

**TOWN OF WINDSOR**  
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**TOWN COUNCIL WORK SESSION AGENDA**

**March 4, 2021**

**5:30 p.m.**

1. Call to order – Welcome
2. Review/discuss updated job descriptions/classifications\*
3. Review/discuss proposed salary ranges\*
4. Review/discuss proposed implementation options\*
  - a. Police Officer Years of Service in Other Organizations
  - b. Law Enforcement Retirement Supplement (LEOs)
  - c. Alternative Implementation Options (i.e. Multi-Step and/or Merit-based)
5. Discuss next steps
6. Adjournment

# Town of Windsor

## Memorandum

March 4, 2021

5:30 PM

**TO:** The Honorable Mayor and Town Council  
**FROM:** William G. Saunders, IV, Town Manager *WGSIV*  
**SUBJECT:** Classification and Pay Study Work Session

A work session to review and consider the Baker-Tilly Classification and Pay Study and its implementation options.

### Background

- Baker-Tilly conducted a Classification and Pay Study for the Town of Windsor work force, which was finalized in August 2020. Job descriptions for each position were created and updated as part of the process. These, along with feedback from up to seven (7) other locality's pay data were used to create updated pay ranges for each position currently within the town.

A work session on the study was held on November 23, 2020 where numerous elements of the study and town staff compensation were discussed. During that session, members of the Town Council requested more information on Police Officers' years of service (During and prior to their Windsor service), options that would go beyond the three outlined in the study (Potentially considering a multi-level step and/or merit-based factors), and the LEOs program with VRS Retirement System (Hazardous Duty Supplement).

### Enclosures:

Please find enclosed the following:

- A table outlining Police Officer years of service.

**Town of Windsor Police Department  
Years of Service as of February 2021**

<b>Officer</b>	<b>Prior Years Same Position Windsor, VA</b>	<b>Prior Years Same Position Other Localities</b>	<b>Total Prior Years Same Career</b>
Crocker, Daniel	0 years, 9 months	0 years, 0 months	0 years, 9 months
Geuterrez, Joseph	0 years, 7 months	3 years, 9 months	4 years, 4 months
Griffin, Clifton	5 years, 4 months	3 years, 0 months	8 years, 4 months
Jernigan, Grafton	10 years, 4 months	5 years, 0 months	15 years, 4 months
Owens, Wiliford	15 years, 2 months	12 years, 5 months	27 years, 7 months
Riddle, Rodney	5 years, 8 months	0 years, 0 months	21 years, 8 months
Rios, Matthew	1 year, 10 months	4 years, 10 months	6 years, 8 months

