable federal and state laws.

### **C. Reduction in Force (RIF)**

The Mayor and/or their designee have the authority to determine if the Town of Stevensville workload, funding or other business decisions are such that terminations (via layoff or reductions-in-force [RIF]) are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF. Regular employees will not be terminated if temporary or short-term workers are employed in the same position.

The Town of Stevensville benefit providers, the Montana Municipal Interlocal Authority (MMIA) will work in conjunction with the Human Resource Representative, Clerk and/or their designee to ensure relevant benefits information is forwarded directly to the employee at the last known address.

- Employees must keep the Town of Stevensville informed of the address and telephone number where they can be contacted in the event of a recall.
- If the Town is unable to contact an employee within 30 days of the recall, the employee will be eliminated from the recall list and the Town of Stevensville will have no further obligation to recall that employee.
- The Town of Stevensville will have no obligation to recall the employee if they have been on a continual layoff for a period of one (1) year.

### **D. Involuntary Termination**

Regular, non-probationary employees terminated by the Town of Stevensville will be provided with a letter summarizing the reasons for their termination and the effective date of the termination.

- The supervisor will generate the letter summarizing the reasons for the termination and the effective date of termination, said letter will be reviewed by the Town Attorney prior to issuance to the employee. The Mayor will be provided this information for review.
- The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.
- Any outstanding amounts owed to Town of Stevensville will be deducted from the employee's final paycheck.

Probationary employees may be discharged for any reason that the Town of Stevensville deems appropriate within the probationary period. Termination of a probationary employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the Town of Stevensville will be deducted from the employee's final paycheck. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

Temporary, Short Term, or seasonal employees may be discharged for any reason that the Town of Stevensville deems appropriate. Termination of temporary, short term or seasonal employee may not be appealed through the formal grievance procedure. Any outstanding amounts owed to the Town of

Stevensville will be deducted from the employee's final paycheck. The terminated employee's final paycheck will be issued within 15 calendar days or the next scheduled pay period, whichever is less.

The Town of Stevensville will follow the procedure outlined in the Employee Discipline section to terminate a regular, non-probationary employee. An employee terminated for cause does not retain his/her job or benefits pending any grievance appeal, but if he/she wins the grievance, such salary and benefits may be restored retroactively.

## **15. Personal Appearance and Demeanor**

### **A. Personal Appearance**

Employees are expected to dress appropriately for their position, their daily activities, and their expected public contact. Employees attending business meetings or other related contact should dress accordingly. The Town of Stevensville work environment, though a casual atmosphere, may receive visitors, etc. and all personnel are to be dressed appropriately. Hair and clothes should be neat.

The supervisor and/or their designee may order an employee to take unpaid time to go home and change if their attire is not considered appropriate.

### **B. Demeanor**

All employees are expected to conduct themselves in a manner that will reflect positively regarding the Town and its personnel. Use of language or gestures that may be considered offensive or harassing towards a Citizen, Elected Official, Supervisor, or employee who may take offense is inappropriate and may result in disciplinary action.

## **16. Work Schedule and Breaks**

### **A. Work Week/Work Schedule/Over Time**

The Town of Stevensville's core business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Most employees are expected to adhere to this schedule, however as described herein, alternative schedules may be considered by the Supervisor and the Mayor.

(The Police Department is exempt from this paragraph).

The workweek will begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m. Should it be necessary for any employee to work a schedule outside the normal work schedule in support of required work needed by the Town of Stevensville, the employee will be authorized in writing by the responsible supervisor and approved by the Mayor prior to commencing the alternative work schedule.

Non-exempt employees working over 40 hours per week will be paid overtime at one and one-half times their hourly wage rate.

If the Mayor, Supervisor and/or their designee and the employee agree, the non-exempt employee can elect to accumulate compensatory time (comp. time) for use as time-off at a future date at a rate of one and one-half times the number of hours worked over the 40-hour work week.

Non-exempt employees must receive authorization to work planned overtime or comp-time hours in writing from their supervisor, prior to working the additional hours.

The Mayor and/or appropriate supervisor may authorize employees to work Overtime/Comp Time via a Blanket Overtime/Comp Authorization. Those employees are required to report their Overtime/Comp Time worked weekly to their Supervisor/ Mayor either by special report or via a Time Sheet.

Maximum accruals of compensatory time shall be limited to 60 hours for regular employees. After maximum accrual, overtime compensation shall be paid. Any unused, accrued comp time hours will be paid to non-exempt employees upon termination of the employment relationship.

Unscheduled overtime must at a minimum be authorized verbally by the responsible supervisor, followed by written confirmation of the authorization. The Mayor is to be informed of all unscheduled overtime authorized by the responsible supervisor via an Overtime Authorization Form.

Overtime is based on actual hours worked. Time off for sick leave, annual leave or any leave of absence will not be considered hours worked for the purpose of overtime.

Exempt employees are allowed to earn Compensatory time hour for hour, but will not be allowed to be paid for this time if leaving this exempt position. A maximum of 60 hours of compensatory time can be accumulated yearly and cannot be carried over.

### **B. Meals and Breaks**

Employees may take one 15-minute break when they are scheduled to work four consecutive hours. Break periods are paid but may not exceed 15 minutes per four consecutive hour period. All employees are authorized to take an unpaid lunch period of at least thirty (30) minutes per day. The length of time for a given lunch period will be agreed upon between the employee and their immediate supervisor and should not interfere with the employee's performance or needs of the organization. The normal lunch period is one hour unless otherwise specified. Exception - The Police Department is authorized to take a 30-minute, paid lunch break. Refer to the Police Policy Manual.

An employee may not use a break or meal period to arrive late or depart work early except under occasional, special circumstances, approved by their immediate supervisor.

### **C. Flexible Working Schedule**

Employees may be allowed to work a flexible work schedule, as approved by their supervisor, outside of the core business hours of 8:00 am to 5:00 pm. Flexible work schedules should be developed departmentally to maintain standard business hours for each unit. All flexible arrangements must be cost neutral and contribute to customer service, productivity and employee morale. The decision to allow a flexible schedule is at the sole discretion of the Town of Stevensville and may not be appealed through the Grievance procedure.

Flexible schedules may include variations in daily beginning and ending work time periods, or a compressed work week providing those schedules comply with state and federal wage and hour laws. Employees desiring flexibility (outside the traditional 8:00 am to 5:00 pm workday), should work directly with their immediate supervisor to detail their adjusted work schedule.

The ultimate goal is that the adjusted flexible schedule will still allow for the employee to meet job requirements and the goals of the Town of Stevensville. Supervisors will be a part of the development, approval and enforcement of flexible work arrangements. If the supervisor deems that the flexible work arrangement is not in alignment with the overall organizational goals, they may not approve a flexible schedule, or may revoke the privilege at any time by advising the employee.

