

• 2026 •

FISCAL YEAR

CAPITAL IMPROVEMENT PLAN & BUDGET

MAYOR & COUNCIL

Mayor

Micah Watson

Town Council

Ward 1: Christopher R. Wade

Ward 2: John LeGloahec

Ward 3: Nicole Bryner

Ward 4: David Tansey

Ward 5: Charly Garces

Ward 6: Amy Jean Chung Fry

TOWN ADMINISTRATION

Town Administrator

Dylan Galloway

Deputy Town Administrator

Farana Abdul

Town Accountant/Treasurer

Diane Mock

Town Clerk

Giselle Richards

Director of Public Works

Stephen Brayman

Chief of Police

David Morris



From the Desk of

Dylan Galloway

Town Administrator

dgalloway@cheverly-md.gov

Office: (301) 773-8360

Town of Cheverly

6401 Forest Road

Cheverly, MD 20785

www.cheverly-md.gov

Mayor and Council,

It is my privilege to present to you the Fiscal Year 2026 Budget and Capital Improvement Plan for the Town of Cheverly. This budget reflects the guidance provided by our adopted strategic plan, various planning documents, recommendations from the Town's talented and committed staff, and my professional assessment of what is necessary to continue delivering high-quality municipal services to the residents of Cheverly.

For FY 2026, the real property tax rate remains unchanged at \$0.5799 per \$100 of assessed value for individual residential properties, and \$0.75 per \$100 of assessed value for multi-unit apartment buildings. These rates are consistent with the prior fiscal year and reflect our commitment to fiscal stability and resident affordability.

The General Fund Budgeted Revenues for FY 2026 totals \$14,039,700. I am pleased to report that this proposed budget maintains all existing tax rates without any increases. In other words, all property tax rates remain flat for FY 2026.

It is important to note that while the tax rates have not increased, many residents may still see a change in the amount of property tax they owe due to increased assessed property values. For example, if your home was valued at \$400,000 in the previous fiscal year, your taxes were calculated based on that assessed amount. If your home is now valued at \$410,000 for the upcoming year, you will pay the same tax rate, but it will be applied to the higher assessed value. This results in a modest increase in the dollar amount paid, even though the tax rate itself remains unchanged.

As we crafted this budget, we remained mindful of broader economic challenges. The Washington metropolitan area, including Prince George's County and Cheverly has seen reductions in federal employment, which has long been a stable source of income for many households in our community. Some federal agencies have implemented hiring freezes, layoffs, or restructured operations, which could impact disposable income and local economic activity. In addition, national inflationary pressures, rising interest rates, and geopolitical instability, including global conflicts and supply chain disruptions, continue to shape economic conditions that may eventually affect municipal revenues, cost of services, and capital project timelines.

With these factors in mind, our approach to revenue forecasting is cautiously optimistic. While we anticipate relatively steady income and property tax revenues, we will continue to monitor economic trends closely and be prepared to adjust as necessary to preserve fiscal balance and service delivery standards.

REVENUES

The Town will continue to strengthen our partnerships with local businesses and work collaboratively with Prince George's County Economic Development to recruit new businesses to our industrial area. Enhancing the economic base in this corridor remains a long-term priority.

Several targeted grants and revenue streams continue to support our core services and capital projects:

- **Program Open Space (POS)** funds currently include \$150,000 earmarked for the creation of a pedestrian pathway connecting Ward 5 to Kilmer Park, fulfilling a longstanding community goal.
- **The Police Protection Grant**, which supports law enforcement training and equipment, is projected to provide \$110,000 in FY 2026.
- The Town successfully secured a General Assembly Bond Bill, state earmark, and federal earmark due to strong intergovernmental relationships and the strategic, needs-based proposals developed by our staff. These awards reflect thoughtful stewardship and an intentional focus on Cheverly's long-term interests.
- Moving forward, the Town will continue to strengthen relationships with state, county, and federal legislators to ensure that we remain competitive for grant funding and partnership opportunities.

ADMINISTRATION

In FY 2025, the Town implemented a comprehensive pay analysis to ensure that Cheverly staff salaries are competitive across the region. Most staff received adjustments as a result of this study, which reflects our commitment to recruitment, retention, and recognition of talent. That same fiscal year, the Town hired a Deputy Town Administrator to support strategic administrative operations and enhance management capacity. Professional development for staff remains a priority. In FY 2026, travel and training opportunities will include conferences and certifications through ICMA, NFBPA, MML, MCCMA, Public Relations, Clerk and Records Management, and Youth Services programming. Notably, tuition assistance, which was previously budgeted under the Police Department, was moved to the Administrative Department in FY 2022 to reflect broader employee development needs across all departments.

POLICE DEPARTMENT

In Fiscal Year 2025, the Town of Cheverly celebrated the full restoration of 24-hour police service a major milestone for our community. Under the leadership of Chief David Morris and Assistant Chief Jennifer Krauss, the department underwent a significant restructuring and revitalization effort. When Chief Morris assumed command, the department was operating with only six sworn officers. Today, the Cheverly Police Department has grown to include 17 sworn officers and three administrative staff.

This transformation has occurred during a time when law enforcement agencies across the country face immense challenges in recruitment and retention. Thanks to strategic leadership, community support, and thoughtful investments, Cheverly now maintains a healthy and sustainable recruitment pipeline, ensuring readiness and continued coverage for our residents. For the first time in over five years, the department is operating at or near full capacity.

In FY 2026, I anticipate that salary expenditures for the department will more closely align with budget projections as staffing stabilizes. Additionally, police overtime has been restructured into three distinct categories for better transparency and control:

- Operational Necessity
- Court Appearances
- Special Events



This categorization not only supports improved budget tracking but also provides a clearer picture of how resources are deployed to meet community needs.

A new opportunity for controlled and reimbursed overtime emerged in FY 2025 with the establishment of an agreement between the Town and WMATA. Under this agreement, Cheverly officers will provide supplemental patrol services at the Cheverly Metro Station. The Town will receive full reimbursement for overtime hours worked, along with a 10% administrative fee, creating a revenue-positive initiative that also increases safety around our transit hub.

Also in FY 2025, the department took a fiscally responsible approach to fleet management. Instead of purchasing new police vehicles at a high cost, the department restored six existing vehicles at a cost of approximately \$25,000. For context, replacing those vehicles with new models and upfitting cost would have cost an estimated \$450,000. Additionally, the department purchased three new Ford F-150 trucks to support operational flexibility and modern policing needs. In FY 2026, no new vehicle purchases are planned.

Another refinement in the FY 2026 budget is the creation of a dedicated fuel line item for the Police Department. Historically, fuel expenditures were attributed exclusively to the department, but all Town vehicles drew from the same public works fuel pool. This budget update provides a more accurate accounting of the true cost of fuel across all departments, while also aligning expenditure responsibility more accurately.

In FY 2026, the Town will also begin a new lease agreement with Axon, the leading provider of police body-worn cameras, tasers, and digital evidence management systems. This agreement enhances our department's technological capabilities and ensures our commitment to transparency, officer safety, and public trust.

PUBLIC WORKS

In the Public Works Department, four laborer positions remain frozen for FY 2026, as they were in FY 2025. In the previous fiscal year, the Town contracted temporary labor to assist with operations. This approach provided a cost benefit, as the Town did not incur additional costs for health insurance and other benefits while still maintaining service levels.

Under Street Maintenance, the winter season in FY 2025 was one of the most challenging in recent memory. Public Works staff were required to report to work during hazardous conditions for snow and ice removal, which resulted in increased overtime usage and higher expenditures in the snow/ice removal line item.

As we continue to evaluate the safety of our streets, residents have increasingly requested the installation of traffic control devices, such as speed humps and bump-outs. These are reviewed and recommended by the Town's traffic engineer, and they represent a significant cost, both in design and installation. The Town must cover both the engineering fees and installation costs associated with these safety improvements.

Under Parks and Open Spaces, the Town will continue to evaluate trees located on public property for health, safety, and risk mitigation to prevent property damage or hazards to pedestrians.

Under Sanitation, the Town is preparing for an increase in landfill disposal fees, as Prince George's County has indicated a forthcoming rate increase.



CAPITAL IMPROVEMENT PLAN (CIP)

The following investments are planned in FY 2026 under the Capital Improvement Plan:

- **\$25,000** for LED streetlight conversions to improve energy efficiency and visibility.
- **\$50,000** for private property acquisition to support strategic redevelopment.
- **\$550,000** for debt of Eley Building.
- **\$165,000** allocated to the Kilmer Park pathway project with \$15,000 match from the Town.

DEBT SERVICE

Under our Committees and Debt Service line item, the Town will make principal and interest payments totaling \$539,594.00 on the municipal bond issued in FY 2024. This will be year two of a 30-year repayment schedule, supporting critical capital improvements without overburdening current operations.

FUND BALANCE

Our financial position remains stable. The Town continues to maintain a healthy Fund Balance, currently standing at \$5,069,493. This reserve represents approximately 35% of our annual expenditures, which is well above the industry standard for municipalities and ensures our ability to respond to unexpected fiscal pressures.

As we look ahead, we will continue to prioritize efficiency, equity, and excellence in public service delivery. I extend my sincere gratitude to our department heads and staff for their hard work in shaping this budget, and I look forward to working with the Mayor and Council throughout fiscal year 26.

Respectfully submitted,



Dylan O. Galloway
Town Administrator
Town of Cheverly, Maryland



TOWN OVERVIEW



Vision

We are Cheverly, a safe, interconnected, accessible community that is diverse and inclusive of all people and perspectives. Our residents benefit from solid infrastructure, green spaces, and healthy living options that allow them to grow and thrive. We take pride in an effective and efficient government and work to ensure those accessing our town's facilities are met with professionalism and excellent service.

Mission

Our mission is to:

- Foster greater connection and collaboration among Cheverly residents, elected officials, and staff
- Attract community-minded people, practices, and partners
- Provide smart development, updated infrastructure, attractive amenities, aesthetically beautiful green spaces, and other features that deliver high value in exchange for investments made in our town
- Meet resident and visitors with courtesy, professionalism, and excellent customer service

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Today's planning shapes tomorrow's possibilities.