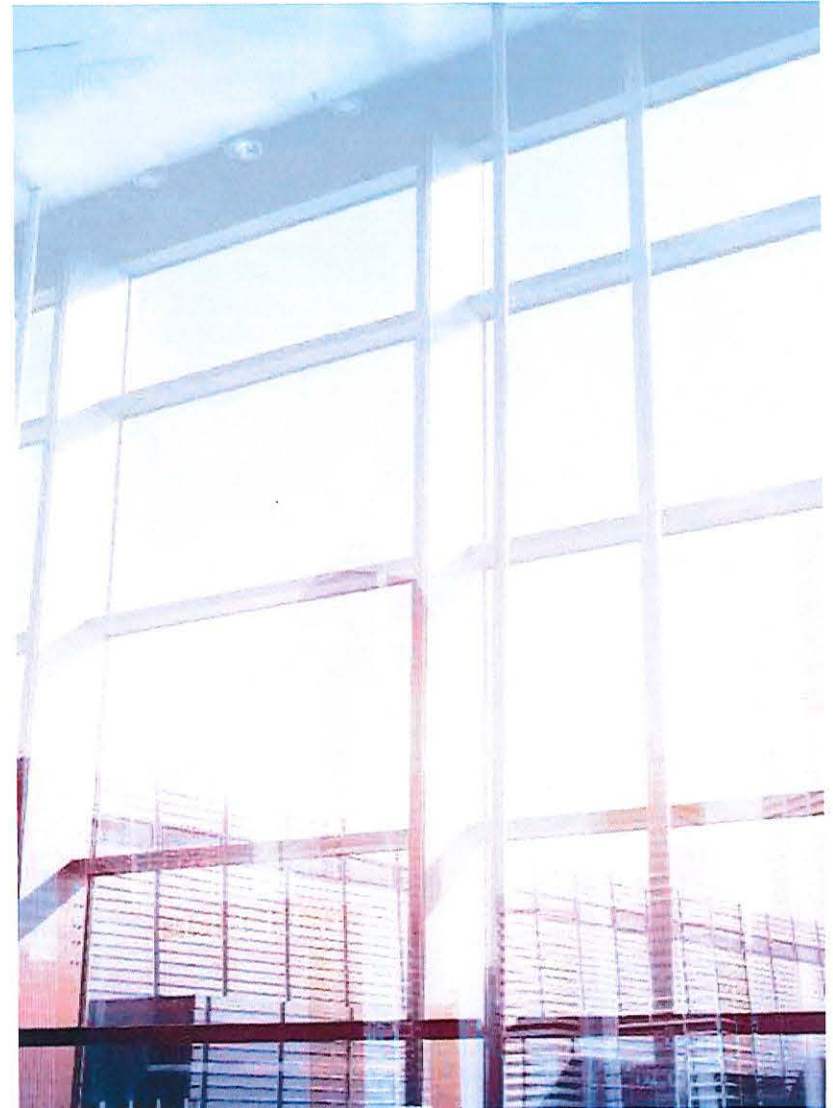


Classification & Compensation Study  
Windsor, Virginia

Steve Miner, Managing Director  
August 11, 2020



now joined with  
Springsted and Umbaugh







## Objectives

- Update Windsor's classification and compensation system
- Develop up-to-date job descriptions
- Determine your current relationship relative to the labor market
- Evaluate the internal ranking of all positions
- Develop a compensation system and strategy
- Develop implementation strategies



## Methodology


- Discussions with Interim Town Manager and Town Treasurer
- Informational meeting to discuss PAQ
- Collection of data – Position Analysis Questionnaires
- Development of job descriptions
- Evaluate positions based on job requirements using SAFE

(Cont'd, over)



## Methodology *(cont.)*

- Obtain market salary and benefits information
- Development of compensation plan (pay grades) using data from benchmark organizations
- Assign positions into pay grades using a pay line developed from a regression analysis of SAFE scores and the market
- Development of implementation options



## Market Survey - Benchmarks

- Isle of Wight County
- Smithfield
- Southampton County
- Suffolk
- West Point
- Portsmouth
- Economic Research Institute Data



## Job Evaluation

### Systematic Analysis and Factor Evaluation (SAFE®) System Job Evaluation Factors

Training and Ability	Experience Required
Level of Work	Human Relations Skills
Physical Demands	Working Conditions
Independence of Actions	Impact on End Results
Supervision Exercised	



## Pay Philosophy

- Provide fair and equitable compensation to employees
- Balance external market and internal equity
- Maintain competitive pay structure with consideration of the Town's fiscal resources
- Develop an understandable compensation program

# Proposed Pay Plan

% Between Grades:	5%
Range:	50.0%
Starting midpoint:	25,550

Pts	Grade	Salary Range		
		Min	Mid	Max
0 - 5	1	20,440.00	25,550.00	30,660.00
6 - 15	2	21,462.00	26,827.50	32,193.00
16 - 25	3	22,535.10	28,168.88	33,802.65
26 - 36	4	23,661.86	29,577.32	35,492.78
37 - 48	5	24,844.95	31,056.18	37,267.42
49 - 60	6	26,087.20	32,608.99	39,130.79
61 - 72	7	27,391.55	34,239.44	41,087.33
73 - 86	8	28,761.13	35,951.42	43,141.70
87 - 100	9	30,199.19	37,748.99	45,298.78
101 - 115	10	31,709.15	39,636.44	47,563.72
116 - 130	11	33,294.61	41,618.26	49,941.91
131 - 146	12	34,959.34	43,699.17	52,439.00
147 - 163	13	36,707.30	45,884.13	55,060.95
164 - 181	14	38,542.67	48,178.34	57,814.00
182 - 200	15	40,469.80	50,587.25	60,704.70
201 - 220	16	42,493.29	53,116.61	63,739.94
221 - 240	17	44,617.96	55,772.45	66,926.93
241 - 262	18	46,848.85	58,561.07	70,273.28
263 - 285	19	49,191.30	61,489.12	73,786.95
286 - 309	20	51,650.86	64,563.58	77,476.29
310 - 334	21	54,233.41	67,791.76	81,350.11
335 - 360	22	56,945.08	71,181.34	85,417.61
361 - 388	23	59,792.33	74,740.41	89,688.49
389 - 417	24	62,781.95	78,477.43	94,172.92
418 - 448	25	65,921.04	82,401.30	98,881.56
449 - 480	26	69,217.09	86,521.37	103,825.64
481 - 513	27	72,677.95	90,847.44	109,016.92
514 - 549	28	76,311.85	95,389.81	114,467.77
550 - 586	29	80,127.44	100,159.30	120,191.16
587 - 625	30	84,133.81	105,167.26	126,200.72
626 - 666	31	88,340.50	110,425.63	132,510.75
667 - 709	32	92,757.53	115,946.91	139,136.29
710 - 754	33	97,395.40	121,744.25	146,093.11
755 - 801	34	102,265.17	127,831.47	153,397.76
802 - 851	35	107,378.43	134,223.04	161,067.65



