

City of Marlborough Public Meeting Posting

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting Name: City Council Finance Committee
Date: September 19, 2022
Time: 7:00 PM
Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

2022 SEP 13 PM 4:30

This meeting will be held in the City Council Chamber. Public attendance is permitted. The meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city's website, home page (www.marlborough-ma.gov).

8-22-22 – Order No.22-1008662A: Communication from Mayor Vigeant with Proposed Salary Ordinance, Chapter 125, Personnel, §6 to increase the salary for the Head Electrician to a maximum of \$81,283.77 consistent with the HVAC Technician's salary, both being members of the MMEA.

8-22-22 – Order No.22-1008662B: Communication from Mayor Vigeant with Proposed Job description for the Head Electrician in the Marlborough Municipal Employees Association in accordance with City Code Chapter 125, Personnel, §5 Preparation of Classification Descriptions.

9-12-22 – Order No.22-1008678: Communication from Mayor Vigeant with Proposed Salary Ordinance, Chapter 125, Personnel, §6 to create a new position entitled, Substance Use Prevention Coordinator and Intervention Specialist, within the Health Department, with 7-step salary table, minimum of \$58,000.00 to maximum of \$65,317.42, for a 35-hour work week, together with the required Job Description in accordance with the City Code Chapter 125, Personnel, §5 Preparation of Classification Descriptions.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.



IN CITY COUNCIL

Marlborough, Mass., AUGUST 22, 2022

ORDERED:

That the Proposed Amendment to the City Code, Chapter 125 §6 "Salary Schedule" to amend the salary for the Head Electrician as submitted by the Mayor, be and is herewith referred to **FINANCE COMMITTEE** and **ORDERED ADVERTISED**.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

- I. By adding to the salary schedule referenced in Section 125-6, the following:

HEAD ELECTRICIAN (40 hours per week)

| STEP/LEVEL | HOURLY RATE | DAILY RATE | PERIOD SALARY | ANNUAL SALARY |
|------------|-------------|------------|---------------|---------------|
| 00 | \$0 | \$0 | \$0 | \$0 |
| 01 | \$0 | \$0 | \$0 | \$0 |
| 02 | \$0 | \$0 | \$0 | \$0 |
| 03 | \$0 | \$0 | \$0 | \$0 |
| 04 | \$0 | \$0 | \$0 | \$0 |
| 05 | \$0 | \$0 | \$0 | \$0 |
| 06 | \$0 | \$0 | \$0 | \$0 |
| 07 | \$39.0788 | \$312.6299 | \$3,126.30 | \$81,283.77 |

- II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

ADOPTED

ORDER NO. 22-1008662A



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2022 AUG 18 AM 11:10

9

City of Marlborough
Office of the Mayor

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

Jailyn Bratica
TEMPORARY
ADMINISTRATIVE ASSISTANT

August 18, 2022

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

F/c
Adv

RE: Proposed amendment to salary ordinance and job description

Honorable President Ossing and Councilors,

Please find enclosed for your review an order recommending a change to the City's salary ordinance, Ch. 125 to increase the compensation for the City's Head Electrician and an updated job description.

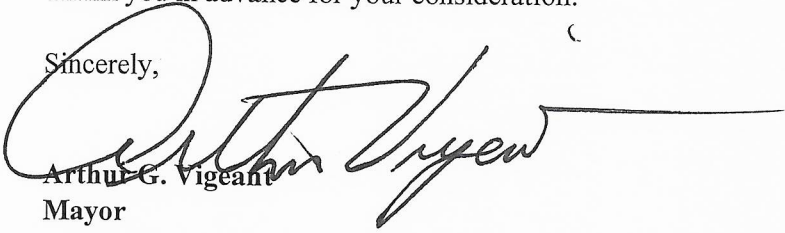
I am proposing to increase it to \$81,283.77 to be consistent with other communities and the City's Head HVAC Technician's salary. These two positions are part of the Marlborough Municipal Employee Association (clerical, custodial and technical employees). Due to the technical attributes of each position, they work hand in hand together, and are crucial to maintaining the City's infrastructure.

In today's market, comparing costs from other communities and costing out electrical services, it's in the City's best interest to maintain the Head Electrician in house.

Due to the difficulty in filling open positions, there is no need of a transfer to fund this increase, and Commissioner Divoll will be available at a future meeting to address any questions.