BUDGET SUMMARY

EXPENDITURE SUMMARY BY DEPARTMENT

Town of Cheverly

FY26 Proposed Budget Summary

Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed FY26 Budget
REVENUE						
Taxes	5,956,500	6,209,997	6,725,628	7,296,079	6,773,555	7,806,963
Licenses	158,091	233,926	183,145	184,100	126,182	184,000
Intergovernmental	134,372	334,355	2,482,697	4,105,569	805,559	3,866,840
Service Charges	10,016	4,046	4,125	5,300	1,900	5,300
Fines & Forfeitures	681,758	688,137	703,776	2,160,500	1,492,339	1,860,500
Interest & Dividends	1,495	69,851	120,808	90,000	67,077	100,000
Miscellaneous	177,803	154,440	150,141	1,700	61,310	323,500
TOTAL REVENUES	7,120,035	7,694,752	10,370,320	13,843,248	9,327,922	14,147,103
EXPENDITURES						
General Government	1,960,004	2,105,648	2,514,227	3,367,456	2,390,088	3,231,694
Public Safety - Police	1,964,572	2,518,879	2,468,168	3,255,877	2,090,157	3,641,920
Public Works - Admin & Divisions	3,501,356	4,382,204	5,949,389	8,065,746	7,884,563	7,657,595
ARPA			1,991,569			
Assigned Funds						
Restricted Funds (HUR Rollover & Public Safety)						
TOTAL EXPENDITURES	7,425,932	9,006,731	12,923,353	14,689,079	12,364,808	14,531,209
Excess (Deficiency) of Revenue over Expenditures.	-305,897	-1,311,979	-2,553,033	-845,831	-3,036,886	-384,106
Other Financing sources						
Proceeds from long-term debt		8,912,471				
FUND BALANCE	7,347,602	14,948,094	12,395,061	11,549,230	9,358,175	
Fund Balance						
Restricted ARPA	2,117,159	1,394,823	1,410,490	-		-
Restricted HUR	12,614	98,309	310,398	310,398		310,398
Committed Eley Bond	-	8,772,471	5,069,245	-		-
Unassigned Fund balance	5,217,829	4,682,491	5,604,926	4,759,095		4,374,989
	7,347,602	14,948,094	12,395,059	5,069,493	-	4,685,387

Budget Summary

Expenditure Summary by Department

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY 2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed FY26 Budget
<u>General Government</u>							
505	Contractual - Consulting Services	295,500	288,164	373,952	456,100	285,362	392,000
510	Non-departmental - Miscellaneous	682,591	531,632	460,079	997,000	930,728	888,000
515	Animal & Insect Control Programs	1,148	526	5,000	7,000	5,954	7,000
520	Cable Television - Govt. Channel	95,532	46,669	68,251	130,000	13,220	95,000
525	Mayor & Council	150,119	133,197	175,516	190,000	104,824	173,500
530	Administration	694,879	867,955	833,285	978,462	668,520	1,029,500
535	Appointed Committees	40,235	54,044	58,400	71,800	38,096	57,100
540	Debt Service	0	183,461	539,744	537,094	343,384	539,594
	Subtotal	1,960,004	2,105,648	2,514,227	3,367,456	2,390,088	3,181,694
<u>PUBLIC SAFETY</u>							
410	Police Department	1,964,572	2,518,879	2,468,168	3,255,877	2,090,157	3,641,920
<u>Public Works</u>							
420.105	Administration	2,104,219	3,479,384	4,821,388	6,559,746	6,993,374	6,141,974
420.115	Divisions	1,397,137	902,820	1,128,001	1,506,000	891,189	1,515,621
	Subtotal	3,501,356	4,382,204	5,949,389	8,065,746	7,884,563	7,657,595
900.000	ARPA			1,991,569			
	TOTAL EXPENDITURES	7,425,932	9,006,731	12,923,353	14,689,079	12,364,808	14,481,209

Expenditure Totals



**Revenue is the foundation
on which community
dreams are built.**

REVENUE

Revenue

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY26
<u>TAXES</u>							
400.100	Real Estate Taxes \$.5799 / \$.75	3,970,621	4,093,414	4,587,647	5,277,679	5,260,580	5,582,003
400.105	TPP Utilities	140,675	145,886	155,746	155,000	168,630	175,000
400.110	TPP Business	423,427	374,945	277,697	315,000	335,661	350,000
400.115	Local Income Taxes	1,050,010	1,219,096	1,315,638	1,100,000	836,438	1,215,000
400.120	Hotel/Motel Tax	109,268	131,565	88,586	110,000	78,932	110,000
400.125	Highway User	262,499	245,091	298,754	337,100	93,314	373,620
400.130	Bank Stock Tax	0	0	1,340	1,300	0	1,340
600.135	Liens	0	0	220	0	0	0
	Subtotal	5,956,500	6,209,997	6,725,628	7,296,079	6,773,555	7,806,963
<u>LICENSES & PERMITS</u>							
410.100	Traders Licenses	25	0	26	100	0	0
410.105	Building Permits	4,910	56,052	8,848	2,000	1,998	2,000
410.110	Town Business Licenses	3,350	80	1,736	1,000	1,260	1,000
410.115	Rental Housing Licenses	4,167	64,490	66,000	65,000	59,310	65,000
410.120	Cable Television - Franchise Fees	103,839	83,147	77,632	86,000	56,781	86,000
410.125	Cable Television - PEG	41,800	30,157	28,903	30,000	6,833	30,000
	Subtotal	158,091	233,926	183,145	184,100	126,182	184,000
<u>INTERGOVERNMENTAL</u>							
420.105	Program Open Space (POS)	0	0	98,020	150,000	0	150,000
420.110	Disposal Fee Rebate	18,840	18,840	18,840	18,840	0	18,840
420.115	Police Protection	107,532	134,115	115,925	134,000	58,838	110,000
420.116	State Grant Boyds Park	0	0	0	214,729	0	0
420.120	Misc. Grants	8,000	181,400	0	0	39,750	0
460.135	General Assembly Bond Bill Funds	0	0	0	1,400,000	0	1,400,000
460.140	Federal Earmark	0	0	0	1,688,000	706,971	1,688,000
460.130	State Earmark	0	0	0	500,000	0	500,000
420.150	ARPA Funds	0	0	1,991,569	0	0	0
420.155	Asphalt - CDBG	0	0	258,343	0	0	0
420.160	Stormwater - MOU	0	0	0	0	0	0
	Subtotal	134,372	334,355	2,482,697	4,105,569	805,559	3,866,840

Revenue

Revenue

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY26
<u>SERVICE CHARGES</u>							
430.100	Residential Parking	701	453	191	300	250	300
430.105	Special Trash/Appliances	4,527	1,250	420	500	100	500
430.110	Lot Maintenance Private Prop	0	573	1,339	3,000	685	3,000
430.115	Park Pavilion Fees	2,209	830	2,175	1,500	865	1,500
430.120	Mulch Delivery Fees	2,579	940	0	0	0	0
	Subtotal	10,016	4,046	4,125	5,300	1,900	5,300
<u>FINES & FORFEITURES</u>							
440.100	Parking Tickets	583	3,505	2,651	500	0	500
440.105	Municipal Infractions	0	10,030	692	0	0	0
440.110	Red Light Cameras	652,060	668,727	612,753	620,000	377,322	620,000
440.115	Speed Camera	29,115	5,875	87,680	1,540,000	1,115,017	1,240,000
	Subtotal	681,758	688,137	703,776	2,160,500	1,492,339	1,860,500
450.100	INTEREST & DIVIDENDS	1,495	69,851	120,808	90,000	67,077	100,000
<u>MISCELLANEOUS</u>							
460.100	Sale of Fixed Assets	400	16,626	10,100	0	0	0
460.105	Miscellaneous	8,628	45,383	26,019	200	2,260	500
460.110	Compost/Rain Barrels	2,931	4,724	782	1,500	671	1,000
460.115	Other Police Revenue	14,606	2,676	2,682	0	2,087	0
460.120	Insurance Reimbursement	150,738	57,434	101,783	0	33,252	30,000
460.125	Donations	0	37	975	0	2,500	1,000
460.135	Vending Machine	500	0	0	0	0	0
460.155	Bond Proceeds for new Public Works Bldg	0	0	0	0	0	0
460.165	WMATA - OT	0	0	0	0	0	261,000
460.165	WMATA Administrative Fees	0	27,560	7,800	0	20,540	30,000
	Subtotal	177,803	154,440	150,141	1,700	61,310	323,500
	TOTAL REVENUE	7,120,035	7,694,752	10,370,320	13,843,248	9,327,922	14,147,103



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It takes teamwork – inside and out – to serve a growing community.

GENERAL GOVERNMENT ACTIVITIES/DIVISIONS

Budget Activity Detail

General Government

Activities/Divisions

Consulting/Contractual Services: The Town contracts for various consulting services. Some services supplement the expertise of the staff and require technical expertise (includes auditor; attorney, HR Specialist, MSRA Administrative Cost Fee, Utilities Project Manager, software support, landscaping, external studies).

Non-Departmental / Miscellaneous: Several areas of General Government expenditures are not associated with a specific department.

Animal and Insect Control Programs: Animal Control is coordinated with the County Animal Control Commission and Facility with assistance from the Code Enforcement Officer and the Police. Insect Control measures include contractual spraying for mosquitoes and other pests (i.e. gypsy moth, cankerworm, etc.) when necessary, with assistance from the county and state programs. Due to community feedback the Insect Control program was suspended. The Town decided to forgo this program this fiscal year. The Town will also instate a Trap, Neuter, Release (TNR) program.

Cable Television Government Channel (35) & (71):

These allocations provide for the town's cable television government channel. The Town runs 24 hours a day information pages and provides live cable coverage of all regular council meetings. The character generator information pages are kept up to date by town staff. The set-up and broadcast of town meetings is handled by the Town Administrator and some Public Works staff. The ASL signer expenses and I-Net expenses are contained in this account. The Town will continue to fund Professional Services at an average rate of \$3000/mo. for ASL interpretation.