Supervisors shall examine the effect of a flexible schedule for one employee as to the effects on the remaining employees within a department.

Employees must follow the meals and breaks policy regardless of their set schedule. Considerations and accommodations need to be made in flex schedules for conferences, meetings, travel, leave, holidays, maintenance issues, special projects, etc. Refer to the **Holiday Policy** for flexible schedules of less than 5, 8-hour shifts/week.

An exempt employee is allowed hour for hour compensatory time. When in position of which you earn compensatory time, that employee should use earned compensatory time or lose it if leaving that position. Compensatory time will not carry over year to year.

#### **D. On- Call and After-Hours Callouts**

Employees who are called back to work will be paid at their regular rate until they have worked 40 hours in a workweek at which time, they will be paid at their overtime rate.

~~Public Works employees who are part of the on-call rotation refer to the Public Works After-Hours Call Outs Policy attached in Exhibit #1.~~

“Public Works employees who are part of the on-call rotation will receive a \$160.00 spined per week. On call response time of (1) hour.”

## **17. Time Sheets and Payday**

### **A. Attendance**

Absence is the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day. Regular and punctual attendance is an essential function of every position at the Town of Stevensville and required for efficient operations.

If an employee does not know in advance that they will be absent or unavoidably late, they should telephone their immediate supervisor or in the event the supervisor is out of the office, their designee,

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prior to the start of the employee's shift. The immediate supervisor may grant permission for

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alternative notifications or have additional requirements in regard to notification. The responsible supervisor will take appropriate steps to ensure notification to employees of the names and telephone numbers of the designated individuals.

Failure to report an absence as described above or if the tardiness/absence is deemed unreasonable, may result in disciplinary action, up to and including termination.

If the employee fails to give such notification, the absence may be charged to leave without pay. Absence in excess of three (3) consecutive days without receipt of proper notification by the Town of Stevensville from the employee may be considered to have voluntarily terminated employment with the Town of Stevensville, unless the failure to give such notification was due to circumstances beyond the control of the employee.

When an employee fails to report to work, the immediate supervisor, or their designee may attempt to contact the employee via phone. If they fail to answer, the supervisor, or their designee may attempt to contact their emergency contact and/or request a welfare check.

### **B. Timesheets**

Time sheets for the pay period are to be completed by all employees and submitted to their supervisors when they are requested or when payroll needs to be processed.

- Time Sheets should be completed on a daily basis.
- In the event an employee is unavailable to complete and submit his or her time sheet, he or she may complete the time sheet in advance or call the supervisor and relay the information.
- Time sheets must include the employee's name and hours worked on a daily basis, holiday time, sick leave used, annual leave used, leave without pay, etc.
- The employee must sign the time sheets attesting that all time worked, and leave used is reported for the period.
- The employee's supervisor and/or the Mayor and/or their designee will review and sign the time sheets. Electronic signature may occur when appropriate.

### **C. Payday**

Town of Stevensville employees are paid every two weeks. The employee's supervisor or their designee will distribute the paychecks to employees, unless electronic transmission of payroll is utilized. If the employee desires to release their pay to another authorized person, they shall notify the payroll specialist/clerk or their designee in writing.

Salaries and Honorariums for Elected/Appointed Officials are paid on the last working day of the month.

**D. Garnishments**

It is the policy of the Town of Stevensville to enforce all wage garnishments as may be required by state and federal law.

**18. Annual Leave/Vacation**

**A. Accrual of Leave**

Each regular full-time, regular part-time employee, temporary and seasonal employee shall earn annual leave from the first day of employment but will not be eligible to take the accrued leave until the employee successfully completes a six-month qualifying period.

Regular full-time employees accrue Annual Leave as follows:

<b>Time Worked</b>	<b>Workday Credit Per Year</b>	<b>Hours per month based on an 8-hour day</b>
1 day through 10 years	15	10
10 years through 15 years	18	12
15 years through 20 years	21	14
21 and over	24	16

Regular part-time employees accrue annual leave on a prorated basis, based upon the hours worked during the pay period.

**B. Prior Service Accrual**

Employees of the Town of Stevensville who worked for another agency within the State of Montana can, with proper certification, have their years of service applied to their Town of Stevensville accrued leave time. Agency is defined as a State, County, City or Town. Special Rules apply to Montana Educators; see the Human Resource Representative for clarification.

**C. Requesting Annual Leave**

All requests for leave are required to be submitted via hard copy request or if available, electronic leave requests.

Requests for annual leave of five days or more must be submitted two weeks in advance and pre-approved by the employee's Supervisor or the Mayor and /or their designee. If you are a department

Supervisor requesting annual leave of five days or more, your request must be submitted two weeks in advance and pre-approved by the Mayor and/or their designee. If approved by the department Supervisor, they will notify the Mayor and/ or their designee of the dates of the employee's leave.

Leave requests of four days or less are made with the department supervisor a minimum of two days in advance of the requested time off. If the employee is a department Supervisor, your leave request is made directly to the Mayor and/or their designee. If approved, the department Supervisor will notify the Mayor and/or their designee of the dates of the employee's leave.

The annual leave will be approved after considering the best interest of the Town of Stevensville, the employee's unit, and the employee's request. Employees who need to use annual leave due to extenuating circumstances before they finish the qualifying period may ask their Supervisor, the

Mayor and /or their designee to grant paid annual leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Should two employees request the same period of vacation, their Supervisor or the Mayor /or their designee has discretion regarding the approval of the leave requests.

An employee who has passed the six-month qualifying period and has separated from the service of the Town of Stevensville for any reason, shall be entitled upon termination to cash compensation pay-out for accrued and unused vacation leave. The payout will be based upon the employee's salary at time of termination.

Employees who are called back to work while they are on vacation will be paid at their regular rate until they have worked 40 hours in a workweek at which time they will be paid at their overtime rate.

## **19. Sick Leave**

### **A. Accrual of Sick Leave:**

All regular full-time employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. Employees who are sick before they finish the qualifying period may take leave without pay. Sick leave is earned at a rate of eight (8) hours per month, without restriction as to the number of hours that may be accumulated. For calculating sick leave, 2,080 hours (52 weeks X 40 hours) equals one year. Sick leave must be credited at the end of each pay period. Employees may not accrue sick leave while in a leave-without-pay status.

Regular part-time employees earn a prorated amount of sick leave if they have worked the qualifying period. Temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period. Short-Time Workers do not accrue leave.

An employee who has passed the 90-day qualifying period and who separates employment from the Town of Stevensville shall be entitled upon termination to cash compensation pay- out for the unused leave equal to one-fourth the accumulated sick leave. The payout will be based upon the employee's salary at the time of termination.

