



## Office of Mayor Miro Weinberger

### MEMORANDUM

To: City Councilors  
From: Mayor Miro Weinberger  
Date: August 4, 2013  
Re: Appointment of City Engineer and Surveyor

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I respectfully submit for your consideration and approval Norman J. Baldwin, P.E. as the City Engineer and Surveyor for the City of Burlington. I am requesting City Council approval of this appointment at your August 12, 2013 meeting.

This appointment is necessitated by the approaching retirement of current Department of Public Works (DPW) Director and City Engineer and Surveyor Steven Goodkind. Steve has had a long and dedicated career serving our City. Steve's appointment as City Engineer and Surveyor began in 1983, and he continued fulfilling the duties of City Engineer and Surveyor described in the City Charter when he later was promoted to be the Director. (The relevant City Charter sections listing these duties are attached.)

Norm is highly qualified for this appointment. In his current Assistant Director role, he has worked very closely with Steve, advising and consulting with him on City Engineering and Surveying decisions. Norm also has extensive experience with and understanding of the City's infrastructure. Since graduating from the University of Vermont with a B.S. in Civil Engineering in 1990, Norm has spent his entire career in Burlington's DPW in a variety of roles demonstrating outstanding commitment to the City. (Norm's resume is attached.)

This appointment will give the department and the City important continuity during a time of transition at the Director level.

If confirmed, Norm will assume the City Engineer and Surveyor responsibilities when Steve's retirement becomes effective on August 26, 2013, and he will perform them while continuing to serve as DPW's Assistant Director of Public Works -Technical Services.

The Mayor's Office has worked closely with Norm throughout my time in office on the restoration of the Bike Path, Waterfront Access North, the Champlain Parkway, and other

important projects. I have great personal confidence that Norm will succeed in this new role. In addition, I have consulted on this decision with both Steve and incoming DPW Director Chapin Spencer, as well as with Public Works Commission Chair Nathan Lavery. All three are highly supportive of Norm's appointment as City Engineer and Surveyor.

Therefore, I am requesting that the Council take two formal actions with respect to this appointment:

- 1) Confirm Norman J. Baldwin, P.E. as City Engineer and Surveyor; and
- 2) Reclassify the Assistant Director of Public Works -Technical Services position to acknowledge the additional responsibilities Norm will be handling.

The reclassification will include a \$4,429 annualized salary increase for the position, which will be covered by the \$7,611 savings realized by the new DPW Director being placed at step one of the salary range (\$88,845) while the outgoing Director was at step six (\$96,456), resulting in a net savings of \$3,182.

In the event the duties of City Engineer and Surveyor subsequently are assigned to another position(s) within DPW, the Assistant Director of Public Works -Technical Services position will be returned to its current classification. Additional information on the reclassification can be found in the attached materials from Human Resources.

Thank you for your consideration of Norm Baldwin as Burlington's next City Engineer and Surveyor.

**Burlington, Vermont, Code of Ordinances**  
**Part I – Charter and Related Laws**  
**Subpart A – Charter**  
**Title V – Officers**

**ARTICLE 38. - OFFICERS APPOINTED BY MAYOR**

§ 122. - Enumerated.