General Government Activities / Divisions

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
<u>CONTRACTUAL - CONSULTING SERVICES</u>							
505.100	Auditors	11,250	37,458	20,262	30,000	17,759	35,000
505.105	Legal Counsel Retainer	73,394	50,588	133,522	90,000	94,872	90,000
505.110	Legal Other	1,990	14,095	0	5,000	4,200	5,000
505.115	Computer Support	126,753	103,984	122,877	120,000	69,037	120,000
505.120	Arborist Consultant	25,585	25,670	32,980	44,100	0	40,000
505.125	Landscaping Contract	0	0	0	1,000	0	1,000
505.130	Contract Employees	5,919	34,116	0		1,900	
505.133	Professional Services - PM Utilities	0	0	0	100,000	45,794	60,000
505.135	External Studies	0		0	1,000	0	1,000
505.140	Specialty Consultants	50,609	22,253	64,311	5,000	2,400	5,000
505.145	HR Consultant	0	0	0	60,000	49,400	35,000
	Subtotal	295,500	288,164	373,952	456,100	285,362	392,000
<u>NON-DEPARTMENTAL - MISCELLANEOUS</u>							
510.100	Municipal Building Supplies and Maint.	31,480	35,408	38,632	35,000	10,061	35,000
510.105	Municipal Building Utilities	40,298	49,629	55,571	50,000	50,029	45,000
510.110	Municipal Gen. Liability Insurance	2,501	3,248	5,305	3,500	1,727	3,500
510.115	Vending Machine	139	0	0	0		0
510.120	Red Light Camera Contractor	311,682	322,586	256,513	300,000	175,470	300,000
510.125	Speed Camera Contractor	30,800	44,000	97,000	600,000	692,226	496,000
510.130	MD State Retirement Admin Fees	8,962	6,634	5,413	8,500	1,215	8,500
	Credit Card Transactions	0	1,500	0	0		0
	Municipal Bldg. - ARPA	0	18,375	0	0		0
	Website Upgrade - ARPA	0	18,000	0	0		0
510.135	Municipal Bldg. - Capital Out	256,729	32,252	1,645	0		
	Subtotal	682,591	531,632	460,079	997,000	930,728	888,000
<u>ANIMAL & INSECT CONTROL PROGRAMS</u>							
515.100	Materials and Supplies	0	0	5,000	1,000	5,954	1,000
515.105	Mosquito Control Spraying	1,148	526	0	1,000	0	1,000
515.110	TNR	0	0	0	5,000	0	5,000
	Subtotal	1,148	526	5,000	7,000	5,954	7,000
<u>CABLE TELEVISION GOVT. CHANNEL</u>							
520.100	Supplies and Equipment	0	0	0	0	0	0
520.105	Professional Services	30,623	0	65,591	70,000	13,102	65,000
520.110	Cable Equipment - Capital	64,909	46,669	2,660	60,000	118	30,000
	Subtotal	95,532	46,669	68,251	130,000	13,220	95,000
TOTAL GENERAL GOVT. DIVISIONS		1,074,771	866,991	907,282	1,590,100	1,235,264	1,382,000



**A strong community begins
with dedicated leadership.**

MAYOR & COUNCIL

Town of Cheverly

Budget Activity Detail

General Government

Mayor and Council

Mayor and Council Salaries: The annual salary of a councilmember is \$7,000. The mayor's annual salary is \$8,500 per year.

Constituent Service/Strategic Plan: Short- and long-term planning for the Town of Cheverly, and group facilitation for the Mayor and Council.

Travel and Training: Mayor and Council attendance at the annual Maryland Municipal League Convention, and the fall Legislative Conference policy committees, State Agency Hearings, PGCMA legislative functions, the National League of Cities Conference, and County-sponsored functions. Also includes funds for meetings sponsored by the Mayor and Council with State and County officials and other municipalities, and other Mayor & Council-designated items.

Insurance: Provides for standard coverage in the event of litigation. Also provides for the bonding of the Town Administrator, the Assistant Town Administrator, and the Town Clerk.

Miscellaneous Materials & Supplies: Includes incidental expenses such as floral arrangements, picture frames, gifts, awards, holiday cards, and holiday tree lighting festivities, etc.

Newsletter: Produces a camera-ready product. Costs include printing and bulk mail postage for 12 mailings per year.

Public Information: Printing costs for Town Code supplements, Maryland State Code supplements, bid ads, Request for Proposal (RFP), legal notices, fair summaries, and informational brochures for the public. Also includes internet and web page maintenance. Includes funding for See Click Fix.

Subscriptions and Memberships: Maryland Municipal League, Prince George's County Municipal Association, Maryland Mayor's Association, Arbor Day Foundation, Public Service Commission of Maryland, National League of Cities, etc.

Elections: To provide for public notification, election supervisors, rental of machines and other costs associated with the operation of the election.

Mayor & Town Council

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
	<u>PERSONNEL SERVICES</u>						
525.100	Mayor and Council Salaries	17,100	15,600	49,985	50,500	31,569	50,500
525.105	Retirement	2,000	2,000	4,818	7,000	4,275	7,000
525.110	M&C Social Security	1,308	1,193	3,823	4,000	2,414	4,000
525.115	Official Expenses	1,800	3,559	3,208	3,000	1,072	3,000
525.120	Constituent Service / Strategic Plan	17,800	11,900	11,200	20,000	0	10,000
	<u>TRAVEL & TRAINING</u>						
525.125	Meeting Attendance	11,600	19,162	22,249	20,000	5,392	20,000
	<u>INSURANCE</u>						
525.130	Public Officials Liability	16,279	12,927	10,152	13,000	14,794	14,000
	<u>MISCELLANEOUS</u>						
525.135	Materials Supplies and Equip	2,638	2,083	7,355	3,000	3,061	3,000
525.140	Newsletter	34,569	37,849	45,357	38,000	31,268	38,000
525.145	Public Information	30,876	8,120	6,835	12,000	90	10,000
	<u>SUBSCRIPTION & MEMBERSHIP</u>						
525.150	Public Officials Assoc.	10,361	10,595	10,534	12,000	10,864	12,000
	<u>MUNICIPAL ELECTION</u>						
525.155	Elections	3,788	8,209	0	7,500	25	2,000
	TOTAL	150,119	133,197	175,516	190,000	104,824	173,500



**Keeping the vision moving,
one detail at a time.**

GENERAL GOVERNMENT ADMINISTRATION

Budget Activity Detail

General Government

Administration

Travel and Training: Provides for attendance at seminars, area meetings concerning administrative and legislative matters as well as inter-agency relations, including the Maryland National Capital Park and Planning Commission (MNCPPC), the Washington Suburban Sanitary Commission (WSSC), the Maryland Municipal League (MML), and County and State meetings. This includes the annual International City County Managers Association (ICMA) conference, the National Forum for Black Public Administrators (NFBPA) conference, and the Maryland City County Managers Association (MCCMA). This also includes the International Code Compliance (ICC) and Municipal Clerk Association (MCA).

Retirement Enhancement: Approved matching funds for the voluntary deferred compensation program.

Recruitment and Advertising: Advertising for all vacant positions.

Employee Assistance Program: The Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

Office Equipment Maintenance: Routine maintenance and emergency repair of office equipment such as: computers, copiers, service & maintenance contracts for equipment, etc.

Materials, Supplies, and Equipment: Supplies and minor equipment incidental to the daily operation of the office.

Miscellaneous: Purchase of other supplies.

Subscriptions and Memberships: Dues to the International Code Compliance, ICMA, MML, MCA, and NFBPA; subscriptions to any journals or newspapers; Notary Commissions.

Capital Outlay-Office: Purchase and replacement of major expenditures.

General Government - Administration Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
<u>PERSONNEL SERVICES</u>							
530.100	Admin Salaries and Wages	394,225	503,458	430,273	581,265	398,072	615,000
530.105	Overtime	26,985	32,551	22,855	20,000	17,565	20,000
530.110	Retirement	26,170	28,558	40,354	32,000	53,045	50,000
530.115	Retirement Supplement	5,604	9,047	9,712	17,000	5,525	10,000
530.120	Workers Compensation	1,818	3,624	853	3,500	0	3,500
530.125	Social Security	32,651	40,667	34,355	45,997	31,815	47,100
530.130	Health Insurance/Benefits	46,841	70,982	76,953	83,000	57,145	88,000
530.135	Life Insurance	7,352	2,058	2,627	2,200	1,168	2,200
530.140	Unemployment	73	113	340	0	170	200
<u>STAFF DEVELOPMENT</u>							
530.145	Travel and Training	15,521	30,944	22,955	25,000	16,325	25,000
530.150	Tuition Assistance	5,146	15,199	35,813	30,000	28,047	35,000
<u>INSURANCE COST</u>							
530.155	Auto Ins/Excess Auto Liability	27	2,250	2,500	2,500	2,872	2,500
<u>COMMODITIES</u>							
530.160	Materials, Supplies & Equipment	16,287	13,104	18,817	15,000	6,710	15,000
530.165	Miscellaneous	5,385	8,064	11,530	5,000	7,776	5,000
530.170	Bank service, Bill.com & payroll fees	12,952	3,227	4,640	13,000	3,629	8,000
530.175	Credit Card Fees	0	0	1,008	1,500	47	1,500
<u>OTHE CHARGES</u>							
530.180	Subscriptions & Memberships	3,605	7,780	9,733	5,000	7,457	5,000
530.185	Consultant/Accountant/Paychex fees	50,000	64,794	75,182	60,000	13,491	60,000
<u>CONTRACTUAL SERVICES</u>							
530.190	Recruitment and Advertising	1,835	1,796	1,804	2,000	465	2,000
530.195	Employee Assistance Program	3,600	3,867	0	6,500	0	6,500
530.200	Telephone	19,033	9,071	9,886	15,000	11,586	15,000
530.205	Office Equipment Maintenance	110	1,496	0	2,000	0	2,000
530.210	Postage	6,670	7,229	6,202	4,000	4,719	4,000
<u>CODE COMPLIANCE</u>							
530.215	Code - Private Prop./Lots/Clean Up Days	9,250	6,725	14,628	4,000		4,000
530.220	Code - Residential Parking	714	802	0	2,000	891	2,000
530.225	Code - Uniforms	406	549	265	1,000	0	1,000
<u>CAPITAL OUTLAY</u>							
530.230	Land Acquisition	2,619	0	0	0		50,000
TOTAL		694,879	867,955	833,285	978,462	668,520	1,079,500

GG - Administration



Big impacts start with small groups of committed people.