Sick Leave may not be used to supplement Annual Leave.



**B. Requesting Sick Leave**

All requests to use sick leave for purposes of medical appointments should be made to the immediate supervisor, with as much advance notice as possible.

Notification of absence because of illness will be given to the immediate supervisor, via a phone call prior to the start of the employee's shift. The supervisor will notify appropriate staff of the absence. If an employee's immediate supervisor is unavailable for the day, the employee is to notify the supervisor's designee or the Mayor or their designee. The immediate supervisor may grant permission for alternative notifications or have additional requirements in regard to notification. The employer will take appropriate steps to ensure notification to employees of the names and telephone numbers of the designated individuals.

If the employee fails to give such notification, the absence may be charged to leave without pay. Absence in excess of three (3) days without receipt of proper notification by the employer from the employee may constitute just cause for immediate discharge, unless the failure to give such notification was due to circumstances beyond the control of the employee.

**C. Use of Leave:**

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member. Refer to the Bereavement Leave Policy in the event of a death in the immediate family of an employee. Sick leave benefits shall apply to bona fide cases of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employees' presence due to immediate family members' illness or emergency.

Sick leave utilized must not exceed the amount accrued by the employee. If the sick leave balance is exhausted, an employee may choose to use his/her accrued annual leave or Leave Without Pay (with approval from the supervisor-see LWOP policy). The Town of Stevensville may not require an employee to use Annual Leave for purposes of illness unless the employee agrees per MCA 2-18-615.

Employees using sick leave that exceeds five consecutive workdays may be asked to furnish a certification of illness from a qualified doctor upon request of their supervisor or the Mayor and/or their designee.

At the Town of Stevensville's request and expense, an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position.

Abuse of sick leave may result in disciplinary action up to and including termination.

**D. Transfer of Sick Leave/Sick Leave Donation:**

Employees will be permitted to transfer sick leave from one employee to another. The receiving employee must have exhausted all accrued sick leave and annual leave. The contributing employee

must make the transfer request in writing and must maintain at least 40 hours of sick leave. The transferred sick leave will not change the receiving employee's employment status.

Hours transferred are on an hour-per-hour basis, not calculated based on donating employees' wages. The transferred sick leave is considered forfeited by the contributing employee. Employees shall not be coerced, intimidated, or adversely persuaded to transfer their accrued sick leave to the receiving employee. Doing so may result in disciplinary action up to and including termination.

## **20. Leave Without Pay**

### **A. General Use**

Leave without pay (LWOP) may be approved by the immediate supervisor or their designee on a case-by-case basis. LWOP is usually requested when an employee has exhausted all applicable leave balances and has a need to be away from their employment. The immediate supervisor or their designee may require an employee to use all appropriate accrued leave or compensatory time before approving LWOP.

However, an employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per § 2-18-615 MCA.

Depending upon the circumstances, employees still in their probationary period may be allowed to take LWOP. However, if leave is granted, their probationary period may be extended by the amount of time taken during the leave.

### **B. Leave accrual during LWOP.**

Vacation and sick leave accrue on a prorated basis during leave-without-pay. Employees will not be allowed to use sick or annual leave and will not receive holiday pay while on leave-without-pay status.

1. Normally health insurance will not be paid by the Town of Stevensville during a period of leave without pay, that is 5 working days or more unless approval for additional coverage is approved by the Mayor or their designee.
2. The employee may choose to continue insurance coverage during the leave by paying the Town of Stevensville the premiums on a monthly basis.
3. If the employee fails to continue the insurance coverage, the insurance may be canceled. Should it be canceled, the employee may be subject to policy restrictions upon returning to work.

Providing false or misleading information or reasons to justify leave-without-pay may result in disciplinary action up to and including termination. LWOP is at the sole discretion of the Town of Stevensville and is not subject to the Grievance procedure.

LWOP in excess of two (2) consecutive weeks may be granted for any cause as determined by the immediate supervisor, the Mayor and/or their designee in their sole discretion so long as it doesn't

violate any laws, regulations or policies set forth in this manual. Employees may be granted LWOP for a specified time generally not to exceed one hundred eighty (180) calendar days during their employment period.

Whenever possible, the employee should provide their supervisor or their designee with at least 30 days' notice so workloads/tasks can be covered. To request LWOP, employees must provide their supervisor, or their designee the beginning and ending dates of the leave and the reason for the requested leave.

## **21. Holidays**

### **A. Schedule**

The Town of Stevensville will observe the same holidays as recognized by the State of Montana.

- January 1 - New Year's Day
- 3rd Monday in January - Martin Luther King Day
- 3rd Monday in February- President's Day
- Last Monday in May - Memorial Day
- July 4 - Independence Day
- 1st Monday in September - Labor Day
- 2nd Monday in October - Columbus Day
- 1<sup>st</sup> Tuesday in November during Congressional/Gubernatorial Election Year - State General Election Day
- November 11 - Veterans' Day
- 4th Thursday in November - Thanksgiving Day
- Friday Following Thanksgiving-employee option to take as a vacation day with approval.
- December 25 - Christmas Day

If a holiday falls on a Saturday, the Friday preceding is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as the holiday.

### **B. Eligibility**

To be eligible for holiday benefits an employee must be in a paid status on the workday prior to and after the holiday.

### **C. Accrual**

Regular and Temporary Full-Time employees earn eight hours per Holiday. Regular part-time and seasonal employees will earn pro-rata holiday based on the employee's regular schedule at the time the holiday occurs. Short Term Workers do not earn Holiday pay.

### **D. Use of Leave**

If a holiday falls on an employee's regularly scheduled day off, the employee will be granted another day off within the same pay period, as agreed upon by the employee and their supervisor, or their designee.

### **E. Work on a Holiday**

An employee who is designated as non-exempt and who is required by management to work on a holiday shall receive one and one-half times the regular rate for the hours actually worked on the holiday and receive holiday benefit hours paid at the regular rate.

Exempt employees required by management to work on a day a holiday is observed shall be granted another day off, within the same pay period.

## **22. Jury Duty Leave**

Any regular full-time or regular part-time employee who is required to serve on a jury shall be allowed authorized leave with pay. This may also include when an employee is subpoenaed as a witness or required to appear before a court or legislative committee/quasi-judicial body in response to a subpoena or other directive.

A probationary employee may have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who received notice of jury duty or witness service must notify his/her supervisor or immediately in order that arrangements may be made to cover the position. The Town of Stevensville reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

The employee is responsible to present the issued check for all jury or witness fees to the Clerk/Human Resource Representative. Reimbursement for mileage and actual expense fees are not required to be forfeited to Town of Stevensville. The employee may keep any witness fees or court payment if the services are performed on the days of his/her regularly scheduled days off.

