

# Town of Westport, Indiana

Job Description: Assistant Town Coordinators

## General

1. Perform duties as determined by the Westport Town Council.
2. Ensure accomplishment of all directives issued by the Town Council member designated as supervisor by the Town Council.
3. Rotate responsibilities with Water/Sewer to always have at least one representative present at all Town Board meetings.
4. Supervise and evaluate the performance of any assigned subordinate personnel.
5. Provide assistance to all other Town Departments when and how it is needed.
6. Serve as the Town's primary advocate for maintaining Town appearance in all areas for which the town is responsible. Broadly, keep the Town looking neat and well kept so that visitors will know we all have pride in our Town.
7. Tour every street in Town once each week to identify things that need correction or repair.

## Cemetery Support

1. Open all graves.
2. Close all graves. Standby, or otherwise be available, for approximately two hours beforehand to pump water from graves or assist in any other way necessary to minimize the trauma already being experienced during the funeral process.
3. Pick up and haul left over dirt from the grave site.
4. Fill in, seed, and straw all graves.
5. Keep flowers that are scattered across the cemetery or stuck in the ground picked up and removed to a disposal site. Maintain cemetery regulations with regard to other decorations.
6. Keep trees trimmed. Remove trimmings to a disposal site.
7. Remove broken limbs or dead trees to a disposal site.
8. Judiciously fill low places and install tile to ensure proper drainage of the cemetery to prevent water puddling around grave sites.

9. Ensure the flag is in presentable condition at all times. Replace the flag as needed. Replace the lanyard when needed.
10. Ensure the flag is always illuminated during the hours of darkness between sunset and sunrise.
11. Remove snow from all cemetery roads as needed to keep them clear and safe.

### Street Department

1. Ensure that all traffic control signs are continually in place and are legible. This includes at a minimum stop signs, speed limit signs, bridge signs, warning signs and danger signs. They shall be replaced the next workday, at latest, after any are determined to be missing, damaged or defaced. Maintenance of these safety items is paramount.
2. Ensure that all street intersections are properly marked with signs correctly naming the intersecting streets. Straighten or replace bent or damaged signs. Replace missing signs or sign posts.
3. Maintain signs of an informational or directive nature so that they are legible and functional.
4. Repair potholes in street pavement, and areas where pavement was removed for water or sewer repair or installation, in as quick and timely a way as possible.
5. Grade or level alleys to prevent potholes. Haul stone for alleys when residents purchase stone and request hauling assistance. Grade or level the new stone.
6. Annually identify the streets that need repaved, or the surface needs removed and repaved. Coordinate contract activities for repaving these streets with the Town Council in an early and timely fashion.
7. Annually evaluate whether the Town curbs and parking spaces require repainting. Coordinate contract activities for this repainting with the Town Council.
8. Trim trees in streets and alleys that interfere with traffic in the street or alley below. Only overhang that interferes with traffic should be trimmed off. Before trimming the tree, the property owner should be given a week to decide whether to trim the entire tree at the owner's expense instead.
9. Keep the grass mowed on all pieces of Town property, except those assigned to the Water and Sewer Department, as often as is needed to keep the grass looking well groomed. With each mowing, trim around all obstructions, buildings or trees. Avoid brown strips from use of weed and grass killer in these areas. When finished mowing, blow all loose grass from sidewalks or streets in or adjacent to the areas mowed. Town property grass mowing includes the area surrounding the trash disposal and recyclables collection area.

10. Keep the grass and weeds trimmed on and around all the bridges in Town and along the banks of each creek flowing along Town property. This trimming should be performed as often as the grass mowing.
11. Inspect every storm drain opening or grate during each weekly tour of Town streets. Remove any debris that may hinder storm water flow or that may clog, or partially clog, the storm sewer piping if not removed. Clean out clogged storm sewers that prevent storm water runoff during heavy weather events. Be especially vigilant for leaves in the fall of the year, that they don't clog the openings or the storm sewer.
12. During snow events, keep the Town streets clear and as safe as possible, day and night, by plowing the snow and salting the most hazardous street intersections or other areas. Plowed snow should be piled to create the least interference with normal traffic flow, visibility and parking. If snow must be piled in interfering locations to clear the streets expeditiously, it should be relocated as early as possible. Snow removal on the road to the trash disposal and recyclables collection area is included.
13. Begin the winter season with adequate salt stocks for all the snow events anticipated throughout the entire winter.
14. Perform routine maintenance activities to keep the Town Hall, the barn and the shed in good appearance and repair. This includes painting, repainting, gutter cleaning and minor repairs to keep these buildings functional and attractive.
15. Maintain all equipment and tools and keep them clean. This includes regular washing, and at least annual waxing, of the Town's dump truck, work trucks, backhoe and lawn mowers.
16. Keep the barn and shed clean and orderly.
17. Remove dead animals from Town streets and property and properly dispose of them.
18. Take bagged trash from Town trash receptacles to the dump as needed.

### Water and Sewer Department Support

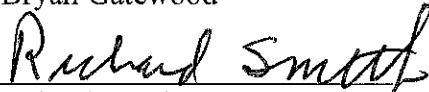
1. Read the water meters in two of the Town water meter books each month and record the readings. Read meters for one different book each month, so that experience and familiarity with each customer and each meter in Town can be gained.
2. Do water meter re-reads as necessary from the meter books used that particular month.
3. Perform water shut off's and turn on's as directed by the Town Clerk-Treasurer.
4. Make all water taps into the Town water mains for new customers. Run the water to the property and install a new water meter.

5. Repair any water leaks that are Town responsibility and coordinate as necessary with water customers, or their repair person, when customers experience a water leak on their property.
6. Work alongside Water and Sewer Department personnel to repair water main leaks or damage, to restore water service as expeditiously as possible.
7. Dig out old water meters and replace them with new ones as needed to repair leakage or to upgrade the installed meter.
8. Maintain the Town's stock of water and sewer system parts for repair of old system components or new system installations.
9. Keep Town stone, sand and lime storage bins filled.

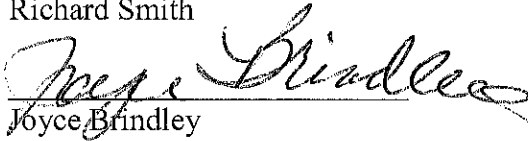
Approved by the Town Council on August 13, 2018



Bryan Gatewood



Richard Smith



Joyce Brindley