GENERAL GOVERNMENT COMMITTEES & DEBT SERVICE

Committees and Debt Service

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
COMMITTEES							
535.100	Cheverly Day Committee	9,204	33,302	16,076	16,000	26,495	16,000
535.105	Cheverly Planning Board	0	0	0	300	0	300
535.110	Youth Program	9,208	3,542	2,323	18,000	5,581	13,000
535.115	Recreation Council	322	1,200	677	4,500	0	4,500
535.120	PCAB	450	0	0	10,000	0	0
535.125	Grants	12,000	16,000	17,512	15,000	6,020	15,300
535.130	Technology & Comm.	2,051	0	16,812	0	0	0
535.135	Cheverly Community Market	7,000	0	5,000	5,000	0	5,000
535.140	Interpretive Services	0	0	0	3,000	0	3,000
	Subtotal	40,235	54,044	58,400	71,800	38,096	57,100
DEBT SERVICES							
540.105	Municipal Bond Interest payments	0	183,461	399,744	392,094	198,384	384,594
540.100	Municipal Bond Principal payments	0	0	140,000	145,000	145,000	155,000
	Subtotal	0	183,461	539,744	537,094	343,384	539,594
	TOTAL COMMITTEES & DEBT SERVICE	40,235	237,505	598,144	608,894	381,480	596,694
	TOTAL GOVERNMENT	1,960,004	2,105,648	2,514,227	3,367,456	2,390,088	3,181,694



Safety is the foundation of every strong community.

POLICE DEPARTMENT



Budget Activity Detail

Public Safety

Police Department

Retirement: The Town joined Law Enforcement Officers Pension System (LEOPS) on July 1, 2017.

Training and Travel: Mandated Maryland Police Training Commission (MPTC) annual training, police academy entrance-level officers, continuing education, various recertification, and awards. Award banquets, leadership training, first/second line supervision training, organizational memberships, subscriptions, tuition, employee training/consulting services.

Materials, Supplies, and Equipment: Cost of literature, report forms, and consumable items necessary for program operation.

Equipment: Flashlights, taser plan, duty belts, computers, ammunition, training materials, firearms, first responder supplies, etc.

Miscellaneous: Neighborhood Watch, Community Policing Supplies, Residential Home Security, etc.

Community Engagement: Public Safety Day, Meet and Greet w/ the Chief, Ice Cream Socials, Community Movie Night, Community Policing Supplies, etc.

Subscriptions and Memberships: Subscriptions to professional journals/organizations include International Association of Chiefs of Police (IACP); Maryland Municipal League (MML) Police Executives Association (PEA) ; Maryland Chief of Police Association (MCPA) ; Police Chiefs' Association of Prince George's County (PCAPGC).

Applicant Screening: Medical examinations, psychological screening, drug screening, finger printing, and polygraph examinations.

Wireless Communications: Mobile data computer wireless communications, global positioning devices, and departmental cellular telephones.

Specialized Services: Repair, maintenance, and calibration of automated equipment; to include police and town specific radio equipment (used during town specific events). Additionally, computer databases, search engines. Yearly motor vehicle registration renewals, etc.

Auto Repair: Auto repair includes emission testing, wax, cleaners, disinfectants, and fuel etc.

Capital Outlay - Equipment Replacement: The department will not have capital purchases this fiscal year.

Police Department

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/2025 Actuals	Proposed Budget FY2026
<u>Personnel Services</u>							
600.100	Salaries	1,026,894	1,269,662	1,369,439	1,797,183	1,105,153	1,911,167
600.100.4	Recruitment & Rentention	0	0	0	60,000	34,000	60,000
600.105.1	Overtime - Operational Necessity	81,166	78,759	42,165	80,000	60,711	30,000
600.105.2	Overtime - Court	0	0	0	0		20,000
600.105.3	Overtime - Special events	0	0	0	0		30,000
600.105.4	WMATA	0	0	0	0		261,000
New	Bilingual Pay	0	0	0	0	0	12,480
600.110	Retirement - Pension	93,606	170,168	253,376	250,000	263,503	275,000
600.115	Retirement Supplement - Civilians	4,444	0	0	10,000	900	7,000
600.120	Workers Compensation	57,148	65,572	144,439	150,000	55,742	150,000
600.125	Payroll Taxes	87,842	102,541	107,210	148,194	91,660	167,773
600.130	Health Insurance/Benefits	111,905	165,142	154,136	169,000	87,835	180,000
600.135	Life Insurance/Long Term Dis.	3,222	8,152	5,135	1,000	4,914	1,000
600.140	Unemployment	73	68	0	500	0	500
<u>Staff Development</u>							
600.145	Travel and Training	37,670	37,123	49,278	50,000	13,471	55,000
<u>Insurance Cost</u>							
600.155	Liability Insurance	24,520	25,209	33,502	25,500	32,076	25,500
600.160	Auto Insurance	20,644	21,649	30,791	21,000	41,646	45,000
<u>Commodities</u>							
600.165	Materials and Supplies	28,330	18,184	14,597	20,000	17,536	21,500
600.170	Miscellaneous	10,025	2,169	12,914	15,000	334	2,000
600.175	Equipment	45,776	30,637	42,507	45,000	3,221	45,000
600.176	Credit Card Fees	0	829	0	0	0	0
<u>Subscriptions & Memberships</u>							
600.180	Professional Associations	730	620	1,065	2,500	2,475	4,000
<u>Professional Services</u>							
600.185	Uniforms	31,657	16,612	31,931	40,000	21,310	40,000
600.190	Applicant Screening	16,101	6,890	15,046	15,000	7,823	15,000
600.195	Specialized Services	62,459	23,038	40,866	40,000	21,923	40,000
600.200	Equipment Maintenance	2,315	430	1,093	5,000	5	5,000
600.205	Community Engagement	12,920	19,124	19,129	30,000	15,017	30,000

<u>Operating Cost</u>							
600.205	Auto Repair	39,760	25,400	22,056	35,000	41,593	35,000
600.210	Building Utilities	7,689	6,281	24,331	20,000	1,078	30,000
600.215	Telephone	8,561	11,291	33,347	16,000	9,952	16,000
600.220	Wireless Phones	20,876	35,457	19,659	20,000	16,399	20,000
600.235	Traffic Control	0	0	156	0		0
600.240	Axon						62,000
600.245	Fuel						45,000
<u>Capital Outlay</u>							
Inactive	Building / Facilities	1,124		0	0		0
600.225	Vehicle Replacement/Upfitting (2)	89,812	79,610	0	135,000		
	Vehicle Replacement - ARPA		181,720		0		0
	Vehicle Upfitting	0	0	0	55,000	139,880	0
600.230	Equipment / Furnishings Capital	37,303	116,542	0	0		0
	TOTAL	1,964,572	2,518,879	2,468,168	3,255,877	2,090,157	3,641,920

MISSION STATEMENT



The mission of the Cheverly Police Department is to facilitate a safe and secure community for people to visit, work, and live; while committed to the people, traditions, businesses, and diversity of our Town.

Objectives:

1. **Community Safety and Protection:**

Prioritize the safety and security of residents by implementing proactive strategies to prevent and address crime, ensuring a safe living environment for all.

2. **Community Policing and Engagement:**

Foster positive relationships between law enforcement officers and the community through consistent engagement, open communication, and collaborative initiatives.

3. **Professionalism and Ethical Conduct:**

Uphold the highest standards of professionalism, integrity, and ethical conduct among officers, promoting accountability and transparency in all interactions.

4. **Resource Management and Efficiency:**

Optimize the allocation and utilization of all agency resources to enhance the effectiveness and responsiveness of the department.

5. **Training and Development:**

Strive to maintain the most up-to-date certifications and training provided in law enforcement.



POLICE GOALS



1. Crime Prevention and Reduction

- Maintain staffing requirements for 24-hour service
- Enhance the Criminal Investigations Division
- Continue professional training of our staff
- Ensure effective utilization of departmental resources

2. Community Partnerships

- Strengthen partnerships with community organizations (schools, businesses, residents, etc.)
- Develop a new "Community Watch Program"
- Conduct premises security checks
- Maintain an Elderly Watch Program
- Increase foot patrol
- Manage the Camera/Wheel Lock Rebate Program

3. Accountability and Transparency

- Promote transparency through crime updates
- Enhance our engagement with the community through social media