## **23. Public Office Leave**

Employees elected or appointed to a public office shall be granted an unpaid leave of absence, not to exceed 180 days per year while performing the public service. Employees will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed prior to their leaves of absence for public service.

Reference § 39-2-104 MCA. Employees must return to work within 10 days following the completion of the service unless they are unable to return due to an illness that has been certified by a medical doctor. The Town of Stevensville will comply with all relevant restrictions and guidelines provided within the Hatch Act, (5 U.S.C. 7321 through 7326, as amended).

## **24. Military Leave**

The Town of Stevensville shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 4031 et seq) as well as all relevant state laws (to include MCA 10-1-1009) covering members of the Montana Army and Air National Guard.

An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year.

Unused leave may roll to the next calendar year, not to exceed 240 hours total for the calendar year. Any excess leave, beyond 240 hours, will be forfeited. Military Leave can be for attending regular encampments, training cruises, and similar training programs of the military forces of the United States.

Employees employed less than six months are entitled to unpaid leave for the purposes listed above. Employees using Military Leave must report it as such on their timesheets and have prior approval for leave. This leave will not be charged against the employee's annual leave.

## **25. Bereavement Leave**

In case of a death in the immediate family, an employee will be granted three days of Bereavement Leave that will not be charged to the employee's accumulated sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of sick leave or annual leave, with prior supervisor's approval. (See definitions for immediate family)

In case of a death of a family member, outside the immediate family, or another person with prior supervisor's approval, an employee will be granted one day of Bereavement Leave that will not be charged to an employee's sick leave or annual leave. If additional time is required, an employee may be allowed additional days for bereavement purposes via the use of annual leave.

## **26. Maternity Leave**

The Town of Stevensville conforms to the Pregnancy Discrimination Act (Civil Rights Act of 1964 as amended, Title VII, Section 701), as well as relevant pregnancy leave in Federal, State and Local Statutes.

It is unlawful for an employer to terminate a woman's employment because of the woman's pregnancy; refuse to grant to the employee a reasonable leave of absence for the pregnancy; or deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties; or require that an employee take a mandatory maternity leave for an unreasonable length of time.

The Town of Stevensville will grant the employee a reasonable leave of absence for pregnancy but will not require an employee take a mandatory maternity leave for an unreasonable length of time. Employees should notify their supervisor or the Mayor and/or their designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.

Upon signifying intent to return to work at the end of the leave of absence, the employee will be reinstated to the original job and/or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other benefits.

## **27. Parental Leave**

The Town of Stevensville will provide Paid Parental Leave (PPL) to eligible employees for parents to bond and care for a newborn child or a child placed for adoption. Eligible employees are regular or probationary status employees employed at least 180 consecutive calendar days. In the event both parents, including established domestic partners, are employed by the same department, both may take PPL at the same time.

Eligible employees are entitled to a maximum of 6 continuous work weeks of PPL in a calendar year. No employee may be absent on PPL for more than 6 calendar weeks in a calendar year, regardless of work schedule. For employees working part time with regular, irregular, or intermittent schedules, paid hours of PPL during the six-week period will be based on the average hours worked in the six weeks immediately prior to the date PPL is to commence. There is no limit on how many times an eligible employee may use PPL during the course of their employment.

Requests to use PPL should be submitted in writing to the employee's supervisor and Human Resources Department with as much notice as possible. HR and the supervisor will work together to coordinate the use of PPL with other approved leave requests. PPL must be taken continuously commencing with the birth or placement of a child for adoption. PPL will count concurrently against Family and Medical Leave for employees eligible. PPL must be exhausted before use of other paid leave or leave without pay. When a holiday falls during an employee's PPL the employee will be paid for the legal holiday instead of PPL.

## **28. Family Medical Leave**

It is the policy of the Town of Stevensville to offer limited Family Medical Leave benefits to its employees as described below.

An eligible employee can take up to 12 weeks of leave per year if he/she has worked for at least 1,250 hours within the previous 12 months and have been employed for 12 months.

Family Medical Leave can be taken for the following reasons:

- The birth or placement of a child for adoption or foster care,
- The serious health condition of a spouse, child or parent, or

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- An employee's own serious health condition

Employees are required provide at least a 30-day notification of intent to use Family Medical Leave whenever possible.

Employees can choose to use their vacation leave instead of taking leave without pay during the 12-week period. (An employee cannot be required to exhaust annual leave balances for reasons of illness unless the employee agrees per§ 2-18-615 MCA.)

Employees will only be provided a total of 12 weeks in a rolling 12-month period looking back from the first day of the leave request. (For example: If an employee took 12 weeks leave beginning July 1, 2012 and requested to take 12 weeks leave beginning May 1, 2013, the request would be denied because the employee used 12 weeks looking back from May 1, 2012 through April 30, 2013.)

Upon request of your Supervisor and/or the Mayor/Human Resource Representative, employees must provide certification explaining the serious health condition or the family member's condition. It should detail:

- The date on which the condition began
- The probable duration of the condition
- Appropriate medical facts regarding the condition
- A statement that the employee is needed to care for a spouse, parent or child
- A statement that the employee's own health condition makes it impossible for him or her to work

These reports are confidential and will remain in the employee's medical personnel file.

If the Town of Stevensville is not satisfied with the certification, it may require a second opinion at our expense. In the event of conflicting opinions, a third provider will be retained, also at our expense, to render a binding decision.

Under certain conditions, employees who are designated as "key" may be denied job restoration rights. These employees must be in the highest paid 10% of the workforce and their absence must mean a substantial economic loss to the organization. If a person designated as "key" still takes family leave, the Town of Stevensville will pay the health care premiums, but no guarantees are made about returning them to the positions they left.

An employee who fails to return to work on his or her regularly scheduled workday after the pre-approved leave without pay period will be considered to have voluntarily resigned unless the leave period is extended, in advance, by the Mayor. Providing false or misleading information or reasons to justify a Family Medical Leave absence may result in discipline, up to and including termination. Family Medical Leave provisions indicate that at the Town of Stevensville discretion, health care premiums may be recovered from employees who do not return to work.

## **29. Breast Feeding in the Workplace**

Women returning from maternity leave who wish to continue breastfeeding or expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity, if necessary, for pumping apparatus.

- The selection of the space will be made on a case-by-case basis in consultation with the employee.
- Standard break times will be primarily utilized with additional unpaid break time(s) provided as mutually agreed upon.
- Additionally, the Town of Stevensville will make every effort to provide suitable facilities for milk storage during the employee's daily work period.
- All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217 will be complied with.