## Proposed Class Assignments

Department	Title	Grade	Proposed Range			Salary Survey vs Proposed					
			Min	Mid	Max	Min	% Diff	Mid	% Diff	Max	% Diff
Maintenance	Maintenance Worker	9	30,199.19	37,748.99	45,298.78	28,761.13	5.00%	36,786.56	2.62%	44,811.99	1.09%
Town Treasurer/Clerk	Assistant Clerk/Treasurer	11	33,294.61	41,618.26	49,941.91	32,445.38	2.62%	41,559.93	0.14%	50,674.49	-1.47%
Police	Police Officer	15	40,469.80	50,587.25	60,704.70	40,079.97	0.97%	51,590.71	-1.98%	63,101.45	-3.95%
Town Treasurer/Clerk	Town Clerk	15	40,469.80	50,587.25	60,704.70	37,930.26	<b>6.70%</b>	49,160.79	2.90%	60,391.33	0.52%
Police	Police Detective	17	44,617.96	55,772.45	66,926.93	45,274.49	-1.47%	57,184.74	-2.53%	69,095.00	-3.24%
Zoning	Zoning Administrator	17	44,617.96	55,772.45	66,926.93	42,188.00	<b>5.76%</b>	55,350.17	0.76%	68,512.33	-2.37%
Maintenance	Maintenance Supervisor	18	46,848.85	58,561.07	70,273.28	46,652.31	0.42%	60,707.28	-3.66%	74,762.25	<b>-6.39%</b>
Town Treasurer/Clerk	Town Treasurer	20	51,650.86	64,563.58	77,476.29	49,745.94	3.83%	65,705.82	-1.77%	81,665.71	<b>-5.41%</b>
Police	Police Lieutenant	23	59,792.33	74,740.41	89,688.49	59,146.66	1.09%	76,316.14	-2.11%	93,485.62	-4.23%
Police	Police Chief	29	80,127.44	100,159.30	120,191.16	77,929.15	2.82%	99,101.26	1.07%	120,273.36	-0.07%

## Implementation Option 1

### Option 1 - Move to Min

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 690,726.76	\$ 720,014.93	\$ 29,288.17	4.24%
Employee Below Min	3	\$ 162,282.32	\$ 191,570.49	\$ 29,288.17	18.05%
Employee Within Range	11	\$ 528,444.44	\$ 528,444.44	\$ -	
Employee Above Max	0	\$ -	\$ -	\$ -	

- Minimum needed to get all employees on appropriate grade
- Moves three positions now below recommended grade to the minimum of that recommended grade.



## Implementation Option 2

### Option 2 - Min or 2% increase

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 690,726.76	\$ 730,583.82	\$ 39,857.06	5.77%
Employee Below Min	3	\$ 162,282.32	\$ 191,570.49	\$ 29,288.17	18.05%
Employee Within Range	11	\$ 528,444.44	\$ 539,013.33	\$ 10,568.89	2.00%
Employee Above Max	0	\$ -	\$ -	\$ -	

- Same as Option 1 but, in addition, increases those whose salaries are already in-grade by 2%.

## Implementation Option 3

### Option 3 - Min + .5% per YOS


	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	14	\$ 690,726.76	\$ 746,634.92	\$ 55,908.16	8.09%
Employee Below Min	3	\$ 162,282.32	\$ 196,278.34	\$ 33,996.02	20.95%
Employee Within Range	11	\$ 528,444.44	\$ 550,356.58	\$ 21,912.14	4.15%
Employee Above Max	0	\$ -	\$ -	\$ -	

- Takes those below minimum to the minimum, and adds .5% per year of service in position
- Best for dealing with compression
- Mid-point is usually considered the expected base pay for a person who has sufficient experience to fully know their position. This scale is much more conservative than that.



## Salary at Alternate Options (based on new FY salaries)

Misc Info	Proposed						Option 1 - Move to Min	Option 2 - Min or 2% increase	Option 3 - Min + .5% per YOS
Hrs/Yr	Title	Grade	Min	Mid	Max	Range	Salary	Salary	Salary
2080	Maintenance Worker	9	30,199.19	37,748.99	45,298.78	Within	42,238.20	43,082.96	45,194.87
1560	Maintenance Worker	9	22,649.39	28,311.74	33,974.09	Within	23,400.00	23,868.00	23,517.00
1950	Assistant Clerk/Treasurer	11	31,213.64	39,017.05	46,820.46	Within	36,572.10	37,303.54	38,766.43
2080	Police Officer	15	40,469.72	50,587.15	60,704.58	Within	51,265.46	52,290.77	55,110.37
2080	Police Officer	15	40,469.76	50,587.20	60,704.64	Within	48,588.07	49,559.83	49,802.77
2080	Police Officer	15	40,469.83	50,587.29	60,704.75	Within	47,073.39	48,014.86	47,308.76
2080	Town Clerk	15	40,469.71	50,587.13	60,704.56	Within	47,725.00	48,679.50	49,395.38
2080	Police Detective	17	44,618.00	55,772.50	66,927.01	Within	46,500.00	47,430.00	46,500.00
2080	Zoning Administrator	17	44,617.96	55,772.45	66,926.93	Within	44,800.00	45,696.00	44,800.00
2080	Maintenance Supervisor	18	46,848.95	58,561.18	70,273.42	Within	56,661.00	57,794.22	61,477.19
2080	Town Treasurer	20	51,650.73	64,563.42	77,476.10	Below	51,650.73	51,650.73	53,458.51
2080	Police Lieutenant	23	59,792.39	74,740.48	89,688.58	Below	59,792.39	59,792.39	60,689.27
2080	Police Chief	29	80,127.37	100,159.22	120,191.06	Below	80,127.37	80,127.37	82,130.56



## Conclusions

1. Consider need for fair and equitable compensation to employees in a competitive and changing labor market
2. Compensation that addresses internal equity as well as external market competitiveness
3. Establish a market position that is fiscally responsible with public resources
4. Consistent maintenance and upkeep by indexing pay scale to some adopted index – COLA, etc.