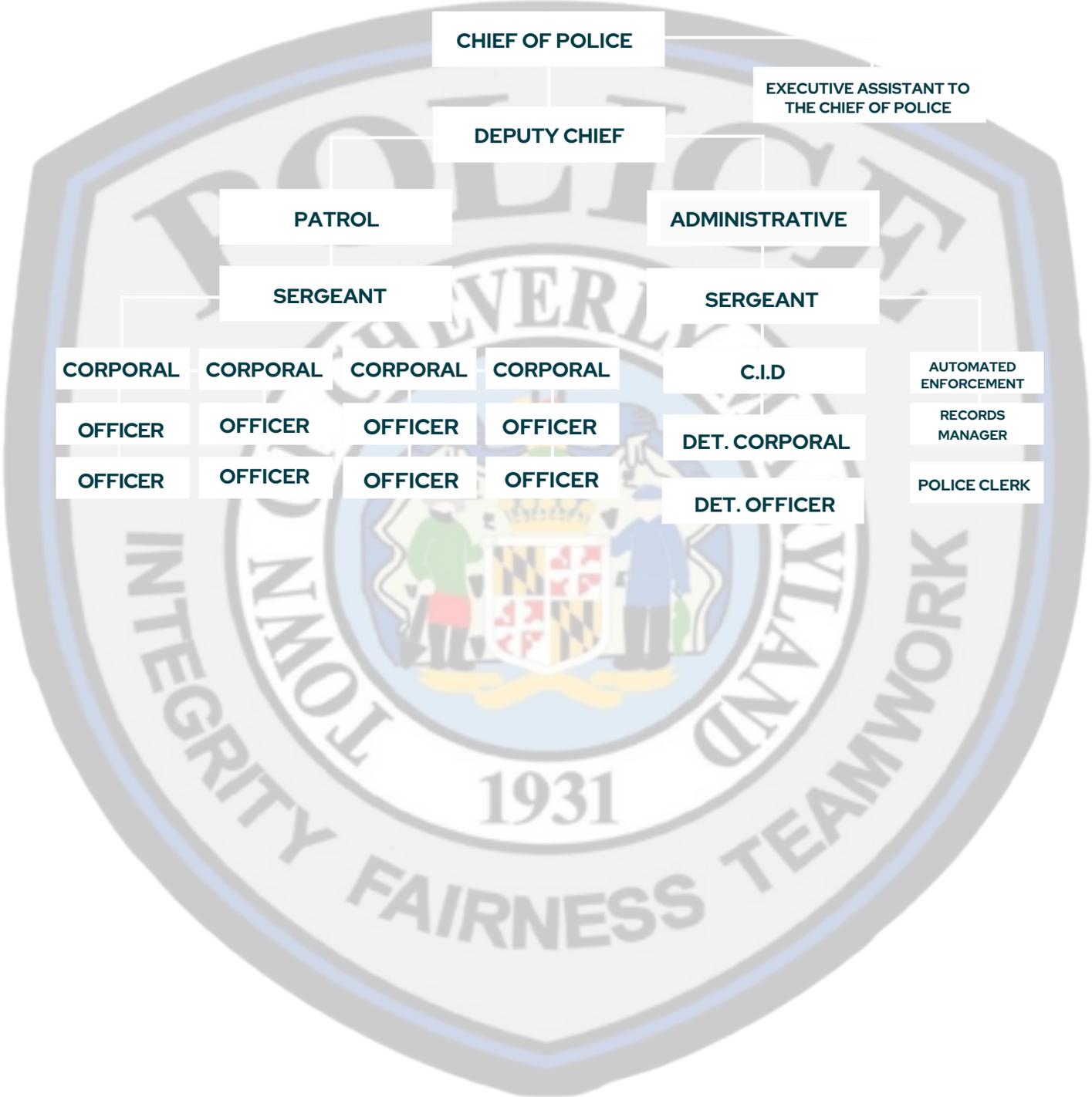
4. Professional Development

- Maintain the most up-to-date certifications and training provided in law enforcement
- Encourage the pursuit of higher education

5. Health and Wellness

- Developing mental health support programs for staff
- Continue partnership with a fitness provider

FY26 POLICE ORGANIZATIONAL CHART*





**Services that support today
– and build tomorrow**

PUBLIC WORKS

Budget Activity Detail

Public Works

Operations/Divisions

Description: These divisions of the Public Works Department provide the following services:

Street Division: Provides maintenance and reconstruction as needed to the entire Town's roads, sidewalks, curbs, etc. A large CDBG project was requested to replace all the streets associated with the past year's CDBG project described above. Additional services include sign maintenance, repair and installation, leaf collection, snow removal, etc. The Street Tree Program is funded from various accounts and continues to improve street tree maintenance, inspection, and planting.

Stormwater Management: This line focuses on numerous water problems across the Town of Cheverly.

Parks Division: Responsible for mowing, fertilizing, weeding, tree planting and maintenance of all parks & public rights-of-way, ballfield maintenance and installation of equipment.

Garage Division: Responsible for the maintenance of all gasoline and diesel equipment and machinery, including but not limited to engine repairs, hydraulic system repairs, tune-ups, electrical system repairs, brake system overhauls, maintenance record upkeep, etc.

Sanitation Division: Responsible for collection and disposal of the Town's solid waste from more than 1500 units twice weekly; bulky trash pickup and mixed paper recycling, and other recycling commodities. This division also collects yard waste

Budget Activity Detail

Public Works

Operations/Divisions

Overtime: Includes costs related to increasing events throughout the week (including weekends and after hours), Cheverly Day, and other Town events. This line item also includes overtime associated with inclement weather.

Retirement: Town matching funds for volunteer ICMA Retirement participation in the deferred compensation program.

Travel and Training: Continue to invest in employee training and development, including mechanic certification, CDL licensing, safety training and conferences associated with professional development.

Material, Supplies and Equipment: Supplies and minor equipment incidental to the daily operation of the office and staff quarters. Custodial supplies (cleaning equipment, paper products, soap, light bulbs, etc.)

Miscellaneous: Reimbursable items, etc.

Subscriptions & Memberships: American Public Works Association and MML Public Works Directors.

Uniforms/Safety Gear: Rental and cleaning of uniforms; purchase of various safety equipment, including glasses, steel-toed shoes, leather palm gloves, safety vests, rain gear and other Personal Protection Equipment (PPE) for all operations.

Security System Subscription: Service for cameras in the Public Works building.

Radio Repair: Repair radios as needed in the Public Works fleet.

Vehicle Replacement: Replacement of one trash truck.

Equipment Replacement: Replaces equipment as needed to support public works operations including piloting electrical and other environmentally friendly initiatives.

Street Maintenance: This division's funding is associated with maintaining and reconstructing infrastructure such as sidewalks and roads. This division includes costs for winter storms, traffic control and minor street repairs.

Budget Activity Detail

Public Works

Operations/Divisions

Street Light Maintenance Costs: Includes renewable electricity for streetlights as well as installation of new streetlights.

Stormwater Management: Includes Congressional funding for Water Woes, as well as costs associated with maintaining the Public Works Yard's Stormwater Pollution Prevention Plan.

Parks & Open Space: Budgeted funding to support street and alley tree maintenance, as well as maintenance, purchasing, and installation of parks equipment and tools for Public Works to assist in maintenance of the Parks. Program Open Space (POS) State and matching funds are also listed in this division.

Garage & Equipment: Budgeted funding to support the Public Works fleet, as well as some costs associated with the Town's fleet. Estimated fuel costs for the Public Works and Town Administration fleet is listed in this division.

Sanitation: Budgeted funding to cover costs of disposal of refuse, and tipping fees for single stream and organic material recycling. Funding includes some division support, as well as costs for recycling bins, totes, and other containers sold by the department.

Public Works

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
<u>Personnel Services</u>							
700.100	Salaries	1,027,829	1,027,134	1,186,168	1,486,370	961,102	1,565,150
700.105	Overtime	47,091	66,467	42,169	60,000	71,459	60,000
700.110	Retirement - Pension	122,721	135,204	101,189	170,000	136,986	150,000
700.115	Retirement Supplement	19,249	26,990	24,802	30,000	17,970	30,000
700.120	Workers Compensation	20,848	34,896	3,618	40,000	35,897	42,000
700.125	Payroll Taxes	87,674	82,463	77,949	118,297	79,094	124,324
700.130	Health Insurance/Benefits	140,831	177,920	145,680	195,000	90,024	215,000
700.135	Life Insurance/Long Term Dis.	2,969	7,687	5,069	8,000	4,150	8,000
700.140	Unemployment	73	7,808	0	6,000	0	6,000
700.141	Contractual Temporary Labor	0	0	0	110,000	72,020	170,000
		1,469,285	1,566,569	1,586,644	2,223,667	1,468,702	2,370,474
<u>Staff Development</u>							
700.145	Travel and Training	706	11,894	23,433	20,000	7,743	20,000
<u>Insurance Cost</u>							
700.150	Auto Insurance	45,140	44,286	44,417	48,000	47,957	55,000
<u>Commodities</u>							
700.155	Materials and Supplies	5,715	29,200	11,844	18,000	5,826	18,000
700.160	Miscellaneous	1,272	9,668	4,501	3,000	2,610	3,000
<u>Other Charges</u>							
700.165	Subscriptions & Memberships	75	647	1,134	1,000	192	1,500
700.167	Credit Card Transactions	0	2,185	0	2,100	0	0
<u>Professional Services</u>							
700.170	Uniforms / Safety Gear	35,374	22,048	22,947	35,000	20,299	30,000
Inactive	Lot Maintenance (Private Property)	150		0	0	0	0
700.172	Security System	0	1,420	2,551	3,250	11,178	5,000
	Building / Facilities / Yard	0	0	0	0	0	0
700.175	Radio Repair	0	0	0	1,000	0	1,000
<u>Capital Outlay</u>							
700.180	Building / Facilities / Yard	1,554	0	49,865	0	0	0
700.181.a	New PW Building - GF	493,202	0	0	0	0	0
700.181.b	New PW Building - Bond Loan Proceeds	0	934,026	2,916,124	0	2,969,766	
New	New PW Bldg - General Assembly Bond Bill	0	0	45,125	1,400,000	0	1,400,000
700.181i	New PW Building - Contingencies	0	0	100,000	0	0	
700.185	Vehicle Replacement	51,606	51,606	0	0	0	
700.190	Equipment Replacement	140	36,396	12,803	52,000	7,563	50,000
	Trash Truck				350,000	315,046	0
	Federal Earmark/Stormwater control				1,688,000	2,136,492	1,688,000
	State Earmark/Erosion control				500,000		500,000
	Boyds Park Renovation				214,729		0
	ST -Infrastructure - ARPA	0	191,341				
	ST -Vehicle - ARPA	0	50,000				
	ST -Road Projects - HUR	0	46,500				
	ST -Sidewalks/Curb/Gutter - GF	0	90,815				
	ST -Sidewalks/Curb/Gutter - GDBG	0	84,100				
	ST -Sidewalks/Curb/Gutter - ARPA	0	106,764				
	ST -Sidewalks/Curb/Gutter - HUR	0	112,896				
	ST -Sidewalks/Curb/Gutter - SHA	0	87,023				
	TOTAL	2,104,219	3,479,384	4,821,388	6,559,746	6,993,374	6,141,974

