

## **Northport Village Corporation Village Agent job description**

### **Position Description**

This is a part time, hourly position reporting to the Village Overseers. The position is appointed by the Overseers to perform a variety of supervisory and skilled duties necessary to maintain the village infrastructure and provide selected services for the village residents.

While performing their duties, the Village Agent is under the immediate supervision of the President of the Board of Overseers.

The Village Agent's schedule is heavily weighted to the spring, summer and fall months.

Whereas the Village Agent manages contracted services for the Northport Village Corporation; they may not themselves provide any contracted services to the Village, nor may they have a financial interest in the companies that contract with the NVC.

### **Essential Duties and Responsibilities**

1. Establish and maintain effective working relationships with village associates, contractors, the public and others. Serve as a resource to Village Residents providing information, answering questions and customer service. Respond to resident's concerns as they relate to village infrastructure with the exception of Utilities. Communicate utility concerns to the Distribution Operator.
2. Overseers the maintenance of Village Infrastructure including but not limited to the Community Hall, Wharf, Floats, Village Roads, Parks and Bulletin Boards. Recommends action and projects for repairs to Village Infrastructure to ensure these assets remain functional and safe.
3. Develops and solicits RFPs for village repairs as directed by the Overseers. These repairs are completed on an ad hoc basis with Overseer approval. Supervises the approved projects and contractors.
4. Develops and solicits RFPs for village services as directed by the Overseers. Supervises the service providers to ensure they are meeting contract obligations. These include but are not limited to trash collection, mowing and snow plowing.
5. Recommends the hiring of contractors and hourly laborers to perform work for the Village. With the approval of the Overseers - hires and supervises their work.
6. Manages the launching and removal of floats.

7. Ensure the ongoing maintenance of storm drains, catch basins and culverts in conjunction with the Town of Northport.
8. Works with the Northport Road Commissioner on issues related to town roads within the Village.
9. Shares joint responsibility with the Village Utilities and Distribution Operator on Utilities construction projects.
10. Coordinates with Dig Safe prior to excavations including the marking of underground utility lines as required by Maine State Law.
11. Responds to emergency calls during the day, nights, weekends and holidays as appropriate.
12. Attends the monthly Overseers meetings.
13. Performs any other duties as assigned.

### **Qualifications**

1. Knowledge of trenching and shoring techniques, traffic control, confined spaces and lock out procedures.
2. Knowledge of proper methods, materials, tools and power equipment used in maintenance and construction.
3. Knowledge of developing RFPs for contracted services
4. Must have a valid State of Maine driver's license and a personal vehicle.
5. The ability to understand and carry out oral and written instructions.
6. The Village Agent should reside in a location no more than 45 minutes from the NVC allowing for prompt response to emergency calls. It is preferred but not required that the Distribution Operator be a resident of the NVC

### **Education and experience requirements**

A high school education or equivalent is preferred.

Any combination of training, education and experience that demonstrates an ability to perform the duties of the position is also required.

Approved March 13, 2011

### **Physical demands and working conditions**

The work is regularly active and is performed in shop or field settings. Typical positions require the Village Agent to walk, stand, lift and carry up to 40 pounds; climb stairs and ladders; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors and colors.

While performing these duties, the Village Agent occasionally works outside in inclement weather. The Village Agent is from time to time exposed to wet, hot or cold conditions. The noise level in the field is sometimes loud and in the office moderately quiet.