Town of Windsor, VA

Survey: Health Insurance Costs

Preferred Provider Organization				
Averages	Total Responses	Total Monthly Cost	Employer Cost	Employer Cost %
EE Only	4	\$ 811.93	\$ 681.81	84%
EE Spouse	3	\$ 1,522.11	\$ 1,142.25	75%
EE Child	2	\$ 1,177.77	\$ 945.42	80%
Family	3	\$ 2,295.29	\$ 1,600.25	70%
Health Maintenance Organization				
Averages	Total Responses	Total Monthly Cost	Employer Cost	Employer Cost %
EE Only	3	\$ 650.22	\$ 606.53	93%
EE Spouse	3	\$ 1,224.90	\$ 986.04	80%
EE Child	2	\$ 853.17	\$ 663.57	78%
Family	3	\$ 1,773.94	\$ 1,378.81	78%
High Deductible Health Plan				
Averages	Total Responses	Total Monthly Cost	Employer Cost	Employer Cost %
EE Only	2	\$ 546.58	\$ 506.10	93%
EE Spouse	2	\$ 1,035.64	\$ 940.39	91%
EE Child	2	\$ 907.80	\$ 818.93	90%
Family	2	\$ 1,583.14	\$ 1,343.79	85%
Prescription Drug Plan				
Averages	Total Responses	Total Monthly Cost	Employer Cost	Employer Cost %
EE Only	2	\$ 26.56	\$ 32.51	100%
Family	1	\$ 121.99	\$ 77.25	63%
Dental Plan				
Averages	Total Responses	Total Monthly Cost	Employer Cost	Employer Cost %
EE Only	3	26.36	16.26	62%
Family	2	106.31	38.63	36%
Vision Plan				
Averages	Total Responses	Total Monthly Cost	Employer Cost	Employer Cost %
EE Only	1	\$ 7.11	\$ -	0%
Family	1	\$ 17.44	\$ -	0%

# Town of Windsor, Virginia

## Class Description

**Title:** Town Clerk

**FLSA Status:** Non-Exempt

**Department:** Administration

**Updated:** 08/24/2020

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### General Definition of Work

Performs intermediate skilled administrative support work maintaining official Town files, meeting minutes and records, administering water service accounts and tax accounts, prepares and processes water billings and preparing and maintaining other Town documents, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Attends Town Council, Planning Commission and Board of Zoning Adjustments (BZA) meetings; prepares agendas, packets, minutes, letters, memos, and flyers; maintains and updates official records and documents.

Prepares and submits applications for grants.

Prepares deeds for sale of cemetery plots.

Responds to requests for information from the public, other municipalities, and the Town Council and staff.

Provides citizen services to include receiving payments and applications from customers, answering phones, filing, and maintaining office supplies.

Administers water services to include preparing water billings including delinquent notices, work orders for the maintenance personnel, setting up new water accounts, and preparing cut-off notices

Assists the Isle of Wight County Sewer Department regarding daily readings and prepares invoices for reimbursement of the County Sewer and Hampton Roads Sanitation District (HRSD) cut-offs.

Provides Town clerical work to include processing tax abatements and adjustments, reconciling and preparing bank deposits, and removing stops when delinquent taxes are paid.

Prepares applications for road closures and reporting streetlight outages to Power Company.

Acts as a backup for payroll.

Serves as Town notary.

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### Minimum Qualifications

High School diploma or GED and moderate experience in administrative support, bookkeeping, and office operations, preferably in a municipal environment, or equivalent combination of education and experience.

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### Special Qualifications

Possession of Certified Municipal Clerk (CMC) Certification upon hire.

Valid driver's license in the Commonwealth of Virginia.



# Town of Windsor, Virginia

## Class Description

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### Job Specifications

Knowledge of the principles, methods and practices of municipal finance and accounting;

Knowledge of the principles underlying the laws, ordinances and regulations governing municipal finance;

Knowledge of order as related to public hearings;

Knowledge of the Town Charter and Town Codes;

Knowledge of modern business management and office practices;

Ability to take and transcribe minutes and correspondence with speed and accuracy;

Ability to research and prepare reports;

Ability to prepare and explain complex financial reports;

Ability to establish and maintain effective working relationships with associates, boards and commissions, citizens, department heads, executive management, government agencies, legal representatives, Town officials, utility organizations, and the general public.

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### Working Conditions

Work is sedentary and requires little to no exertion of force.

Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

# Town of Windsor, Virginia

## Class Description

**Title:** Treasurer

**FLSA Status:** Exempt

**Department:** Administration

**Updated:** 08/3/2020

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### General Definition of Work

Performs difficult administrative work managing and directing the Town's financial affairs, maintaining official records, processing payroll, planning, organizing and directing the Town's financial management, accounting, and human resources activities, supervising the Town's Clerk and Treasury staff, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Divisional supervision is exercised over divisional staff.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Oversees Town's financial and accounting functions to include grants, budgets, accounting, payroll, procurement, operating and capital budgets and overseeing department staff and financial system.

Provides budgeting and financial planning for the Town to include developing, implementing, and monitoring the Town's annual budget.

Assists in planning and implementing capital projects budgeting and accounting procedures; assists in annual updates of long-term capital improvement plan and long-range financial forecasts.

Serves as Town's Investment Officer and Procurement Officer; monitors grant activity including monitoring and accounting for grant funds.

Oversees and performs accounting functions to include accounts payable, payroll, water billing, real estate, and personal property tax billing.

Provides tax administration to include assessing and collecting taxes, fees, and charges, monitoring, and reconciling monthly sales tax payments received from the Isle of Wight County Treasurer's office, and reports sales tax collected from merchandise sales.

Coordinates the annual financial audit with external auditors; coordinates Internal Revenue Services (IRS) and payroll audits.

Evaluates financial management operations and activities in the Town department; monitors for compliance with Generally Accepted Accounting Policies (GAAP).

Coordinates Town employee benefits.

Attends monthly Town Council meetings.

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### Minimum Qualifications

High School diploma or GED and moderate experience in public finance administration with supervisory experience preferred, or equivalent combination of education and experience.

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### Special Qualifications

Possession of Certified Municipal Clerk (CMC) Certification upon hire.

Valid driver's license in the Commonwealth of Virginia.



# Town of Windsor, Virginia

## Class Description

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### **Job Specifications**

Knowledge of the principles, methods and practices of municipal finance and accounting;

Knowledge of the principals underlying the laws, ordinances and regulations governing municipal finance;

Knowledge of order as related to public hearings;

Knowledge of the Town charter and Town codes;

Knowledge of modern business management and office practices;

Ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports;

Ability to take and transcribe minutes and correspondence with speed and accuracy;

Ability to research and prepare reports;

Ability to plan and supervise the work of others;

Ability to prepare and explain financial reports;

Ability to establish and maintain effective working relationships with associates, business owners, citizens, consultants, department heads and staff, elected officials, government agencies and representatives, and the general public.

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### **Working Conditions**

Work is sedentary and requires little to no exertion of force.

Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

# Town of Windsor, Virginia

## Class Description

**Title:** Assistant Treasurer  
**Department:** Administration

**FLSA Status:** Non-Exempt  
**Updated:** 08/24/2020

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### General Definition of Work

Performs intermediate administrative support work maintaining the Town's records, processing business licenses and various local taxes, acting as the secretary for the Economic Development Authority (EDA), processing meeting minutes, assisting the Town Clerk and Town Treasurer in day-to-day operations, and related work as apparent or assigned. Work is performed under the limited supervision of the Treasurer.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Assists customers with billing questions, collects money for utility bills, taxes and incoming revenues for businesses including licenses and taxes. Issues receipts.

Assists with treasury functions to include sorting, stamping, and entering bills into computer system, administering accounts payable and preparing deposits for funds collected, reconciling cash drawer and preparing reports.

Performs office duties to include sorting and distributing mail, taking outgoing mail to Post Office and answering phone calls.

Assists with tax administration to include collecting meals tax, assisting with tax abatements, supplements, collections, and delinquent taxes.

Records and types meeting minutes for the Economic Development Authority.

Provides notary services.

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### Minimum Qualifications

High School diploma or GED and moderate experience in an administrative support role, finance, or equivalent combination of education and experience.

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### Special Qualifications

Commissioned as a Notary in Commonwealth of Virginia within six months of hire.

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of principles and processes for providing customer service.

Knowledge of the functions and organization of the Town Clerk's office.

Knowledge of the Town's Charter and Code.

Knowledge of standard office procedures, practices, and equipment.

Ability to research and prepare reports.

## Town of Windsor, Virginia

### Class Description

Ability to express ideas effectively, both orally and in writing.

Ability to take and transcribe dictation at a reasonable rate of speed.

Ability to establish and maintain effective working relationships with associates, business owners, government agencies and officials, Town officials, law enforcement, , , supervisors, and the general public.

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### **Working Conditions**

Work is sedentary and requires little to no exertion of force.

Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



# Town of Windsor, Virginia

## Class Description

**Title:** Maintenance Worker

**FLSA Status:** Non-Exempt

**Department:** Public Works

**Updated:** 08/2020

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### General Definition of Work

Performs basic manual work related to building, grounds and utility maintenance and repairs, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Supervisor.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Maintains water utilities to include fitting, replacing, and installing water lines; replacing, repairing, and testing water meters; locating water lines using locating equipment, disconnecting, and reconnecting services.

Maintains meter boxes and valve boxes to include adjusting, replacing, repairing, and cleaning boxes.