## **30. Performance Management and Evaluations**

Regular employee performance evaluations are provided to non-probationary employees. The evaluations report progress and allow correction of any deficiencies, recognize employee strengths and special abilities as well as provide an opportunity to discuss areas that need improvement.

Annual appraisals and evaluations should provide an ongoing performance record. This may be used as a supportive documentation for personnel actions such as promotions or demotions. They also provide employees an opportunity to discuss personal goals, Town of Stevensville goals and means for improvement. Annual evaluations provide an opportune time to formulate or update the employees' job descriptions.

Probationary employees will receive informal feedback throughout their probationary period. The supervisor or the Mayor and/or their designee may at their discretion formally evaluate the probationary employee at the end of the probationary period at which time the employee will be advised of his or her status (regular or terminated.)

The employee's immediate supervisor or the Mayor and/or their designee will complete the evaluation using their job description, and the Town of Stevensville personnel policy manual as the appraisal basis. The employee is encouraged to complete a preliminary self-appraisal to prepare for the evaluation meeting. The employee and the evaluator shall schedule a conference to discuss the employee's job performance and the job description. The conference will provide the opportunity for the employee to work with their supervisor or the Mayor and/or their designee to develop the employee's understanding of the position, annual goals, training needs, budget restraints/needs and improvement plan. If the employee, their supervisor or the Mayor and/or their designee do not agree on an evaluation result, the employee may respond in writing within 10 working days and attach the statement to the performance evaluation form.

The employee, their supervisor or the Mayor and/or their designee will sign and date the evaluation form. If the employee refuses to sign the evaluation form, documentation of their refusal will be added to their evaluation. The employee's signature will indicate that the employee has reviewed the



evaluation with their supervisor or the Mayor and/or their designee and understands the comments contained within the evaluation.

Annual performance evaluations form the basis for an employee's merit increase.

## **31. Discipline**

The Town of Stevensville, at its discretion, may investigate and take disciplinary action upon learning of a suspected violation of federal, state or local laws, the Town of Stevensville rules and/or regulations, employee conduct/behavior/performance standards, the Town of Stevensville policies, or other conduct not in the best interests of the Town of Stevensville.

The supervisor and/or the Mayor or their designee will notify the employee of the suspected violation and will then perform an investigation. Employees may be placed on administrative leave (with or without pay) pending investigation. All employees shall be briefed on Garrity Rights when necessary.

- The employee will be notified in writing of the suspected violation or misconduct, will be included in the investigative process and allowed to share their account of the suspected violation or misconduct in question before discipline is issued.
- At the sole discretion of the Town of Stevensville the supervisor, the Human Resource Representative, the Mayor and/or their designee will conduct the investigation including employee interviews.
- The employee being interviewed may request an attendee of their choosing be present at the interview; however, such attendee will be permitted to observe only and will not be permitted to participate in the interview.
- Upon conclusion of the investigation, the Town of Stevensville will decide whether discipline is appropriate and if so, at what level. All affected parties will be advised, at an appropriate level, of the investigation results.
- Discipline, as determined by the Town of Stevensville, may be imposed in one of the following forms. This is not a progressive discipline policy.

### **A. Oral Reprimand**

The supervisor and/or Mayor /HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- This conversation will be summarized in writing.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.

- The summary will be placed in the employee's personnel file.
- The summary of the issue(s) and the corrective action required will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

### **B. Written Reprimand**

The supervisor and/or Mayor/ HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required, and the dates and conditions of the written reprimand will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

### **C. Suspension (with or without pay)**

The supervisor and/or Mayor/HR Representative will meet with the employee to explain the issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required, and the dates and conditions of the suspension will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

### **D. Demotion - Loss of Duty**

The supervisor and/or Mayor/HR Representative will meet with the employee to explain issue(s), the expectations moving forward, and the consequences should the employee not conform or comply with the stated expectations.

- The summary of the issue(s), the corrective action required, and the specific conditions of the demotion will be presented in a letter to the employee.
- The employee and the supervisor will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required.
- The summary will be placed in the employee's personnel file.

### **E. Termination**

If the Town of Stevensville determines that the appropriate disciplinary action is termination, Regular, Non-Probationary employees will receive a letter that documents the problem and summarizes the results of the investigation. The letter will detail the cause and date of discharge. The letter shall also include a copy of the Grievance Procedure Policies. The supervisor and/or Mayor/HR Representative will meet with the employee and provide him/her with the letter. All terminations must be approved by the Mayor.

Police Officers have a statutory right to appeal any action taken against them by taking the matter before the Police Commission.

## **32. Grievance**

The Town of Stevensville is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, or question receives a timely response. The Town strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect and are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practice, they may express their concern through a grievance process. No employee shall be penalized, formally or informally, for voicing a complaint in a reasonable, professional manner using the grievance process. While a formal grievance process is in place, employees are encouraged to first discuss any issue informally with their immediate supervisor.

### **A. Scope**

The grievance procedure provides an avenue for any eligible employee to obtain management review of work-related issues that are felt to adversely affect the employee, for which no other means of response, review, appeal or resolution for is provided in this manual. Grounds for submission of a grievance include:

- I. Unfair application, interpretation, or violation of Town or Department regulations; or
2. Acts of retaliation because of utilization of the grievance process.

### **B. Statement of Grievance**

At each step in the process, the written grievance must include the following:

- I. A statement of the grievance and the facts upon which it is based;
2. A description of the specific wrongful act and harm done to the grieving employee; and
3. A statement of the remedy or adjustment sought.

### **C. Informal Grievance Procedure**

Within ten (10) working days of the date on which the grievance is alleged to have occurred, the employee shall discuss the grievance with the employee's immediate supervisor. Once this discussion takes place, the employee and supervisor shall have five (5) working days from the date of that discussion to attempt to resolve the grievance. If the grievance is not resolved within that five-daytime period the employee may submit the grievance, in writing, to the formal grievance procedure as set forth below.

### **D. Formal Grievance Procedure**

#### **1. Step One - Department Head**

If the grievance is not resolved informally, the employee may appeal the grievance/submit the grievance, in writing, to the employee's department head within ten (10) working days of the date on which the employee discussed the grievance with the immediate supervisor. The department head shall have ten (10) working days from the date of receipt to respond to the grievance in writing.

If the grievance is against the department head, it should be filed with the Town's Human Resource Representative (Step 2).

#### **2. Step Two - Human Resources**

If the department head's response does not resolve the grievance, the employee may appeal in writing to the Town's Human Resource Representative, within ten (10) working days of receiving the department head's written response. The Town's Human Resource Representative shall have ten (10) working days from the date of receipt to respond to the grievance in writing.