Public Works - Divisions

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
<u>STREET MAINTENANCE</u>							
710.100	Street Repair	2,059	849	10,864	15,000	60	15,000
710.105	Snow/Ice Removal	15,580	3,627	18,120	25,000	20,018	25,000
710.110	Traffic Control	16,846	22,529	20,101	30,000	45,818	30,000
710.115	Road Projects	344,373	0	0	0	0	0
New	Asphalt & Concrete - GF	0	0	97,749	86,000	33,061	50,000
New	Asphalt & Concrete - HUR	150,460	0	86,663	299,000	23,153	373,621
New	Asphalt & Concrete - SHA	8,940	0	0	0	0	0
New	Asphalt & Concrete - CDBG	0	0	258,343	0	0	0
	Subtotal	538,258	27,005	491,840	455,000	122,110	493,621
<u>STREET LIGHT MAINTENANCE</u>							
715.100	Street Light Utilities	64,686	72,516	86,166	100,000	52,610	100,000
715.105	Street Light (Install/Repair/Convert)	7,259	0	1,381	25,000	0	25,000
	Subtotal	71,945	72,516	87,547	125,000	52,610	125,000
<u>STORMWATER MANAGEMENT</u>							
720.106	Stormwater - MOU	0	0	20,256	0	373,996	0
720.100	Stormwater Equipment	0	0	241	0	0	0
	Stormwater Materials - ARPA	0	27,745	0	0	0	0
720.105	Stormwater Materials & Supplies	9,500	7,540	0	2,000	2,080	5,000
	Subtotal	9,500	35,285	20,497	2,000	376,076	5,000
<u>PARKS & OPEN SPACE</u>							
725.100	Tree Service	117,942	173,991	153,371	250,000	116,158	220,000
725.105	Park Supplies	22,291	44,097	55,152	65,000	12,731	55,000
725.110	Park Tools/Equipment	19,327	21,279	5,913	20,000	10,661	20,000
725.115	Park Development (POS)	211,925	26,100	0	165,000	0	165,000
	Park Development (ARPA)	0	97,700	0	0	0	0
	Subtotal	371,485	363,167	214,436	500,000	139,550	460,000
<u>GARAGE & EQUIPMENT</u>							
730.100	Auto Repair (Outside Shop)	73,845	50,282	31,023	50,000	23,227	50,000
730.105	Vehicle Repair Parts	11,641	39,772	41,827	50,000	10,776	50,000
730.110	Garage Tools and Equipment	6,489	13,402	6,060	10,000	2,107	15,000
730.115	Garage Consumables	14,260	9,703	8,388	10,000	3,412	10,000
730.120	Tires and Tubes	65,181	34,409	11,522	50,000	11,221	35,000
730.130	Vehicle Truck Database	0	0	3,000	4,000	2,199	4,000
730.125	Gas/Oil/Grease	87,182	108,257	58,011	60,000	41,108	60,000
	Subtotal	258,598	255,825	159,831	234,000	94,050	224,000

Public Works - Divisions

Proposed FY26 Budget

Account #	Description	Actuals FY2022	Actuals FY2023	Actuals FY2024	Budget FY2025	YTD 2/28/25 Actuals	Proposed Budget FY2026
<u>SANITATION</u>							
735.100	Landfill Disposal Fees	102,711	118,899	113,085	130,000	83,347	150,000
735.105	Organic Material Recycling	25,256	15,250	18,215	25,000	8,047	20,000
735.110	Sanitation/Material & Supplies	60	2,175	196	5,000	2,580	5,000
735.115	Compost Bins/Rain Barrels	15,574	520	8,869	5,000	3,300	13,000
735.120	Sanitation/Equipment Repair	0	0	561	5,000	450	5,000
735.125	Single Stream Recycling	3,750	12,178	12,924	20,000	9,069	15,000
	Subtotal	147,351	149,022	153,850	190,000	106,793	208,000
	TOTAL	1,397,137	902,820	1,128,001	1,506,000	891,189	1,515,621
	Total for Public Works	3,501,356	4,382,204	5,949,389	8,065,746	7,884,563	7,657,595



Big dreams need solid foundations.

CAPITAL IMPROVEMENT PLAN

CIP PLAN OF STRATEGY



The sole benefit of the Town of Cheverly implementing a Capital Improvement Plan (CIP) is the strategic management of its major investments in infrastructure, facilities, and equipment. A CIP provides a planned schedule of public improvements and expenditures over a multi-year period. This forward-looking approach allows the town to align its spending with long-term financial stability and growth goals.

- Fiscal Discipline and Efficiency:

By forecasting future capital needs and associated costs, Cheverly can better manage its financial resources, prioritize spending, and avoid unnecessary expenditures. This helps prevent fiscal missteps and ensures money is spent on the most critical projects.

- Leveraging Funding:

A well-structured CIP allows the town to plan for and secure funding from multiple sources, such as grants, bonds, and state or federal aid, with more compelling, project-ready proposals. This can reduce reliance on local funding and help mitigate the debt load.

- Community and Economic Development:

Strategic capital investments can boost local economic activity by improving infrastructure, which attracts businesses and residents. Enhanced facilities and services can increase property values, thereby increasing tax revenue and further reducing fiscal pressure.

- Long-Term Savings:

Investing in infrastructure upgrades and maintenance reduces long-term repair and replacement costs, which can be significantly higher if problems are deferred. Preventive spending saves money over time, easing financial constraints.

STRATEGIC PLAN

Our Core Values

To achieve our vision and mission, our town must strengthen a culture built on shared values. What started as common themes that shape our collective vision for Cheverly's future, our core values emerged through staff and community input sessions, resident survey responses, leadership team interviews, and our strategic planning retreat.

We value...

- **Accessibility:** Our desire is that Cheverly be accessible to all who reside in, neighbor, and visit our town. Accessibility is defined as ensuring:
 - Persons with disabilities can access facilities, walkaways, our website, and other information
 - Diverse ethnic groups have materials and key information in available in various languages
 - People of all income levels have housing options
 - Neighborhoods and community amenities are walkable (where feasible)
- **Connection:** Connection is our nature. We are a close-knit, interconnected community that values interacting with one another and accessing spaces that allow for deeper engagement.



CIP PROJECT PROPOSALS

STARTING FY 2026

A. TOWN HALL (530.230)

Project/ Initiative	Amount	FY
		2026
Town Hall Roof	\$200,000.00	2027
		2028
		2029
		2030

TOWN HALL PROJECT INITIATIVE

Installation of new roof on the original structure of the Town Hall Building (excluding the gym).

It has been determined that Town Hall should undergo certain renovations and repairs over time. Some items are cosmetic (i.e. paint, landscaping, etc...) in nature. Future years include work to be performed to improve overall energy efficiency, safety, function and use.

CIP PROJECT PROPOSALS

STARTING FY 2026

B. LED CONVERSION OF STREET LIGHTS (715.105)

Project/ Initiative	Amount	FY
LED Conversion of Street Lights	\$25,000.00	2026
LED Conversion of Street Lights	\$25,000.00	2027
LED Conversion of Street Lights	\$25,000.00	2028
		2029
		2030

LED CONVERSION OF STREET LIGHTS

LED CONVERSION OF STREET LIGHTS PROJECT INITIATIVE

The Town now has a mix of the remaining mercury vapor (white light) and sodium vapor (yellow light) street lighting. Conversion of the mercury vapor and sodium vapor to LED lighting is anticipated in future budget years. The Town is waiting for Pepco to be able to provide LED lighting and meter the cost savings for their use. This line item also provides for installation of streetlights at new locations.

CIP PROJECT PROPOSALS

STARTING FY 2026

C. LAND ACQUISITION (NEW ACCOUNT)

Project/ Initiative	Amount	FY
Private Property Aquisition	\$50,000	2026
Private Property Aquisition	\$50,000	2027
Private Property Aquisition	\$50,000	2028
Private Property Aquisition	\$50,000	2029
Private Property Aquisition	\$50,000	2030

LAND ACQUISITION PROJECT INITIATIVE

Mayor and Town Council are actively pursuing a program of acquisition of open space areas around the Town to assure a legacy of parks and green space for residents.

CIP PROJECT PROPOSALS

STARTING FY 2026

D.CURB APEAL (REPLACEMENT SIDEWALKS, CURBS, ETC.) (710.120)

Project/ Initiative	Amount	FY
		2026
		2027
Repair the entryway of Town Hall	\$200,000	2028
		2029
		2030

CURB APPEAL PROJECT INITIATIVE

This capital improvement addresses the replacement of sidewalk, curb and gutter areas, which have deteriorated over time.

CIP PROJECT PROPOSALS

STARTING FY 2026

E. TOWN PARK DEVELOPMENT

Project/ Initiative	Amount	FY
		2026
Design	\$20,000	2027
Town Park Plan	\$250,000	2028
		2029
		2030

TOWN PARK DEVELOPMENT PROJECT INITIATIVE

A Town Park Master Plan was adopted in 1991 for the improvement of Town Park ballfields and other recreational facilities. The Master Plan Improvements were completed in 2015. The Master Plan was amended in 2013, adding different Capital Improvement projects. The Town will continue to apply for grants and federal funds to make accessible upgrades and equipment upgrades to Town Park. The funding for FY27 is allocated for the design of an accessible trail. FY28 is the build-out.

CIP PROJECT PROPOSALS

STARTING FY 2026

F. GAST PARK

Project/ Initiative	Amount	FY
	Frozen	2026
Asphalt, Crosswalks and Sidewalks	\$100,000	2027
Asphalt, Crosswalks and Sidewalks	\$40,000	2028
Park upgrade	\$200,000	2029
		2030
		2031

GAST PARK PROJECT INITIATIVE

The playground equipment replacement program was considered by the Mayor and Council in 1994, resulting in the removal and replacement of certain equipment in the park. The Master Plan improvements were completed in 1997. In 2008 new equipment was installed and older equipment removed. We anticipate updating the playground 20 years after initial installation.

CIP PROJECT PROPOSALS

STARTING FY 2026

G. BOYD PARK

Project/ Initiative	Amount	FY
		2026
		2027
		2028
		2029
		2030

BOYD PARK PROJECT INITIATIVE

A Boyd Park Master Plan was adopted in 1993 for the improvement of the park's playgrounds and ballfields. The Master Plan improvements were completed in 2002. The restrooms were renovated in 2023. In FY25 new playground equipment was installed. The Town will continue to seek grant funding to resurface the trail and courts.

The Town received state funding to update the facilities for FY25.

CIP PROJECT PROPOSALS

STARTING FY 2026

H. WOODWORTH PARK

Project/ Initiative	Amount	FY
		2026
		2027
		2028
		2029
		2030

WOODWORTH PROJECT INITIATIVE

This incorporates the Woodworth Park Master Plan as prepared in 1976. The park was overhauled and make ADA compliant with new equipment and installation of rubber mulch in 2022.

A new fence was installed for safety measures in 2024.

CIP PROJECT PROPOSALS

STARTING FY 2026

I. KILMER PARK (PROGRAM OPEN SPACE FUNDS)

Project/ Initiative	Amount	FY
Park Access	\$165,000	2026
Park Development	\$25,000	2027
Park Development	\$25,000	2028
Park Development	\$25,000	2029
		2030
		2031

KILMER PARK INITIATIVE

Based on the Town's Strategic Plan, the Town intends to enhance accessibility to Kilmer Park for all residents and ensure a secure pathway for commuting residents. The Town will use these funds for the Kilmer Park accessible trail connecting Ward 5 and 6 to Kilmer Park, and will seek supplemental funds to help offset the cost.