Assists with equipment maintenance.

Maintains Town properties and facilities to include maintaining cleanliness of the Town.

Checks and maintains inventory.

Responds to citizens.

Sets up and takes down the Town's seasonal and holiday decorations and banners.

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### Minimum Qualifications

High School diploma or GED and minimal experience in building, grounds, and utility maintenance and repairs, or equivalent combination of education and experience.

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### Special Qualifications

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of the methods, materials, tools and equipment used in water, building, utility and grounds maintenance and repair;

Knowledge of hazards and safety precautions associated with type of work assigned;

Knowledge of applicable codes, pertinent inspection and safety requirements;

Skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems;

Ability to operate water meter reading and water line locating equipment;

Ability to follow oral and written instructions;

Ability to understand oral and written directions;

Ability to get along with others.

## Town of Windsor, Virginia

### Class Description

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#### **Working Conditions**

Work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force.

Work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).



# Town of Windsor, Virginia

## Class Description

**Title:** Police Detective

**FLSA Status:** Non-Exempt

**Department:** Police

**Updated:** 08/3/2020

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### General Definition of Work

Performs intermediate technical work investigating criminal activity, interviewing and/or interrogating victims, witnesses, and/or suspects, gathering and securing evidence, testifying in court, and related work, and related work as apparent or assigned. Work is performed under the general supervision of the Police Chief.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Prevents crime through proactive patrol.

Detects crimes, identifies, and apprehends offenders; apprehends wanted persons.

Issues traffic citations.

Conducts thorough investigations; collects evidence for trials and participates in court proceedings.

Provides emergency services, aids people who are in danger of physical harm and renders first aid until medics arrive on scene.

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### Minimum Qualifications

High School diploma or GED and considerable experience in law enforcement, criminal investigation, or equivalent combination of education and experience.

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### Special Qualifications

Possession of Commonwealth of Virginia Law Enforcement Officer (LEO) certification upon hire.

Possession of CPR and First Aid certifications upon hire.

Obtain Advanced Training, The Reid Technique of Interviewing and Interrogation within six (6) months of hire.

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of police methods, practices and procedures;

Knowledge of the rules and regulations of the Police Department;

Knowledge of law enforcement investigative techniques and techniques of identification;

Knowledge of the geography of the Town and location of important buildings;

Skill in the use of firearms and the operation of police vehicles;

## Town of Windsor, Virginia

### Class Description

Ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public;

Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;

Ability to establish and maintain effective relationship with associates and the general public.

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### Working Conditions

Work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force;

Work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions;

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities;

Work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment;

Work is generally in a moderately noisy location (e.g. business office, light traffic).



# Town of Windsor, Virginia

## Class Description

**Title:** Police Officer

**FLSA Status:** Non-Exempt

**Department:** Police

**Updated:** 08/3/2020

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### General Definition of Work

Performs intermediate technical work ensuring public safety by patrolling and responding to dispatch calls, observing for violations, enforcing laws, investigating criminal activity, and interviewing witnesses and victims, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Lieutenant.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Patrols assigned area to prevent crime and enforce laws.

Assists citizens in need of protective services.

Enforces local and state laws.

Maintains weapons and equipment.

Trains personnel in weapon certification, serves as field training officer.

Trains, cares for and maintains agency-issued canine.

Apprehends offenders, completes detailed reports, conducts checks of business and neighborhoods, interviews suspects, conducts traffic enforcement, and responds to emergencies.

Prepares evidence, testimony and schedules pertaining to prosecution of criminal cases.

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### Minimum Qualifications

High School diploma or GED and minimal experience, preferably in law enforcement, or equivalent combination of education and experience.

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### Special Qualifications

Possession of Basic Law Enforcement Officer B(LEO) certification upon hire.

Possession of CPR and First Aid certifications upon hire.

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of police methods, practices and procedures;

Knowledge of the rules and regulations of the Police Department;

Knowledge of the geography of the Town and location of important buildings;

Skill in the use of firearms and the operation of police vehicles;

## Town of Windsor, Virginia

### Class Description

Ability to understand and carry out oral and written instructions and to prepare clear reports;

Ability to deal professionally, courteously and fairly with the public;

Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;

Ability to establish and maintain effective relationship with associates and the general public.

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### Working Conditions

Work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.

Work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a moderately noisy location (e.g. business office, light traffic).



# Town of Windsor, Virginia

## Class Description

**Title:** Town Manager

**FLSA Status:** Exempt

**Department:** Administration

**Updated:** 08/3/2020

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### General Definition of Work

Performs complex professional work directing the day-to-day operations of the Town in order to carry out the objectives of the Town's Council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Council. Organizational supervision is exercised over all personnel within the organization.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Manages the day-to-day operations of the Town.

Manages and administers Town finances and budget.

Oversees the public safety, human resources, water utility and public works, planning and zoning, economic development, procurement, public information, and grants administration functions.

Attends and participates in Council Meetings and numerous other committees or council meetings and public hearings; advises and provides necessary information for executive guidance.