Thank you in advance for your consideration.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6 the following:

Position: Head Electrician (40 hours per week)

| STEP/LEVEL | HOURLY RATE | DAILY RATE | PERIOD SALARY | ANNUAL SALARY |
|------------|-------------|------------|---------------|---------------|
| 00 | 0 | 0 | 0 | 0 |
| 01 | 0 | 0 | 0 | 0 |
| 02 | 0 | 0 | 0 | 0 |
| 03 | 0 | 0 | 0 | 0 |
| 04 | 0 | 0 | 0 | 0 |
| 05 | 0 | 0 | 0 | 0 |
| 06 | 0 | 0 | 0 | 0 |
| 07 | \$39.0788 | \$312.6299 | \$3,126.30 | \$81,283.77 |

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

ADOPTED
In City Council
Order No. 22-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH



SALARY TABLES

EFF. DATE 07/01/2022
GROUP/BU CMUN MUNICIPAL
GRADE/RANK HHVC
DESCRIPTION HEAD HVAC TECH
PAY BASIS A ANNUAL
FREQUENCY B BIWEEKLY
CALC PERIODS 11
HRS/ PERIOD 80.00
HRS/ DAY 8.00
DAYS/ PERIOD 10.00
DAYS/ YEAR 260.00
USE PCT N
 Change was made by 2.00000%
 No dollar amount used.

| STEP/LEVEL | PERCENT | HOURLY RATE | DAILY RATE | FREQUENCY | PERIOD SALARY | ANNUAL SALARY |
|------------|---------|-------------|------------|-----------|---------------|---------------|
| 00 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 01 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 02 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 03 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 04 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 05 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 06 | 0.0000 | 0.0000 | 0.0000 | | 0.00 | 0.00 |
| 07 | 0.0000 | 39.0788 | 312.6299 | | 3,126.30 | 81,283.77 |

** END OF REPORT - Generated by Mary Ward **

CITY OF MARLBOROUGH



SALARY TABLES

| EFF. DATE | GROUP/BU | GRADE/ RANK | DESCRIPTION | PAY BASIS | FREQUENCY | CALC PERIODS | HRS/ DAY | HRS/ PERIOD | DAYS/ PERIOD | HRS/ YEAR | DAYS/ YEAR | USE PCT |
|-----------------------------|----------------|----------------|-----------------|---------------|---------------|--------------|-------------|----------------|-----------------|--------------|---------------|------------|
| 07/01/2022 | CMUN MUNICIPAL | HDEL | HEAD ELECTRICIA | A ANNUAL | B BIWEEKLY | 11 | 26.0000 | 8.00 | 10.00 | 2080.00 | 260.00 | N |
| Change was made by 2.00000% | | | | | | | | | | | | |
| No dollar amount used. | | | | | | | | | | | | |
| STEP/LEVEL | PERCENT | HOURLY RATE | DAILY RATE | PERIOD SALARY | ANNUAL SALARY | | | | | | | |
| 00 | 0.0000 | 0.0000 | 0.0000 | 0.00 | 0.00 | | | | | | | |
| 01 | 0.0000 | 0.0000 | 0.0000 | 0.00 | 0.00 | | | | | | | |
| 02 | 0.0000 | 0.0000 | 0.0000 | 0.00 | 0.00 | | | | | | | |
| 03 | 0.0000 | 0.0000 | 0.0000 | 0.00 | 0.00 | | | | | | | |
| 04 | 0.0000 | 0.0000 | 0.0000 | 0.00 | 0.00 | | | | | | | |
| 05 | 0.0000 | 0.0000 | 0.0000 | 0.00 | 0.00 | | | | | | | |
| 06 | 0.0000 | 34.3450 | 274.7595 | 2,747.60 | 71,437.47 | | | | | | | |
| 07 | 0.0000 | | | | | | | | | | | |

** END OF REPORT - Generated by Mary ward **



IN CITY COUNCIL

Marlborough, Mass., AUGUST 22, 2022

ORDERED:

That the Proposed Job Description (attached) pursuant to Chapter 125 entitled "Personnel" §5 "Preparation of Classification Descriptions" of the Code, relative to the position of Head Electrician, be and is herewith referred to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 22-1008662B



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2022 AUG 18 AM 11:10

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

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Jailyn Bratica
TEMPORARY
ADMINISTRATIVE ASSISTANT

August 18, 2022

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

*F/c
Adv*

RE: Proposed amendment to salary ordinance and job description

Honorable President Ossing and Councilors,

Please find enclosed for your review an order recommending a change to the City's salary ordinance, Ch. 125 to increase the compensation for the City's Head Electrician and an updated job description.