(a) On the first Monday in June 1998, the mayor shall appoint a city assessor and a director of the human resources department for a one-year term commencing July 1, 1998. Commencing on the first Monday in June 1999, and biannually thereafter, the mayor shall appoint such city assessor and human resources director for a term of two years commencing on the first day of July following the appointment, and until their successors have been appointed and qualified. The mayor shall appoint on the first Monday of June, 1998 and annually thereafter, and whenever a vacancy occurs, a chief administrative officer, a city attorney and one or more assistant city attorneys, a city constable and a second, third and fourth constable, a city engineer and surveyor, a city grand juror and assistant city grand juror, a harbor master, a poundkeeper or a firm or corporation to provide the services of such, a director of the community and economic development office, a director of Burlington city arts and civil defense director. All of the above-referenced appointments shall require the approval of a majority of the city council. Additionally, commencing on the first Monday in June 2002, and whenever a vacancy occurs, the mayor shall appoint a director of aviation, a cemetery superintendent, an executive director of the Church Street marketplace district, a general manager/superintendent of the electric department, a chief engineer of the fire department, a librarian(s) of the Fletcher Free Library, a superintendent of the parks and recreation department, a police chief and a superintendent/director of the public works department. The first two appointments of an individual to serve in any such position shall be for one-year terms. After an individual has served in a position for two successive years, the mayor may thereafter appoint such person to serve terms of not more than three years, except that in no case shall an appointment be valid for more than fifteen months following the election of a new mayor. In all cases, such appointments shall continue until their successors have been appointed and qualified. The mayor shall also have the authority to appoint the superintendent/director of any city department which may hereafter be created by the city council. (Emphasis added.)

(b) The appointments described in subsection (a) of this section shall require the approval of a majority of the whole number of the city council. In cases where the mayor appoints an individual for a term longer than one year, the city council must also approve the duration of such term.

**ARTICLE 55. - CITY ENGINEER AND SURVEYOR**

§ 153. - Duties.

The city engineer and surveyor shall be assigned to the public works department. He or she shall make all public surveys of the streets and public grounds of said city, and shall perform such other services as may be required by the director of public works.

### ARTICLE III. CITY ENGINEER\*

#### Sec. 2-35Duties.

The city engineer shall:

- (a) Perform all the engineering services for the city that are required to be performed by him in the city charter;
- (b) Advise the city council on questions relating to all public works or improvements;
- (c) Have charge of all the public works of the city in all the various departments;
- (d) Prepare all necessary plans, specifications, estimates and contracts for any proposed construction, extension or improvement of streets or sewers;
- (e) Be responsible for the execution of work in accordance with the plans, specifications and contracts prepared by him;
- (f) Have charge of all surveys relating to the laying out, widening, extending and grading of the streets, sidewalks, curbs, gutters, sewers and drains of the city;
- (g) Prepare and preserve in his office all books, plats, plans, surveys, specifications, notes, memoranda, estimates and other papers and files required for the use or business of his department; and on the expiration of his term of office deliver the same to his successor;

\*Charter references—Authority to appoint, § 122; term of office, § 127; filling vacancy in office, § 130.

Cross references—Buildings and construction, Ch. 8; city engineer to approve plans for construction of illuminated signs, § 8-91; streets and sidewalks, Ch. 27; subdivisions, Ch. 28.

- (h) Make a thorough examination of all the bridges in the city at least twice each year, and more often if he deems it necessary, and report the condition of the same to the street commissioners and board of aldermen, and also include his findings in his annual report;
- (i) Make a thorough inspection of the reservoirs and pumping plant of the city water department once every three (3) months, and more often if directed by the water commissioners or the board of aldermen, and make a report of the condition of the same to the board of aldermen; and
- (j) Perform such other duties as the board of aldermen may direct.

(Rev. Ords. 1962, §§ 371, 373)

Charter reference—Duties generally, § 153.

#### Sec. 2-36. Compensation.

The city engineer shall receive a salary, without fees, for all work done by himself for the city.  
(Rev. Ords. 1962, § 374)

#### Sec. 2-37. Account of expenses to be kept; bills for work.

The city engineer shall keep an account of the expense of his office, including all labor and supplies, and shall render a bill monthly for all work done and all labor and materials furnished for each department.  
(Rev. Ords. 1962, § 374)

#### Sec. 2-38. Maps of pipes, conduits and other construction.

Before any public or private water pipe, gas pipe, sewer pipe, conduit or other construction is permitted to be placed in any street, lane or alley of the city, the city engineer shall designate a proper location and shall plot the same on a map to be kept in his office. Each pipe, conduit or other construction shall be placed according to the plot and as directed by the city engineer.  
(Rev. Ords. 1962, § 375)

Cross references—Gas, Ch. 15; sewers and sewage disposal, Ch. 26; water, Ch. 31.