#### **3. Step Three - Mayor**

If the Human Resource Representative's response does not resolve the grievance, the employee may appeal in writing to the Mayor, within ten (10) working days of receiving the Human Resource Representative's written response. The Mayor shall have twenty (20) working days from the date of receipt to respond to the grievance in writing.

If an employee wishes to file a grievance against the Mayor, it should be filed with the Town's Human Resource Representative (Step 2).

State of Montana's administrative rule states the allegation must occur within one year of the date the complaint is filed. Although an alleged violation may have first occurred prior to the

one-year look back period, the investigation and possible corrective action will only cover the one-year timeframe.

### **E. Alternative Dispute Resolution**

Nothing in this policy precludes the employee and employer from mutually agreeing to engage in alternative dispute resolution, including, but not limited to, mediation, fact-finding or binding arbitration and/or filing an appeal with the Montana Human Rights Bureau (Employment Standards Division). Any costs involved in alternative dispute resolution shall be split equally between the employer and the employee.

## **33. Telephone Use**

### **A. General Use**

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls/texts during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time and use phones only during scheduled breaks or lunch periods. Employees should be courteous of co-workers and others in the work area when holding personal phone calls at work.

### **B. Town of Stevensville Issued Cell Phone Use**

The Town of Stevensville may determine to issue individual cellular phones to employees. It is the Town of Stevensville policy that employees who are issued or use a company cell phone understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes and/or data usage.

Cell phone bills are reviewed regularly. Any excess data use may be subject to additional review and could lead to disciplinary action up to and including termination if determined to be non-work related.

## **34. Computer Use**

Use of the Town of Stevensville's electronic communications equipment, systems and/or tools is a privilege. Electronic communications equipment should be used for activities that fall within the course and scope of the employee's job duties. Personal computer use that is deemed excessive or inappropriate by the Town of Stevensville or computer use that is illegal is prohibited and may result disciplinary action up to and including termination.

New employees will be given a period of instruction on the Town of Stevensville's computer equipment by the Department Supervisor or designee as part of their new employee orientation. Upon completion of the period of instruction, a statement signed by the employee and their supervisor will be entered in the employee's personnel file. If the employee refuses to sign the statement, a written statement documenting their refusal will be added to their personnel file.

**A. Email**

Employees are responsible for the content and dissemination of their messages. This responsibility includes ensuring that their messages are accurate, courteous and that they do not violate another's right to privacy or confidentiality. If an employee has a question pertaining to the content of an email, they should consult with their supervisor.

No employee may access another employee's email, supervisor's email, Town Officer's email or Elected Official's email without proper authorization.

Refer to the Electronic Communication Policy (Res. 439) for guidance to employees, elected and appointed officials and business associates who are provided with access to the Town's E-Communication systems.

**B. Security**

The Town of Stevensville owns the contents of all files stored on its systems, all messages transmitted over its systems, and reserves the right to access them when necessary. All records retrieval shall be in accordance with applicable policies.

The Town of Stevensville expressly reserves the right to monitor use of the Internet by employees.

**35. Travel for Work**

Town of Stevensville employees may be required to travel. When working away from the worksite, employees are required to periodically check in with the Town of Stevensville to provide status reports and to check for messages.

Occasionally it may be necessary to get in touch with traveling employees. It is important for the employee to leave an itinerary with appropriate Town of Stevensville staff, in the event the employee needs to be contacted. The employee should inform their supervisor of their route and travel plans so other Town of Stevensville staff can assist in their safe arrival.

**Travel Requests**

- All Travel Requests will be submitted using the Travel Request form available from the Finance Officer.

**A. Travel and Expense Reimbursement**

All employees shall have their travel pre-approved by their supervisor, Mayor and/or their designee. All employees traveling on Town of Stevensville business are required to provide verification of driver's license with appropriate endorsements for the types of equipment operated.

“Employees completing Town of Stevensville business may be compensated for travel expenses, meals, mileage and incidental expenses. Per diem rates for Meals and Mileage rates are set by the State of Montana Department of Administration, please see the Finance Director for the current reimbursement rates.”

and/or incidental expenses \$5.00 daily as established by the Town of Stevensville. Receipts must be included for lodging, travel, and appropriate ancillaries.

Town of Stevensville per diem rate will not exceed daily State Employee Travel rate set by the Department of Administration. If meals are included in tuition or registration fees, reimbursement will be reduced by (1) the morning meal, (2) the midday meal and/or (3) the evening meal. Likewise, if free continental breakfast is provided by the hotel where you are staying, your per diem allowance will be reduced by the morning meal rate. Out-of-state travel will be reimbursed based on the General Services Administration rates for the specific travel area.

Employees may request an expense advance as approved by the supervisor to offset undue financial hardship on employees traveling for Town of Stevensville business.

The advance must be justified with reasonable requests for:

- Meals
- Lodging
- Fuel Costs
- Public transportation

Pre-approved registration fees and lodging expenses can be paid directly to the training agency or hotel in advance or reimbursed to the employee upon return.

The employee must provide an itemized expense report with attached receipts documenting the expenditures of the trip.

- If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the Town of Stevensville the difference.
- Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the Town of Stevensville.
- Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action up to and including termination.
- If the travel advance exceeds the receipts documenting expenditures, the employee must reimburse the Town of Stevensville the difference.
- Any legitimate balance owed to the employee for receipts exceeding the travel advance will be promptly reimbursed by the Town of Stevensville.
- Willful misrepresentation of expenses or receipts is unlawful and may result in disciplinary action up to and including termination.

## **B. Personal Vehicle Use**

If a Town of Stevensville vehicle is not available, employees may use their own vehicle and receive a mileage reimbursement. When employees use their own vehicles for Town of Stevensville business, they are required to provide proof of liability insurance coverage.

Proof of Driver's License and Liability insurance coverage shall be placed on file with the Human Resource Representative and shall be updated annually.

## **C. General Use of Town of Stevensville Vehicles**

All employees using a Town of Stevensville vehicle for work or travel are required to provide verification of driver's license with appropriate endorsements for the type of equipment operated.

- Proof of Driver's License shall be placed on file with the Human Resource Representative and shall be updated annually.
- Employees may be able to use a Town of Stevensville vehicle when traveling. An unsafe vehicle in need of repair must be reported to a Supervisor and/or the Mayor and/or their designee immediately. (See the Use of Town of Stevensville Vehicle/Vehicle Accident section below).
- Employees and/or contractors employed for the Town of Stevensville are able to drive/use vehicles for Town business. Town of Stevensville vehicles cannot be used for personal use. Family members, friends or others not employed by the Town are prohibited from riding/driving in Town vehicles.
- Employees must request to use their own vehicles in order to be reimbursed for mileage. Email authorization is satisfactory, but permission must be granted in advance.
- When employees use their own vehicles for Town of Stevensville business, they are required to provide proof of liability insurance coverage.
- Proof of liability insurance must be on file with the HR Representative.