I am proposing to increase it to \$81,283.77 to be consistent with other communities and the City's Head HVAC Technician's salary. These two positions are part of the Marlborough Municipal Employee Association (clerical, custodial and technical employees). Due to the technical attributes of each position, they work hand in hand together, and are crucial to maintaining the City's infrastructure.

In today's market, comparing costs from other communities and costing out electrical services, it's in the City's best interest to maintain the Head Electrician in house.

Due to the difficulty in filling open positions, there is no need of a transfer to fund this increase, and Commissioner Divoll will be available at a future meeting to address any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

Enclosures

ORDERED:

That the updated job description for the position of Head Electrician is hereby approved in accordance with City Ordinance Section 125-5.

ADOPTED

In City Council

Order No. 22-XXX

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:

A TRUE COPY

ATTEST:

CITY OF MARLBOROUGH
DEPARTMENT OF PUBLIC WORKS
HEAD ELECTRICIAN

PURPOSE:

This position installs, maintains, operates, repairs and/or initiates repairs on electrical building systems such as; power feed and generation systems, pumps/controls, decorative lighting, electro-mechanical controls, card access/security, fire alarm, communication equipment and their related devices and performs other related work as required

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various type 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.)

- Perform skilled electrical work at the journeyman level
- Install, test, repair and maintain electrical circuits, wiring systems, fixtures, appliances and equipment
- Manages and oversees outside electrical contractors on various projects
- Responsible for troubleshooting and repairing of all electrical issues, such as faulty electrical wiring, defective electrical equipment and machinery in city buildings, schools, wastewater treatment plants, pump stations, and recreation facilities.
- Responsible for troubleshooting and repairing of all Fire Alarms, CO Detectors, Sprinklers, and Security Alarms.
- Responsible for the oversight of all new electrical service installs in all city and school buildings.
- Oversees generator transfer power switches and monitoring systems
- Oversees inspections and testing of Elevators, Fire Alarms, sprinklers, generator load tests, etc.
- Maintains all electric car charging stations.
- Maintains UPS battery systems for emergency lighting, camera, security panels and communication devices, including installation.
- Maintains all parking and building lighting throughout the city properties.
- Assists with city camera installs, as well as Fire and Police radios and communication systems.
- Assist Head HVAC Tech with Controls, troubleshooting motors, pumps, drives, air handlers, HVAC new equipment installs, exhaust fans, generators, etc..
- Performs special projects in conjunction with the Marlborough Economic Development Corporation, the Community Food Pantry and the Marlborough Housing Authority.
- Liaison to all power emergencies and electrical upgrades with National Grid
- Oversee Assabet Teachers/ Students when we have them assist city with electrical projects.
- Advises on electrical for all city projects
- Provides coverage when Public Facilities General Foreman and Public Facilities Foremen are unavailable.
- All other duties as assigned by the General Foreman of Facilities, DPW Commissioner and the Assistant Commissioner of Facilities.
- Responds to after hour emergencies when deemed necessary by Public Facilities General Foreman, DPW Commissioner and the Assistant Commissioner of Facilities.

SUPERVISION RECEIVED:

Under the supervision of the General Foreman of Facilities and/or Facilities Foreman. The employee may also receive direction from the DPW Commissioner and Assistant Commissioner of Facilities.

SUPERVISION EXERCISED:

May supervise the activities of other employees and outside contractors in the performance of daily tasks.

JUDGEMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations.

CONFIDENTIALITY

Employee has access at the departmental level to a variety of sensitive and confidential information.

JOB ENVIRONMENT

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work requires performance of tasks in extreme heat and confined spaces. Employee may be required to work beyond normal business hours in response to emergency situations.

EDUCATION AND EXPERIENCE

A high school or vocational high school diploma or equivalent. A Massachusetts Journeyman Electrical license required with at least 5 years of experience in residential, commercial, and industrial electrical work. A valid Class D driver's license required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge: Thorough knowledge of the methods, materials, scheduling, tools, and equipment used in the operation of the electrical trade. Knowledge of the occupational hazards and safety precautions, practices, and procedures of the electrical trade, specifically as it relates to work around high voltage. Knowledge of the National Electrical Code, laws, rules, theories, and standards pertaining to construction, maintenance, and repair of electrical systems and equipment. Knowledge and understanding of pneumatic/hydraulic, electrical, security, fire alarms and electronic systems. Knowledge of computer software applications such as Microsoft and other applications tailored to specific departmental needs.