#### Sec. 2-39. Map of pipes and other construction below surface of street to be made before paving.

Before paving or macadamizing any street, lane, alley or public way, the city engineer shall make an accurate survey of said street, lane, alley or public way and shall plot on a map the location of all sewer pipes, gas pipes, public or private water pipes, conduits, culverts or any other construction below the surface of the street.  
(Rev. Ords. 1962, § 376)

Cross reference—Streets and sidewalks, Ch. 27.

#### Sec. 2-40. Supervision of curbing and guttering.

All curbing and guttering ordered by the board of aldermen shall be placed by the superintendent of streets under the direction of the city engineer.  
(Rev. Ords. 1962, § 376)

Cross reference—Sidewalks, curbs and gutters to conform to specifications, § 27-14.

#### Sec. 2-41. Record of grades of streets, ways and sewers.

The city engineer shall establish and put on record the grades of all streets, lanes, alleys, public ways and sewers hereafter laid out, accepted or constructed by the city, before said streets, lanes, alleys, public ways or sewers are opened for public use. No pavement shall be placed on any street, lane, alley or public way which has heretofore been accepted or laid out, until the grade of said street, lane, alley or public way has first been established by the city engineer and placed on record.  
(Rev. Ords. 1962, § 377)

Cross references—Public records generally, § 2-18 et seq.; books containing surveys, maps or grades adopted as public records, § 27-12; street grades not to be changed without notice, § 27-13.

#### Sec. 2-42. Giving street or sewer line or grade to resident upon request.

The city engineer shall, upon request of any resident of the city, give the street line or grade, or both, or the sewer line or grade, or both, for use in

setting any building or making any private improvements, or for constructing any curbing or sidewalk not ordered by the city.  
(Rev. Ords. 1962, § 378)

28 Meadowbrook Lane  
Saint Albans, Vermont 05478

P 802.524.4039  
nbaldwinvt@yahoo.com

## Norman Joseph Baldwin, P.E.

**Objective** To serve in a technical leadership role in support of Municipal Capital Projects and Programs that will ultimately provide the greatest benefit to the community I serve.

- Experience**
- July 2000–Present      Burlington Public Works Department   Burlington, VT  
**Assistant Director of Public Work-Technical Services**
- Responsible for providing leadership to Engineering and Planning Personnel serving as Municipal Project Managers seeking to advance City Capital Projects and Programs.
  - Responsible for providing leadership to the City's Trades Inspection Program that is responsible for the plan review, permitting and inspection of construction projects.
- Feb 1991–July 2000      Burlington Public Works Department   Burlington, VT  
**Traffic Division Head**
- Responsible for providing leadership and oversight to Municipal Attended Parking Facilities. A system that included facilities located in the downtown and the airport.
  - Responsible for providing leadership in managing the city's municipal traffic operations that included traffic signalization, traffic control and parking sign systems, and pavement markings.
  - Responsible for providing leadership in managing the city's municipal fire alarm systems.
  - Responsible for providing leadership in managing the city's crossing guard program.
- Nov 1990–Feb 1991      Burlington Public Works Department   Burlington, VT  
**Traffic Field Engineer**
- Worked in the field to develop or redevelop Traffic Signalized Intersections.
  - Worked in the field to respond and repair traffic signal trouble calls.
  - Prepared bid documents, procured and managed traffic capital improvement projects.
  - Annual development of the Traffic Budget that included the operational budget and a 5 year capital improvement plan for the city's traffic signal system, structured parking facilities, and surface parking lots.