Works closely with neighboring local governments.

Gives presentations to governmental forums and civic groups as well as drafting correspondence for Mayor and Council.

Assigns, directs, reviews and trains staff work; handles disciplinary issues and performance evaluations; hires, promotes, suspends, and terminates personnel.

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### Minimum Qualifications

Bachelor's degree in public administration and considerable experience in a leadership role within a municipal organization, or equivalent combination of education and experience.

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### Special Qualifications

Possession of International City/County Management Association Manager (ICMA) Certification upon hire.

Obtain Certified Zoning Administrator (CZA) Certification within six (6) months of hire.

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of the principles and practices of public administration;

Knowledge of municipal finance practices;



## Town of Windsor, Virginia

### Class Description

Knowledge of the laws, ordinances and regulations underlying a municipal corporation;

Ability to write clear and concise reports, memoranda, directives and letters;

Ability to analyze complex problems and develop effective solutions from general instructions;

Ability to meet the public and to discuss problems and complaints;

Ability to plan, direct and coordinate the work of a large operating agency;

Ability to establish and maintain effective working relationships with associates, boards and commissions, business owners, contractors, government agencies, law enforcement, legal representatives, Town Council, and the general public.

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### Working Conditions

Work is sedentary and requires little to no exertion of force.

Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

# Town of Windsor, Virginia

## Class Description

**Title:** Zoning Administrator

**FLSA Status:** Exempt

**Department:** Zoning

**Updated:** 08/24/2020

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### General Definition of Work

Performs intermediate technical work enforcing the zoning and subdivision ordinances, serving as staff to the Town's Planning Commission and Board of Zoning Appeals, and maintaining the Town's Geographic Information System, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Prepares reports for Town Council and Planning Commission.

Assists in preparing information packets for the Planning Commission and Town Council.

Reviews zoning permit applications, site plans, and issues permits accordingly.

Enforces the Town's Zoning Ordinance and handles compliance issues.

Interacts with the general public regarding planning and zoning issues.

Maintains permit records for parcels within the Town.

Reviews subdivision plots and relays appropriate information to the Town Manager, Town Council and/or Planning Commission.

Reviews and advises rezoning and conditional permit applications; works with Planning Commission and Town Council.

Serves in an advisory position to Council and Planning Commission for matters dealing with planning and zoning.

Administers the Chesapeake Bay program.

Answers phones and take payments at the counter as needed.

Maintains and updates the Town's website.

Maintains and updates GIS data and maps for Town; prepares maps as requested by Council, Planning Commission, Town Manager, and staff.

Reviews variance requests; works with Board of Zoning Appeals when variance applications are submitted.

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### Minimum Qualifications

Bachelor's degree with coursework in urban planning, public administration, or related field and moderate experience in planning in a government setting, or equivalent combination of education and experience.

# Town of Windsor, Virginia

## Class Description

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### Special Qualifications

Certified Zoning Administrator (CZA) certification obtained within one (1) year of hire.  
Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of municipal ordinances governing planning and zoning;  
Knowledge of routine legal procedures as related to the enforcement of laws and ordinances;  
Skill in the use of computers and GIS systems;  
Ability to read and understand complex plans and drawings;  
Ability to work with limited supervision;  
Ability to enforce ordinances and regulations with firmness, tact, and impartiality.  
Ability to establish and maintain effective working relationships with associates, contractors, department heads and staff, developers, engineers, elected officials, legal representatives, property owners, and the general public;

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### Working Conditions

Work is sedentary and requires little to no exertion of force.  
Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.  
Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.  
Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



# Town of Windsor, Virginia

## Class Description

**Title:** Maintenance Supervisor

**FLSA Status:** Non-Exempt

**Department:** Public Works

**Updated:** 08/24/2020

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### General Definition of Work

Performs difficult technical work overseeing and participating in maintenance, repair and construction work related to water utility, building and grounds, supervising maintenance staff, and maintaining related records, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Continuous supervision is exercised over assigned staff.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Maintains water systems to include fixing, replacing, testing, and installing water lines, locating water lines using equipment, connecting, and disconnecting water services.

Inspects new water lines.

Performs water sampling and procedures and reports to the Department of Environmental Quality and State Health Department on water samples and other records.

Connects and disconnects water services.

Reads water maps; reviews plans and specifications for new water mains and services.

Maintains and ensures cleanliness of Town properties, facilities, and equipment; maintains and ensures cleanliness of the cemetery.

Marks cemetery grave sites.

Responds to citizen inquiries.

Manages seasonal and holiday decorations and banners for the Town to include setting up and taking down.

Oversees contractors on all projects.

Trains and manages Maintenance Worker and Maintenance Foreman.

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### Minimum Qualifications

High School diploma or GED and considerable experience in water utility maintenance and repair with some supervisory experience, or equivalent combination of education and experience.

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### Special Qualifications

Waterworks Operator Class III license upon hire.

Valid driver's license in the Commonwealth of Virginia.