Abilities: Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department and/or division; and to interact effectively with a wide variety of people. Ability to operate manual and power hand tools, and other discipline specific equipment and machinery. Ability to work above or below ground floor level, on ladders, scaffolding, staging, bucket hoists, catwalks, etc. and within confined areas among energized high voltage lines and equipment. Ability to inspect materials and equipment for quality and safety and to estimate labor and materials required to complete assigned projects.

Ability to read and interpret blueprints, sketches, ladder diagrams, wiring diagrams, schematics, electrical drawings, and equipment manufacturer's specifications. Ability to create work orders, order parts, and maintain inventory for electrical maintenance. Ability to respond quickly and perform strenuous work under emergency and all-weather conditions.

Skills: Skilled in locating and adjusting defects in electrical systems and equipment. Skilled in the use and care of electricians' tools and equipment. Good interpersonal skills.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Duties may require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 50 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust and fumes; electrical and mechanical hazards, vibration and noise, work with machinery; may require the exercise of caution when operating heavy equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.



IN CITY COUNCIL

Marlborough, Mass., ~~SEPTEMBER 12, 2022~~

ORDERED:

That the Proposed Amendment to the City Code, Chapter 125 §6 "Salary Schedule" and a Proposed Job Description to create a new position of Substance Use Prevention Coordinator and Intervention Specialist within the Health Department as submitted by the Mayor, be and is herewith referred to the **FINANCE COMMITTEE**.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6 the following:

| Position | Step 1 Start | Step 2 6-months of service | Step 3 1-year of service | Step 4 2-years of service | Step 5 3-years of service | Step 6 4-years of service | Step 7 5-years of service |
|--|-----------------|----------------------------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Substance Use Prevention Coordinator and Intervention Specialist (35 hours per week) | \$58,000.00 | \$59,160.00 | \$60,343.20 | \$61,550.06 | \$62,781.07 | \$64,036.69 | \$65,317.42 |

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

ADOPTED

ORDER NO. 22-1008678



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2022 SEP -8 AM 11:31

City of Marlborough
Office of the Mayor

8

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

Candace McGrath
EXECUTIVE ADMINISTRATOR

September 8, 2022

Council President Michael Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

f/c

RE: Proposed new Substance Use Prevention Coordinator and Intervention Specialist position

Honorable President Ossing and Councilors:

I am submitting for your approval a request to create a new position: Substance Use Prevention Coordinator and Intervention Specialist, to work collaboratively with the School Department, Police Department, and the Marlborough Alliance for Prevention (MAP). This position will be a benefited, 35 hour per week position supervised by the Director of Public Health. The position will be located in the health department and also will be required to handle outreach in the schools and general public.

Enclosed is a job description and ordinance amendment with salary table for your review.

The funding for this position will derive from the marijuana impact fees combined with the national opioid settlement funds. The salary table was derived by researching similar size communities. A future transfer will be submitted upon City Council approval.

Thank you for your consideration and please do not hesitate to contact me with any questions.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosures



CITY OF MARLBOROUGH

BOARD OF HEALTH

140 Main Street, Lower Level
Marlborough, Massachusetts 01752
Facsimile (508) 460-3625 TDD (508) 460-3610

Jim Griffin, Chairman
Joseph Tennyson, MD, Vice Chair
Tel (508) 460-3751

September 6, 2022

Honorable Mayor Arthur Vigeant
City Hall, 140 Main Street
Marlborough, MA 01752

RE: Request for City Council to Review, Approve, and Fund the Substance Use Prevention Coordinator and Intervention Specialist Job Position

Dear Mayor Vigeant,

On behalf of the Board of Health, at your convenience please submit to the City Council for review, approval and funding of the Substance Use Prevention Coordinator and Intervention Specialist position. A draft job description is attached for your review, as well as a salary survey of currently open similar positions in the state. This position would allow for the development and coordination of a city-wide program to reduce substance abuse through prevention programs, education, interventions and counseling. This position would be primarily funded by the Opioid Settlement Funds to Municipalities (Distributor and Johnson & Johnson).