<b>Educ. &amp; Licensure</b>	Fall 1985–Spring 1990	University of Vermont	Burlington, VT
	B.S., Civil Engineering		
	February 7, 2002	State of Vermont	
	Professional Civil Engineer, License #018.007986		
	Fall 2006–Spring 2011	Champlain College	Burlington, VT
	Certificate in Software Development		
<b>Interests</b>	Skiing, Golf, Travel and time spent with family and friends		





## HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Suite 100, Burlington, VT 0540 Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

**To: Board of Finance**  
**From: Susan Leonard, Human Resources Director**  
**Stephanie Reid, Human Resources Generalist**  
**Date: August 5, 2013**  
**Re: Reclassification: Assistant Director Public Works, Technical Services - Department of Public Works**

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We respectfully request and recommend the reclassification of the Assistant Director of Public Works, Technical Services as per the attached memo from Mayor Weinberger, in which the Mayor set forth his intent to add the City Engineer and Surveyor responsibilities to the Assistant Director of Public Works, Technical Services position.

The specific additions to the qualifications/basic job requirements for the position include, being a registered engineer with the State of Vermont, having experience as a Director, Deputy Director or a City Engineer of a Public Works Department and serving as the City Engineer and Surveyor. Previous and updated job descriptions and before and after org charts are attached.

The modified Willis Compensation System analysis of the Assistant Director Public Works, Technical Services position resulted in the position being reclassified from a grade 23 to a grade 25. Consistent with Section 5.4 Paragraph (c.) of the Personnel Policy Manual, the incumbent who is currently at step 15 of grade 23 (\$78,732), shall be placed at the step in the new pay range reflective of a minimum 5% increase in pay. In this case, step 13 of grade 25. The corresponding salary of \$83,161 represents a \$4,429 increase in annual compensation. Per the Mayor's attached memo, this increase will be covered by the \$7,611 salary savings realized by the new DPW Director being placed at step one of the salary range (\$88,845) while the outgoing DPW Director was at step six of the salary range (\$96,456) with a net savings of \$3,182.

Pending City Council approval and signature of the Mayor on the resolution, the reclassification shall be effective upon the date of hire of the new DPW Director which is anticipated to be August 26, 2013.

Thank you for your consideration.

## City of Burlington Job Description

**Position Title:** Assistant Director Public Works-Technical Services

**Department:** Public Works

**Reports to:** Director of Public Works

**Pay Grade:** 23

**Job Code:** 1092

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

**General Purpose:**

This position is responsible for the management, oversight, and general leadership of the Technical Services Group. In addition, this position will offer guidance, direction and opportunities for staff development, empowerment and open communication among team members.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Manage and oversee Technical Services Workgroup, including but not limited to
  - Trades Inspection program,
  - Major Capital Projects,
  - Traffic Enhancement Program,
  - Street and Sidewalk Capital Program,
  - Excavation Inspection Program,
  - Policy and Programmatic Development for Solid Waste and Recycling issues.
  - Transportation Planning and Policy Development
  - Special Projects
- Develop, manage and oversee Technical Services operating and capital budgets.
- Provide mission and vision leadership for Technical Services.
- Develop and maintain managerial performance reporting systems that assist in benchmarking workgroup function and performance.
- Offer guidance and "coaching" to subordinate positions to promote team philosophy and principles.
- Ability to prioritize workflow, meet established deadlines and work under pressure.
- Ensure employee development and cross training opportunities are present and being utilized efficiently and effectively.
- Carry out employee performance evaluations; provide mediation for employee issues as required, offer opportunities for employee feedback on an on-going basis.
- Performs Technical skilled work developing, planning, organizing, and supervising city's traffic system, including the design and construction of roadways, signal systems, signing and striping, neighborhood mitigation and traffic operations.
- Under the general direction of the Public Works Director, performs and oversees professional field and office civil, and transportation engineering work related to the planning, design, construction and maintenance of city projects and programs.
- Serve as the Departments Safety Officer

- ☐ Promote and encourage safe work practices within the department in accordance with Federal, State, and local regulations.
  - ☐ Recommend, organize, develop, and provide safety training for department personnel.
- Serve as the Public Works Directors representative in carrying out, and administering the requirements established within the city's vacant building ordinance.
- Serve as the City Engineers representative in administering the requirements associated with any blasting activities within the city.
- Serve as the Departments representative at various public meetings and hearings to present, discuss, facilitate, and solicit the opinion of the public and its elected officials.
- Respond and address the public in a timely professional manner