## **D. Vehicle Accidents**

When an employee is involved in a motor vehicle accident with a Town of Stevensville vehicle, the employee must notify the Supervisor, Mayor and /or their designee immediately. The employee should detail, in writing, the accident and situations leading up to the accident. Law enforcement should be contacted to complete an investigation of the accident.

If an employee is using their own vehicle for town use and is involved in an accident the town will pay up to \$1000.00 of the deductible, current copies of the insurance policy must be on file at all times with the Human Resource director. If the employee does not have insurance the town is not liable for any damages.

Employees must cooperate with, and are permitted to, discuss the incident with the Mayor and /or their designee, insurance adjusters and law enforcement.



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Upon returning to the Town of Stevensville office, an account of the accident should be provided in writing to the Supervisor or Mayor /or their designee. The employee may also be asked to assist with

completing the necessary forms for insurance claims. The Supervisor or Mayor and /or their designee shall conduct an investigation of the facts and situations of the accident to determine if disciplinary measures are warranted. Accidents where the Town of Stevensville employee was driving or operating machinery under the influence of alcohol or illegal drugs (which is absolutely prohibited) may result in discipline.

### **E. Compensating non-exempt employees for travel time**

Time spent traveling throughout the State of Montana is always a time-consuming endeavor. It is important for all Town of Stevensville non-exempt employees to understand how they are compensated for travel time. Different situations may determine if the travel time is work time or not. The following variations are described in the administrative rules of Montana (24.16.1010, ARM) promulgated by the Montana Department of Labor:

#### **1. Home to work**

Travel from home to work is not work time. This is true whether an employee works at a fixed location or at different job sites.

#### **2. Home to Work in Another City**

Special One-day Assignment - All time spent traveling to another city/town would be considered work time except for the travel from home to public transportation, such as a bus depot. This would be the normal home to work travel. The usual mealtime would be non-compensated also.

### **F. Travel all in the day's work**

Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, must be counted as hours worked. If the employee goes home instead of returning to the employer's premises from the last job site, this travel is home-to-work travel and is not time worked. If an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and carry tools, the travel time from the designated place to the workplace must be counted as hours worked.

### **G. Travel Away from Home Community**

Travel that keeps an employee away from home overnight is travel away from home and is clearly work time when it cuts across the employee's workday (employee is simply substituting travel for other duties). This time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on nonworking days. For example, if an employee normally works 8AM to 5PM Monday through Friday, the travel time during these hours on Saturday and Sunday is also counted as work time. If the employee requests to drive their car in place of public transportation that has been offered, this travel time is counted as hours worked only to the extent of time it would have taken to travel if the employee had been using public transportation.

## **H. Work Performed While Traveling**

Any work which an employee is required to perform while traveling must be counted as work time. Sleep in adequately furnished facilities would not be counted as hours worked.

## **36. Assignment and Use of Town Vehicles**

The Town of Stevensville shall designate the positions that require the use of Town of Stevensville vehicles on a take-home basis. All Town of Stevensville vehicles are to be primarily used for Town of Stevensville business-related purposes and, if possible, are to be available and shared among all employees when needed for business-related travel.

Employees using a Town of Stevensville vehicle will be required to keep a mileage and maintenance log.

Employees using a Town of Stevensville vehicle must observe and obey traffic regulations and exhibit extreme care of the vehicle. Employees and other authorized passengers are required to wear seat belts at all times. Vehicles shall be parked in an authorized, or unrestricted, space. When the vehicle is left unattended, the employee must secure the vehicle by rolling up all windows and locking all of the doors. The Police Department is exempt from this section due to the nature of the job.

- Employees are prohibited from smoking or using tobacco products in the Town of Stevensville vehicles. Employees are also prohibited from alcohol consumption while working/operating Town equipment and/or vehicles.
- Employees are required to ensure vehicles are returned fully fueled and clean when returned.
- Employees should report unsafe vehicle conditions or conditions in need of repair to the supervisor or Mayor and/or their designee immediately.

## **37. Education and Training**

The Town of Stevensville encourages training for employees where the training improves employee productivity, knowledge, and skills when Town of Stevensville services and programs will be more efficient and effective. The Town of Stevensville may provide full or partial funding for training that is a work-related program, seminar, conference, convention, etc., and is pre-approved by the employee's supervisor, the Mayor and/or their designee.

Employees should consider training needs during annual evaluations, particularly if the training requires extensive time away from work, is of significant cost, and/or requires out-of-state travel. The Mayor and/or their designee may evaluate such training courses to ensure maximum value of the course. Additionally, the training may be delayed until future fiscal years to include the expense within the budget.

### **38. Participation in Community Organizations**

The Town of Stevensville views personal development through service involvement as beneficial to the employee as well as positive exposure for the Town of Stevensville.

Employees should consult with their supervisor, the Mayor and/or their designee before volunteering for such organization if work time may be required to attend activities, fundraisers, meetings, etc.

Employees that have received pre-authorization from their supervisor, the Mayor and/or their designee may attend such functions as excused, paid absence without using Annual Leave. The employee's supervisor, the Mayor and/or their designee will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the Town of Stevensville.

### **39. Participation in Professional Organizations**

The Town of Stevensville views personal development through professional organizations as essential to keep abreast of changing laws, rules, and legal opinions as well as maintaining a network of professional colleagues which are beneficial for research, feedback and productive information.

Professional contacts are also beneficial for the growth and image of the Town of Stevensville. Employees are encouraged to pursue professional organization affiliations that represent a positive effect in the community, organization or community. Employees should consult with the Mayor and/or their designee before joining such organization if work time may be required to attend activities, training, meetings, etc. Employees that have received pre- authorization from their supervisor, the Mayor and/or their designee may attend such functions as excused, paid absence without using Annual Leave. The employee's supervisor, the Mayor and/or their designee will monitor the work time required to attend such functions to ensure the time is reasonable and the activity is projecting a positive image for the Town of Stevensville.

### **40. Licensing Fees**

The Town of Stevensville recognizes employees that associate with various organizations or maintain certifications or licenses are beneficial to the Town of Stevensville. If the Town of Stevensville has requested that an employee obtain a license, the Town of Stevensville will pay for the licensing fees and/or annual renewal fees.

All employees are encouraged to visit with their supervisor and/or Mayor and/or their designee, particularly during the annual evaluations, so that the cost of maintaining a current license or the costs for a licensure that the employee would like to obtain can be included within the budget process.