Thank you for your consideration.

Sincerely,

John R. Garside MS, RS, CHO
Director of Public Health

Attachment: job description, salary survey

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6 the following:

| Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|--|-------------|---------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| | Start | 6 months of service | 1 year of service | 2 years of service | 3 years of service | 4 years of service | 5 years of service |
| Substance Use Prevention Coordinator and Intervention Specialist (35 hours per week) | \$58,000.00 | \$59,160.00 | \$60,343.20 | \$61,550.06 | \$62,781.07 | \$64,036.69 | \$65,317.42 |

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

ADOPTED
In City Council
Order No. 22-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH

BOARD OF HEALTH

SUBSTANCE USE PREVENTION COORDINATOR AND INTERVENTION SPECIALIST

POSITION PURPOSE

The Substance Use Prevention Coordinator and Intervention Specialist will oversee and implement citywide programs to reduce substance use amongst all Marlborough populations through education, prevention programs, direct interventions and counseling as well as collaborate with and be actively involved with all Marlborough Alliance for Prevention (MAP) activities.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various type 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.)

- Coordinates a city-wide program to reduce substance abuse through education, prevention programs, direct interventions, and counseling;
- Compiles and evaluates data on youth substance risk issues including but not limited to MetroWest Adolescent Youth survey; uses data to plan and implement substance abuse prevention plans;
- Collaborates with school personnel in the implementation of alcohol, tobacco and other prevention curricula and violence prevention curricula;
- Collaborates with school administration and employees to develop and update school policies and procedures concerning tobacco, substance abuse and violence related issues for students;
- Plans and facilitates the utilization of speakers, presentations, assemblies, and other community education;
- Plans and implements workshops utilizing evidence-based data empowering youth and families to make healthy decisions and avoid substances, alcohol, tobacco, drugs;
- Engages with youth and other community members in prevention through the use of social media;
- Consults with individuals, families and groups to achieve behavioral adjustments in regards to social, school or family situations;
- Promotes substance abuse programs to families and individuals; develops and maintains relationships with other professionals, schools, institutions, and agencies in order to make the proper referrals for the intervention of drug and other family crisis scenarios;
- Provides assessments, consultations, intervention referrals and individual group and family counseling to youths, their families, and serves as a resource for school employees for substance abuse issues;
- Provides support to Marlborough's Post Overdose Response team as needed;
- Represents City of Marlborough in MassCALL grant initiative meetings;
- Engages new partners to ensure local coalitions are inclusive, culturally competent and reflect the populations they serve;
- Performs all other duties as required.

SUPERVISION RECEIVED

Under the direction of the Director of Public Health, the employee plans and prioritizes the majority of work independently, in accordance with state statutes and professional standards. The Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements

of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

ACCOUNTABILITY

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service and poor internal or external customer service.

JUDGMENT

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying federal, state and local regulations.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, youth, their families, community organizations, case workers, doctors, regional and state agencies, and human service providers, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to limited sensitive and confidential information in the performance of their duties

WORK ENVIRONMENT

The work is performed in an office environment. Noise or physical surroundings may be distracting.

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Health, behavioral science, or a related field, with at least two (2) years of experience in public health or related field required, or any equivalent combination of education and experience. Certification as an addiction counselor preferred. Experience in social work preferred. Experience with individual/family and behavioral rehabilitation counseling. Experienced in working with youth (6-18 years old). Grant fiscal management experience and experience working with community coalitions. Driver's License Required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of public health, federal, state, and local laws. Practical knowledge of the customer service best practices and general computer applications.

Abilities: Ability to communicate effectively with people, young and old, from diverse backgrounds as well as a range of other organizational personnel in a courteous and professional manner. Ability to work independently. Ability to communicate effectively in written and oral form. Ability to assess individual and public health needs and issues. Ability to establish and maintain harmonious relationships with City officials, public health officials and the general public; ability to manage multiple tasks in a detailed and timely manner. Ability to effectively handle problems in the field and during emergencies.

Skills: Skills in conducting field inspections and communicating effectively in writing and orally, including public speaking. Skills and experience in writing reports, grant applications, and related documents preferred. Intermediate or higher-level skills in Microsoft Office applications.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Administrative work is performed in an office setting requiring sitting, standing, walking. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.