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor's of Science Degree in Civil or Environmental Engineering required.
- Minimum 3 years experience in a management/supervisory capacity required.
- Minimum 5 years experience in municipal engineering required.
- Minimum 2 years experience in traffic engineering required
- Strong professional communication skills both oral and written required.
- Proficient in utilizing traffic modeling software required
- Proficient in utilizing GIS software required
- Proficient in utilizing Computer Aided Design Software
- Proficient in utilizing word processing and spreadsheet software required.
- Experience or background in construction preferred.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to oversee and implement long term maintenance programs in a cost effective and efficient manner.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	50 pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	climbing	50 pounds
<input checked="" type="checkbox"/> clear speech	<input checked="" type="checkbox"/> ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		

Page 3 of 3

<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

**Supervision:**

Directly Supervises: 11 Indirectly Supervises:       

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 12/5/05

## City of Burlington Job Description

**Position Title:** Assistant Director Public Works-Technical Services

**Department:** Public Works

**Reports to:** Director of Public Works

**Pay Grade:** 25

**Job Code:** 1092

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

**General Purpose:**

This position is responsible for the management, oversight, and general leadership of the Technical Services Group. In addition, this position will offer guidance, direction and opportunities for staff development, empowerment and open communication among team members.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Manage and oversee Technical Services Workgroup, including but not limited to:
  - Trades Inspection program,
  - Major Capital Projects,
  - Traffic Enhancement Program,
  - Street and Sidewalk Capital Program,
  - Excavation Inspection Program,
  - Policy and Programmatic Development for Solid Waste and Recycling Issues,
  - Transportation Planning and Policy Development,
  - Special Projects
- Develop, manage and oversee Technical Services operating and capital budgets.
- Provide mission and vision leadership for Technical Services.
- Develop and maintain managerial performance reporting systems that assist in benchmarking workgroup function and performance.
- Offer guidance and "coaching" to subordinate positions to promote team philosophy and principles.
- Prioritize workflow, meet established deadlines and work under pressure.
- Ensure employee development and cross training opportunities are present and being utilized efficiently and effectively.
- Carry out employee performance evaluations; provide mediation for employee issues as required, offer opportunities for employee feedback on an on-going basis.
- Perform Technical skilled work developing, planning, organizing, and supervising City's traffic system, including the design and construction of roadways, signal systems, signing and striping, neighborhood mitigation and traffic operations.
- Under the general direction of the Public Works Director, perform and oversee professional field and office civil, and transportation engineering work related to the planning, design, construction and maintenance of City projects and programs.

- Serve as the Departments Safety Officer
  - Promote and encourage safe work practices within the department in accordance with Federal, State, and local regulations.
  - Recommend, organize, develop, and provide safety training for department personnel.
- Serve as the Public Works Director's representative in carrying out, and administering the requirements established within the City's vacant building ordinance.
- Serve as the City Engineer and Surveyor, with duties including but not limited to:
  - Perform all the engineering services for the City that are required to be performed as described in the City Charter,
  - Have charge of all the public works of the City in all the various City departments,
  - Oversee the preparation and execution of all plans, specifications, and contracts needed to successfully complete public investment in City capital projects,
  - Responsible for all surveys relating to the layout, widening, extending and grading of streets, sidewalks, curbs, gutters, sewers and drains of the City,
  - Act as the technical spokesperson for the department in various capacities, including preparation and presentation of expert testimony on behalf of the City in litigation,
  - Serve as the first step in the appeal process for actions/decisions/orders issued by the City's Electrical Inspector,
  - Review subdivision submission for conformity to the City's engineering design standards
- Serve as the Department's representative at various public meetings and hearings to present, discuss, facilitate, and solicit the opinion of the public and its elected officials.
- Respond and address the public in a timely professional manner.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor's of Science Degree in Civil or Environmental Engineering required.
- Licensed Professional Engineer in the State of Vermont required.
- Minimum 3 years of experience in a management/supervisory capacity required.
- Minimum 5 years of experience in municipal engineering required.
- Minimum 2 years of experience in traffic engineering required.
- Strong professional oral and written communication skills required.
- Proficient in utilizing traffic modeling software required.
- Proficient in utilizing Geographic Information System (GIS) software required.
- Proficient in utilizing Computer Aided Design (CAD) software required.
- Proficient in utilizing word processing and spreadsheet software required.
- Experience or background in construction preferred.
- Ability to create and maintain an environment that embraces the 6 operating principles: Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to oversee and implement long term maintenance programs in a cost effective and efficient manner.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	<input type="checkbox"/> 50 pounds
<input type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> carrying (specify)
<input type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	<input type="checkbox"/> 50 pounds
<input type="checkbox"/> touching	<input type="checkbox"/> pushing/pulling	<input type="checkbox"/> driving (local/over the road)
<input type="checkbox"/> dexterity		
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input type="checkbox"/> analysis/comprehension
<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input type="checkbox"/> clerical	making
<input type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
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<input type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
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**Supervision:**