CIP PROJECT PROPOSALS

STARTING FY 2026

J. 5701 LANDOVER RD PARK

Project/ Initiative	Amount	FY
		2026
Park Development	\$35,000	2027
Park Development	\$35,000	2028
		2029
		2030

5701 LANDOVER RD PARK INITIATIVE

The town will persist in its efforts to secure funding for the proposed park located on Landover Road. The Town will continue to work with community organizations seeking grant funds for this property.

CIP PROJECT PROPOSALS

STARTING FY 2026

K. PUBLIC WORKS FACILITY

Project/ Initiative	Amount	FY
Facility payment	\$550,000	2026
Facility payment	\$550,000	2027
Facility payment	\$550,000	2028
Facility payment	\$550,000	2029
Facility payment	\$550,000	2030

PUBLIC WORKS FACILITY PROJECT INITIATIVE

The Public Works Facility includes the administrative office, the vehicle bays, and the yard.

The Town anticipates moving into the Eley Public Works building in the summer of 2025.

CIP PROJECT PROPOSALS

STARTING FY 2026

L. ROAD REPAIRS, RESURFACING, TRAFFIC STUDY RECOMMENDATIONS

Project/ Initiative	Amount	FY
		2026
		2027
		2028
		2029
		2030

ROAD REPAIRS, RESURFACING, & TRAFFIC STUDY PROJECT INITIATIVE

Within budget.

CIP PROJECT PROPOSALS

STARTING FY 2026

M. GREEN SPACE IMPROVEMENTS & WELCOME SIGNS

Project/ Initiative	Amount	FY
		2026
Construction of Entrance Sign at Boyd Park & Construction of Stone Entrance Sign at 64th Ave & Columbia Park Rd	\$140,000	2027
		2028
		2029
		2030

GREEN SPACE IMPROVEMENTS AND WELCOME SIGNS PROJECT INITIATIVE

Based on the Town's Strategic Plan.

CIP PROJECT PROPOSALS

STARTING FY 2026

N. POLICE DEPARTMENT PROPOSALS (600.225)

Project/ Initiative	Amount	FY
Vehicles and upfitting	Frozen	2026
Vehicles and upfitting	\$190,000	2027
Vehicles and upfitting	\$190,000	2028
Vehicles and upfitting	\$190,000	2029
Vehicles and upfitting	\$190,000	2030

POLICE DEPARTMENT PROPOSALS PROJECT INITIATIVE

Due to the historical wear and tear experienced by police vehicles, their average lifespan is approximately five years. In order to prioritize safety, the municipality remains committed to consistently investing in meticulously maintained equipment for public safety personnel.

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

CAPITAL IMPROVEMENT PROGRAM – SUMMARY	
This is a summary of all Capital Outlays expensed by Department:	
DESCRIPTION	BUDGET FY2026
<u>STREETLIGHTS</u>	
Conversion/installation	\$25,000
<u>PARKS & DEVELOPMENT</u>	\$165,000
Park Development (POS)	
<u>DEBT SERVICES</u>	\$550,000
Bond for Eley Building	
<u>Land Acquisition</u>	\$50,000
Private Property Acquisition	
(expensed by Dept. – do not add to Total Exp.)	\$790,000



**Our greatest resource is
the people who move the
mission forward.**

SALARY SCHEDULES & JOB DESCRIPTIONS FOR TOWN OF CHEVERLY STAFF

Management 2% Step

FY 2026 Management - 2% Merit Increase per Step
(2024 adjusted Min & Max w/ 1.5% COLA)

Points	Grade	\$ of 1.5% COLA over 2024	Minimum									
			Hire Rate					Transfer Rate				
			1	2	3	4	5	6	7	8	9	10
320.00	21	\$ 1,859.49	\$ 125,825	\$ 128,342	\$ 130,909	\$ 133,527	\$ 136,198	\$ 138,922	\$ 141,700	\$ 144,534	\$ 147,425	\$ 150,373
310.00	20	\$ 1,787.97	\$ 120,986	\$ 123,406	\$ 125,874	\$ 128,391	\$ 130,959	\$ 133,578	\$ 136,250	\$ 138,975	\$ 141,754	\$ 144,589
300.00	19	\$ 1,719.20	\$ 116,332	\$ 118,659	\$ 121,032	\$ 123,453	\$ 125,922	\$ 128,440	\$ 131,009	\$ 133,629	\$ 136,302	\$ 139,028
290.00	18	\$ 1,653.08	\$ 111,858	\$ 114,095	\$ 116,377	\$ 118,705	\$ 121,079	\$ 123,500	\$ 125,970	\$ 128,490	\$ 131,060	\$ 133,681
280.00	17	\$ 1,589.49	\$ 107,555	\$ 109,707	\$ 111,901	\$ 114,139	\$ 116,422	\$ 118,750	\$ 121,125	\$ 123,547	\$ 126,018	\$ 128,539
270.00	16	\$ 1,528.35	\$ 103,418	\$ 105,487	\$ 107,596	\$ 109,748	\$ 111,943	\$ 114,182	\$ 116,466	\$ 118,795	\$ 121,171	\$ 123,595
260.00	15	\$ 1,469.57	\$ 99,441	\$ 101,429	\$ 103,458	\$ 105,527	\$ 107,638	\$ 109,790	\$ 111,986	\$ 114,226	\$ 116,510	\$ 118,841
250.00	14	\$ 1,413.05	\$ 95,616	\$ 97,528	\$ 99,479	\$ 101,469	\$ 103,498	\$ 105,568	\$ 107,679	\$ 109,833	\$ 112,029	\$ 114,270
240.00	13	\$ 1,358.70	\$ 91,939	\$ 93,777	\$ 95,653	\$ 97,566	\$ 99,517	\$ 101,508	\$ 103,538	\$ 105,609	\$ 107,721	\$ 109,875
230.00	12	\$ 1,306.44	\$ 88,402	\$ 90,170	\$ 91,974	\$ 93,813	\$ 95,690	\$ 97,603	\$ 99,556	\$ 101,547	\$ 103,578	\$ 105,649
220.00	11	\$ 1,256.19	\$ 85,002	\$ 86,702	\$ 88,436	\$ 90,205	\$ 92,009	\$ 93,849	\$ 95,726	\$ 97,641	\$ 99,594	\$ 101,585
210.00	10	\$ 1,207.88	\$ 81,733	\$ 83,368	\$ 85,035	\$ 86,736	\$ 88,470	\$ 90,240	\$ 92,044	\$ 93,885	\$ 95,763	\$ 97,678
200.00	9	\$ 1,161.42	\$ 78,589	\$ 80,161	\$ 81,764	\$ 83,400	\$ 85,068	\$ 86,769	\$ 88,504	\$ 90,275	\$ 92,080	\$ 93,922
190.00	8	\$ 1,116.75	\$ 75,567	\$ 77,078	\$ 78,620	\$ 80,192	\$ 81,796	\$ 83,432	\$ 85,100	\$ 86,802	\$ 88,538	\$ 90,309
180.00	7	\$ 1,073.81	\$ 72,661	\$ 74,114	\$ 75,596	\$ 77,108	\$ 78,650	\$ 80,223	\$ 81,828	\$ 83,464	\$ 85,134	\$ 86,836
170.00	6	\$ 1,032.51	\$ 69,867	\$ 71,264	\$ 72,689	\$ 74,143	\$ 75,626	\$ 77,138	\$ 78,681	\$ 80,255	\$ 81,860	\$ 83,497
160.00	5	\$ 992.81	\$ 67,180	\$ 68,523	\$ 69,894	\$ 71,292	\$ 72,718	\$ 74,172	\$ 75,655	\$ 77,168	\$ 78,712	\$ 80,286
150.00	4	\$ 954.62	\$ 64,596	\$ 65,888	\$ 67,205	\$ 68,549	\$ 69,920	\$ 71,319	\$ 72,745	\$ 74,200	\$ 75,684	\$ 77,198
140.00	3	\$ 917.90	\$ 62,111	\$ 63,353	\$ 64,620	\$ 65,913	\$ 67,231	\$ 68,575	\$ 69,947	\$ 71,346	\$ 72,773	\$ 74,228
130.00	2	\$ 882.59	\$ 59,722	\$ 60,916	\$ 62,134	\$ 63,377	\$ 64,645	\$ 65,937	\$ 67,256	\$ 68,601	\$ 69,973	\$ 71,373
120.00	1	\$ 848.64	\$ 57,425	\$ 58,573	\$ 59,745	\$ 60,939	\$ 62,158	\$ 63,401	\$ 64,669	\$ 65,963	\$ 67,282	\$ 68,628
			Merit Increase -->	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%