# Town of Windsor, Virginia

## Class Description

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### Job Specifications

Knowledge of the methods, materials, tools and equipment used in water, building, utility and grounds maintenance and repair;

Knowledge of hazards and safety precautions associated with type of work assigned;

Knowledge of applicable codes, pertinent inspection and safety requirements;

Skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems;

Ability to operate water meter reading and water line locating equipment;

Ability to operate personal computer including some knowledge of applicable software packages;

Ability to make time and materials estimates;

Ability to follow oral and written instructions;

Ability to plan and supervise the work of others;

Ability to work from sketches, blueprints and drawings;

Ability to maintain records; mechanical aptitude;

Ability to establish and maintain effective working relationships with tenants and associates.

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### Working Conditions

Work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force.

Work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

# Town of Windsor, Virginia

## Class Description

**Title:** Police Chief  
**Department:** Police

**FLSA Status:** Exempt  
**Updated:** 08/3/2020

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### General Definition of Work

Performs complex advanced technical work performing protective services and public safety work by planning, organizing and directing police operations and ensuring that laws, regulations and procedures are followed; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Manager. Departmental supervision is exercised over departmental staff.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Develops employment standards; recruits, selects, and recommends new hires; develops and oversees training plans and standards, conducts performance evaluations/counseling sessions.

Develops department goals and objectives; develops policies, procedures and program plans to meet current and future law enforcement; works to ensure the achievement of strategic goals.

Manages assigned programs; reviews and maintains scheduled work hours for Police Officers; coordinates activities with other police divisions and state and federal agencies; conducts inspections and reviews reports prepared by department employee

Engages and participates in public relations, community service activities and events to build cooperative and collaborative relationships with the community.

Assists in the preparation, justification, and administration of the budget for the Police Department.

Manages agency equipment and supplies, orders necessary materials; reviews and approves invoices for purchases; ensures scheduled maintenance and repairs are completed.

Coordinates and conducts internal and administrative investigations.

Supervises and coordinates criminal investigations.

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### Minimum Qualifications

Associates/Technical degree with coursework in criminal justice, public administration, or related field and extensive experience in law enforcement, criminal investigation, including supervisory experience, or equivalent combination of education and experience.

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### Special Qualifications

Possession of Commonwealth of Virginia Law Enforcement Officer (LEO) certification upon hire.

Possession of CPR and First Aid certifications upon hire.

New Chiefs/Deputy Chiefs Training within six months of hire.

National Criminal Justice Command College (NCJCC) within six months of hire.

Valid driver's license in the Commonwealth of Virginia.



# Town of Windsor, Virginia

## Class Description

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### Job Specifications

Knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement;

Knowledge of methods of crime detection, criminal identification and radio communication;

Knowledge of controlling laws and ordinances;

Knowledge of the geography of the Town;

Ability to lead and direct the activities of police officers;

Ability to evaluate the effectiveness of the police operation and to institute improvements;

Ability to prepare and review reports;

ability to provide resourcefulness and make sound judgment in emergencies;

Ability to establish and maintain effective working relationships with associates, elected officials, government agencies and representatives, law enforcement agencies, legal representatives, school officials, and the general public.

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### Working Conditions

Work is sedentary and requires little to no exertion of force;

Work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting;

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;

Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities;

Work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment;

Work is generally in a moderately noisy location (e.g. business office, light traffic).



# Town of Windsor, Virginia

## Class Description

**Title:** Police Lieutenant

**FLSA Status:** Non-Exempt

**Department:** Police

**Updated:** 5/28/2020

**Division:** N/A

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### General Definition of Work

Performs difficult skilled technical work ensuring public safety by supervising public safety activities within the Police Department, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies under the direction of the Police Chief. Divisional supervision is exercised over divisional staff.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Oversees and patrols; makes arrests; takes reports and works traffic crashes.

Writes summons; assists with investigations.

Provides training to include maintaining training records and assigning training, providing firearms and general instruction.

Maintains records to include all reports, chain of custody records, radar calibration records and notifications of recalibrations.

Performs vehicle and building maintenance.

Supervises division of Police Officers and Detective.

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### Minimum Qualifications

High School diploma or GED and considerable experience in law enforcement with some supervisory experience, or equivalent combination of education and experience.

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### Special Qualifications

Possession of Commonwealth of Virginia Law Enforcement Officer (LEO) certification upon hire.

Possession of CPR and First Aid certifications upon hire.

Obtain Advanced Training, The Reid Technique of Interviewing and Interrogation within six (6) months of hire.

Obtain New Chiefs/Deputy Chiefs Training within six (6) months of hire.

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of police methods, practices and procedures;

Knowledge of the rules and regulations of the Police Department;

# Town of Windsor, Virginia

## Class Description

Knowledge of the geography of the Town and location of important buildings;

Skill in the use of firearms and the operation of police vehicles;

Ability to understand and carry out oral and written instructions and to prepare clear reports;

Ability to deal professionally, courteously and fairly with the public;

Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;

Ability to establish and maintain effective relationship with associates and the general public.

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### Working Conditions

Work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities.

Work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment;

Work is generally in a moderately noisy location (e.g. business office, light traffic).