Directly Supervises: 11 Indirectly Supervises:           

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

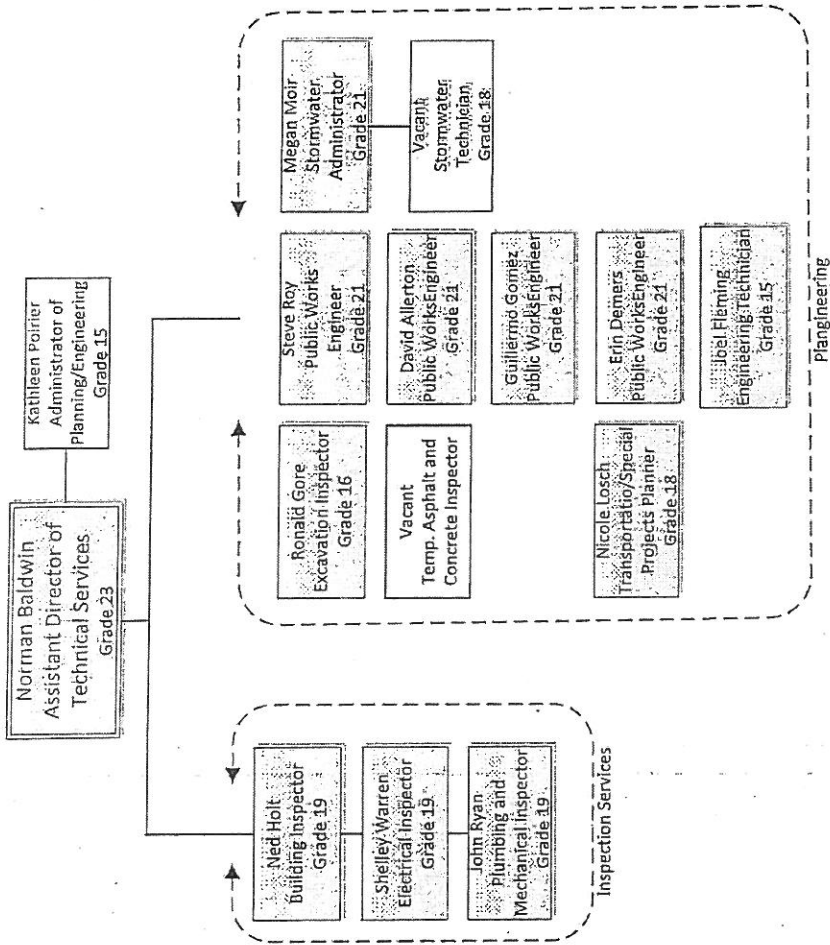
Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised July 2013)



Department of Public Works  
Division of Technical Services  
City of Burlington  
July 2013





Department of Public Works  
Division of Technical Services  
City of Burlington  
Proposed August 2013