## 41. Employee Benefits

Regular employees may participate in the Town of Stevensville's benefit plan. The Town of Stevensville will pay a specified dollar amount into the benefit plan that the employee can use to pay for options elected. ~~For regular part-time employees, the Town of Stevensville will pay a pro-rated amount of the contribution into the benefit plan.~~

Regular employees that work at least 30 hours per week may participate in the towns benefit plan.

Specific benefits of the benefit plan are described in the Plan Document and Summary Plan Description (Available from the Clerk/Human Resource Representative).

For employees utilizing specific insurance products, the insurance plan documents will be forwarded to them directly from the Insurance Provider MMIA. The Insurance Provider will also supply insurance cards for the covered employee/dependents directly to the employee.

**“It is the responsibility of the employee to make the necessary changes to their insurance policy.”**

## 42. Retirement

The Town of Stevensville participates in the Montana Public Employees Retirement System (PERS). Employees working more than 960 hours per year are required to participate in PERS.

Employees working less than 960 hours per year have the option of participating in PERS.

New employees have 12 months to choose which retirement option is right for you:  
The Town of Stevensville will comply with employer and employee contribution rates as set by the Montana State Legislature.

- The Defined Benefit Retirement Plan (DBRP)
- The Defined Contribution Retirement Plan (DCRP).
- Information on both options is available online at [www.mpera.mt.gov](http://www.mpera.mt.gov).

The Town of Stevensville will comply with employer and employee contribution rates as set by the Montana State Legislature.

Please read your PERS Handbook for details regarding your Retirement Procedures and Benefits.

## 43. Sales Calls and Fundraising Efforts

Sales calls from professional salespeople are allowed to take place only at the discretion of the Mayor and/or their designee, so long as it is done in a consistent and fair manner.

Employees requesting charitable contributions or selling products may visit with fellow employees before or after work, during lunch hour or breaks. Employees may also choose to circulate a catalog

Town of Stevensville Personnel Policy Manual

among co-workers to preview at their convenience. Employees should not be made to feel obligated to participate.

Employees cannot request contributions or use Town equipment for political activities.

## 44. Professionalism Policy

This Professionalism Policy is applicable to all Employees of the Town of Stevensville.

### A. Code of Ethics

1) The Town requires ethical conduct in any and all activities that impact the wellbeing of our Town which the Employees represent.

2) Employees hold important roles in local government. They are positioned to ensure that the Town's interests are balanced, protected and preserved. This Code provides principals that Employees must adhere to and advocate. This Code is designed to deter wrongdoing and to promote:

- Honest and ethical conduct including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely and understandable disclosures in reports and documents;
- Compliance with applicable governmental laws, rules and regulations;
- The prompt internal reporting of complaints to their Supervisor; and
- Accountability for adherence to this Code.

3) Employees will:

- At all times interact with all elected officials, town officers, department heads and/or supervisors without being insubordinate.
- Act at all times with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
- Discuss with their Supervisors, in advance, any transaction that reasonably could be expected to give rise to a conflict of interest.
- Comply with the Town's Personnel Policy Manual.
- Act in good faith with due care and diligence and without knowingly misrepresenting material facts.
- Protect and respect the confidentiality of information acquired in the course of their work except when authorized or legally obligated to disclose. Confidential information acquired in the course of their work will not be used for personal advantage.
- Be recognized as a responsible colleague among fellow employees.
- Responsibly use time and resources employed or entrusted to their supervision.
- Promote and be an example of ethical behavior as a responsible Employee or Supervisor in the work environment and the community.
- Promptly report to their supervisor any conduct that the individual believes to be a violation of the law, the Town of Stevensville **Professionalism Policy**, or the Town of Stevensville **Personnel**

**Policy Manual**, including the circumstance or relationship that reasonably could be expected to give rise to such conflict;

4) It is against the Town's policy to retaliate against any employee for good faith reporting of violations of this Code.

## **B. Conflict of Interest**

1) The underlying principle of "conflict of interest" is that Employees should avoid any activity, investment or interest that might reflect unfavorably on the reputation of the Town of Stevensville.

2) As representatives of the Town of Stevensville, Council, Elected Officials and Employees are obligated to place the interest of the Town, in any transaction involving the Town, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.

3) Employees may not engage in a transaction, use public or confidential information, improperly influence a decision or transaction, or take any other action in regard to their position as an Employee of the Town of Stevensville that would create a personal economic or other benefit to the Employee.

4) Employees are expected to seek clarification of and discuss any questions about potential conflict of interest with their Supervisor and the Mayor.

## **C. Confidentiality**

1) Employees are expected to protect and maintain confidentiality regarding the Town's property including cash, equipment, records, and employee and/or customer information.

2) Employees shall not disclose or use confidential information acquired in the course of official duties.

## **D. Violations**

Violations of the Professionalism Policy, including failure to report potential violations by others will be viewed as a severe disciplinary matter that may result in personnel action including termination of employment.



## **E. Employee Participation at Council Meetings**

Employees who are required to attend and participate during a Council Meeting, Special Council Meeting, Public Hearing or who sit on a Town Board are expected to comply with Council Rules or Board Rules.

During Council Meetings, Special Council Meetings, Public Hearings, Board meetings, all employees are expected to either turn their cell phones off or silence their ringers. If it is necessary to be available on standby, notify the Mayor or Board Chairperson.

Employees who attend and participate during a public meeting are expected to dress professionally, be mindful of their representation of the Town and administration and maintain appropriate decorum throughout the meeting.

## **F. Code of Conduct**

All Employees and Elected/Appointed Officials are expected to adhere to the behavior and conduct guidelines found in the adopted Code of Conduct for Elected and Appointed Officials and Citizen Interaction. (Montana Code Annotated 2021, Chapter 2, Part 1 Code of Ethics 2-2-104)

**File Attachments for Item:**

j. Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Changes and Updates to the Town of Stevensville Purchasing Policy



## Stevensville Town Council Meeting

### Agenda Item Request

**To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).**

<b>Agenda Item Type:</b>	New Business
<b>Person Submitting the Agenda Item:</b>	Bob Michalson
<b>Second Person Submitting the Agenda Item:</b>	
<b>Submitter Title:</b>	Mayor
<b>Submitter Phone:</b>	
<b>Submitter Email:</b>	
<b>Requested Council Meeting Date for Item:</b>	04/11/2024
<b>Agenda Topic:</b>	Discussion/Decision: Town Council to set a Date and Time for a C.O.W. Meeting to Discuss Changes and Updates to the Town of Stevensville Purchasing Policy
<b>Backup Documents Attached?</b>	Choose an item.
<b>If no, why not?</b>	
<b>Approved/Disapproved?</b>	Approved
<b>If Approved, Meeting Date for Consideration:</b>	04/11/2024
<b>Notes:</b>	