

Montville Select Board Job Descriptions

The Select Board is the chief executive body of Montville's town government. The responsibilities of the Board consist of calling town meetings, proposing budgets to Town Meeting, reviewing and approving Treasurer's Warrants, establishing certain fees, hiring and overseeing town employees and appointed positions such as Road Commissioner, CEO, ACO and working with certain volunteers and committees. Select Board members should have minimal computer proficiency to maintain ongoing Board communication and availability to town residents.

Tax assessors are a separate job from Select Board. The Board of Assessors work for Maine Revenue Services and assess and commit the property tax. Traditionally in Montville the same people are elected to both boards.

The following division of responsibilities are those of the current board (2018-2019) and would not necessarily be those of another board.

1st Selectperson Responsibilities:

- Chair Select Board meetings.
- Update tax maps using GIS software - includes deed research to determine location and boundaries of parcels.
- Keep track of municipal spending to determine if the budget is being followed.
- Develop an appropriations budget for Town meeting.
- Research to determine status of discontinued roads.
- Oversee appointed Town employees.
- Act as General Assistance backup & overseer of the poor.
- Perform minor repairs to Town buildings.

2nd Selectperson Responsibilities:

- Oversee appointed Town employees.
- Oversee the staff, and operations, at the Transfer Station.
- Monitor transfer station to be certain it stays in compliance to state regulations.
- Prepare annual transfer station report.
- Compare the Town's monthly check register to Treasurer's Warrants.
- Facilitate the operation of the portable speed limit electronic sign.
- Turn the water on and off at the Town House respective to the seasons.
- Arrange for heat at the Town House for town meetings and elections.
- Arrange for snow removal duties for the entrance walkway and ramp at the town office.

- Perform minor repairs to Town buildings.

3rd Selectperson Responsibilities:

- Oversee appointed Town employees.
- Act as web master for the town website.
- Act as E-911 Addressing Officer.

Town of Montville Road Commissioner Job Description

The Road Commissioner is appointed and overseen by the Select Board. The Commissioner will be responsible for directing and coordinating the activities of the Public Works Department. Work involves the supervision of all staff involved in various activities, collaborating with the Select Board in the preparation and administration of the departmental budget, and the scheduling of departmental activities and projects. Work is performed with considerable independence, subject to review by the Board through observation, reports and results achieved.

- The Road Commissioner will be in charge of the repair of all highways and bridges within the Town under the direction of the Select Board (23 MSRA § 2701).
- The Road Commissioner must discuss work completed, work proposed, schedule, cost estimates and the budget with the Selectmen at least once a month. The Select Board will approve or disapprove all projects in excess of \$1,000.
- The Road Commissioner has the authority to employ the necessary personnel and equipment and purchase material for the repair of highways and bridges. It is expected these duties will be done through consultation of the Select Board.
- In case of sudden injury to ways or bridges, the Road Commissioner must without delay, repair them. In these emergency cases, prior approval from the Select Board is not required unless the cost exceeds \$1,000.
- The Road Commissioner will draft complete specifications for any equipment to be purchased and submit them to the Select Board for review.
- The Road Commissioner will work in conjunction with the Select Board through the budget process for determining appropriations for the coming year.

- The Road Commissioner will oversee the repair and maintenance of all municipal vehicles and equipment and is responsible for maintaining the Town Garage facility. The Road Commissioner will maintain a complete and detailed maintenance log on all Town vehicles and equipment. These logs will be submitted to the Select Board for monthly review. Only town owned vehicles and equipment will be stored or serviced in the town garage unless otherwise approved by the Select Board. The use of Town vehicles or equipment on statutory private ways (public easements) is prohibited. The use of town equipment for private purposes is prohibited.
- The Road Commissioner will document and approve all bills and specify to what project or equipment accounts these bills are charged.
- All employees of the Public Works Department, both full and part time, will maintain and sign weekly time cards for all hours worked for the Town.
- The Road Commissioner deals with citizen inquiries or complaints and attempts to resolve the issues.
- Computer access to communicate with Board and residents is highly recommended.
- Maintain road log and/or “road tracker” software to be submitted to Board on regular basis.
- Assess all roads in spring and fall. Review priority list with Board.