Midpoint												Maximum	\$ of 1.5% COLA over 2024	
	11	12	13	14	15	16	17	18	19	20	21			
\$ 153,381	\$ 156,448	\$ 159,577	\$ 162,769	\$ 166,024	\$ 169,345	\$ 172,731	\$ 176,186	\$ 179,710	\$ 183,304	\$ 186,970	\$ 188,737	\$ 188,737	\$ 2,789	0.95%
\$ 147,481	\$ 150,431	\$ 153,439	\$ 156,508	\$ 159,638	\$ 162,831	\$ 166,088	\$ 169,410	\$ 172,798	\$ 176,254	\$ 179,779	\$ 181,478	\$ 181,478	\$ 2,682	0.95%
\$ 141,808	\$ 144,644	\$ 147,537	\$ 150,488	\$ 153,498	\$ 156,568	\$ 159,699	\$ 162,893	\$ 166,151	\$ 169,474	\$ 172,864	\$ 174,498	\$ 174,498	\$ 2,579	0.95%
\$ 136,354	\$ 139,081	\$ 141,863	\$ 144,700	\$ 147,594	\$ 150,546	\$ 153,557	\$ 156,628	\$ 159,761	\$ 162,956	\$ 166,215	\$ 167,787	\$ 167,787	\$ 2,480	0.95%
\$ 131,110	\$ 133,732	\$ 136,406	\$ 139,134	\$ 141,917	\$ 144,756	\$ 147,651	\$ 150,604	\$ 153,616	\$ 156,688	\$ 159,822	\$ 161,333	\$ 161,333	\$ 2,384	0.95%
\$ 126,066	\$ 128,588	\$ 131,159	\$ 133,783	\$ 136,458	\$ 139,187	\$ 141,971	\$ 144,811	\$ 147,707	\$ 150,661	\$ 153,674	\$ 155,129	\$ 155,129	\$ 2,293	0.95%
\$ 121,217	\$ 123,642	\$ 126,115	\$ 128,637	\$ 131,210	\$ 133,834	\$ 136,511	\$ 139,241	\$ 142,026	\$ 144,866	\$ 147,763	\$ 149,162	\$ 149,162	\$ 2,204	0.95%
\$ 116,555	\$ 118,887	\$ 121,264	\$ 123,690	\$ 126,163	\$ 128,687	\$ 131,260	\$ 133,886	\$ 136,563	\$ 139,295	\$ 142,080	\$ 143,426	\$ 143,426	\$ 2,120	0.95%
\$ 112,073	\$ 114,314	\$ 116,601	\$ 118,933	\$ 121,311	\$ 123,737	\$ 126,212	\$ 128,736	\$ 131,311	\$ 133,937	\$ 136,616	\$ 137,909	\$ 137,909	\$ 2,038	0.95%
\$ 107,762	\$ 109,917	\$ 112,116	\$ 114,358	\$ 116,645	\$ 118,978	\$ 121,358	\$ 123,785	\$ 126,260	\$ 128,786	\$ 131,361	\$ 132,605	\$ 132,605	\$ 1,960	0.95%
\$ 103,617	\$ 105,690	\$ 107,803	\$ 109,959	\$ 112,159	\$ 114,402	\$ 116,690	\$ 119,024	\$ 121,404	\$ 123,832	\$ 126,309	\$ 127,504	\$ 127,504	\$ 1,884	0.95%
\$ 99,632	\$ 101,625	\$ 103,657	\$ 105,730	\$ 107,845	\$ 110,002	\$ 112,202	\$ 114,446	\$ 116,735	\$ 119,069	\$ 121,451	\$ 122,600	\$ 122,600	\$ 1,812	0.95%
\$ 95,800	\$ 97,716	\$ 99,670	\$ 101,664	\$ 103,697	\$ 105,771	\$ 107,886	\$ 110,044	\$ 112,245	\$ 114,490	\$ 116,780	\$ 117,884	\$ 117,884	\$ 1,742	0.95%
\$ 92,115	\$ 93,958	\$ 95,837	\$ 97,754	\$ 99,709	\$ 101,703	\$ 103,737	\$ 105,812	\$ 107,928	\$ 110,086	\$ 112,288	\$ 113,350	\$ 113,350	\$ 1,675	0.95%
\$ 88,573	\$ 90,345	\$ 92,151	\$ 93,994	\$ 95,874	\$ 97,792	\$ 99,748	\$ 101,743	\$ 103,778	\$ 105,853	\$ 107,970	\$ 108,991	\$ 108,991	\$ 1,611	0.95%
\$ 85,167	\$ 86,870	\$ 88,608	\$ 90,380	\$ 92,187	\$ 94,031	\$ 95,912	\$ 97,830	\$ 99,787	\$ 101,782	\$ 103,818	\$ 104,799	\$ 104,799	\$ 1,549	0.94%
\$ 81,892	\$ 83,530	\$ 85,200	\$ 86,904	\$ 88,642	\$ 90,415	\$ 92,223	\$ 94,068	\$ 95,949	\$ 97,868	\$ 99,826	\$ 100,768	\$ 100,768	\$ 1,489	0.94%
\$ 78,742	\$ 80,317	\$ 81,923	\$ 83,561	\$ 85,233	\$ 86,937	\$ 88,676	\$ 90,449	\$ 92,258	\$ 94,104	\$ 95,986	\$ 96,893	\$ 96,893	\$ 1,432	0.95%
\$ 75,713	\$ 77,227	\$ 78,772	\$ 80,347	\$ 81,954	\$ 83,593	\$ 85,265	\$ 86,970	\$ 88,710	\$ 90,484	\$ 92,294	\$ 93,166	\$ 93,166	\$ 1,377	0.95%
\$ 72,800	\$ 74,256	\$ 75,741	\$ 77,256	\$ 78,801	\$ 80,377	\$ 81,985	\$ 83,625	\$ 85,297	\$ 87,003	\$ 88,743	\$ 89,583	\$ 89,583	\$ 1,324	0.95%
\$ 70,000	\$ 71,400	\$ 72,828	\$ 74,285	\$ 75,771	\$ 77,286	\$ 78,832	\$ 80,408	\$ 82,017	\$ 83,657	\$ 85,330	\$ 86,137	\$ 86,137	\$ 1,273	0.95%
2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	0.95%		

Management 2% Step

FY 2026 non-Management - 2% Merit Increase per Step
(2024 adjusted Min & Max w/ 1.5% COLA)

Points	Grade	\$ of 1.5% COLA over 2024	New Hire Range											
			Minimum		New Hire Range					Transfer Range				
			1	2	3	4	5	6	7	8	9	10		
260	21	\$ 1,267.92	\$ 85,796	\$ 87,512	\$ 89,262	\$ 91,047	\$ 92,868	\$ 94,726	\$ 96,620	\$ 98,553	\$ 100,524	\$ 102,534		
250	20	\$ 1,236.99	\$ 83,703	\$ 85,377	\$ 87,085	\$ 88,826	\$ 90,603	\$ 92,415	\$ 94,263	\$ 96,148	\$ 98,071	\$ 100,033		
240	19	\$ 1,206.83	\$ 81,662	\$ 83,295	\$ 84,961	\$ 86,660	\$ 88,393	\$ 90,161	\$ 91,964	\$ 93,804	\$ 95,680	\$ 97,593		
230	18	\$ 1,177.40	\$ 79,670	\$ 81,264	\$ 82,889	\$ 84,547	\$ 86,238	\$ 87,963	\$ 89,722	\$ 91,516	\$ 93,347	\$ 95,213		
220	17	\$ 1,148.69	\$ 77,728	\$ 79,282	\$ 80,868	\$ 82,485	\$ 84,135	\$ 85,818	\$ 87,534	\$ 89,285	\$ 91,070	\$ 92,892		
210	16	\$ 1,120.67	\$ 75,832	\$ 77,348	\$ 78,895	\$ 80,473	\$ 82,083	\$ 83,724	\$ 85,399	\$ 87,107	\$ 88,849	\$ 90,626		
200	15	\$ 1,093.34	\$ 73,982	\$ 75,462	\$ 76,971	\$ 78,511	\$ 80,081	\$ 81,682	\$ 83,316	\$ 84,982	\$ 86,682	\$ 88,416		
190	14	\$ 1,093.34	\$ 72,178	\$ 73,621	\$ 75,094	\$ 76,596	\$ 78,127	\$ 79,690	\$ 81,284	\$ 82,909	\$ 84,568	\$ 86,259		
180	13	\$ 1,066.67	\$ 70,418	\$ 71,826	\$ 73,263	\$ 74,728	\$ 76,222	\$ 77,747	\$ 79,302	\$ 80,888	\$ 82,506	\$ 84,156		
170	12	\$ 1,040.66	\$ 68,700	\$ 70,074	\$ 71,476	\$ 72,905	\$ 74,363	\$ 75,851	\$ 77,368	\$ 78,915	\$ 80,493	\$ 82,103		
160	11	\$ 1,015.28	\$ 67,025	\$ 68,365	\$ 69,732	\$ 71,127	\$ 72,549	\$ 74,000	\$ 75,480	\$ 76,990	\$ 78,530	\$ 80,100		
150	10	\$ 1,015.28	\$ 65,389	\$ 66,697	\$ 68,031	\$ 69,392	\$ 70,780	\$ 72,195	\$ 73,639	\$ 75,112	\$ 76,614	\$ 78,146		
140	9	\$ 990.51	\$ 63,795	\$ 65,071	\$ 66,372	\$ 67,700	\$ 69,054	\$ 70,435	\$ 71,843	\$ 73,280	\$ 74,746	\$ 76,241		
130	8	\$ 990.51	\$ 62,239	\$ 63,484	\$ 64,753	\$ 66,048	\$ 67,369	\$ 68,717	\$ 70,091	\$ 71,493	\$ 72,923	\$ 74,381		
120	7	\$ 990.51	\$ 60,720	\$ 61,935	\$ 63,173	\$ 64,437	\$ 65,726	\$ 67,040	\$ 68,381	\$ 69,749	\$ 71,144	\$ 72,566		
110	6	\$ 990.51	\$ 59,239	\$ 60,424	\$ 61,633	\$ 62,865	\$ 64,123	\$ 65,405	\$ 66,713	\$ 68,048	\$ 69,408	\$ 70,797		
100	5	\$ 966.35	\$ 57,794	\$ 58,950	\$ 60,129	\$ 61,332	\$ 62,558	\$ 63,809	\$ 65,086	\$ 66,387	\$ 67,715	\$ 69,069		
90	4	\$ 966.35	\$ 56,384	\$ 57,512	\$ 58,662	\$ 59,835	\$ 61,032	\$ 62,253	\$ 63,498	\$ 64,768	\$ 66,063	\$ 67,384		
80	3	\$ 966.35	\$ 55,009	\$ 56,109	\$ 57,231	\$ 58,376	\$ 59,543	\$ 60,734	\$ 61,949	\$ 63,188	\$ 64,452	\$ 65,741		
70	2	\$ 966.35	\$ 53,667	\$ 54,740	\$ 55,835	\$ 56,952	\$ 58,091	\$ 59,253	\$ 60,438	\$ 61,647	\$ 62,880	\$ 64,137		
60	1	\$ 942.78	\$ 52,358	\$ 53,405	\$ 54,473	\$ 55,562	\$ 56,674	\$ 57,807	\$ 58,963	\$ 60,143	\$ 61,345	\$ 62,572		
			Merit Increase ->											
			2.00%		2.00%		2.00%		2.00%		2.00%		2.00%	
			COLA											

Midpoint											Maximum	\$ of 1.5% COLA over 2024	%
11	12	13	14	15	16	17	18	19	20	21	22		
\$ 104,585	\$ 106,676	\$ 108,810	\$ 110,986	\$ 113,206	\$ 115,470	\$ 117,779	\$ 120,135	\$ 122,538	\$ 124,988	\$ 127,488	\$ 128,691	\$ 1,930	2%
\$ 102,033	\$ 104,074	\$ 106,156	\$ 108,279	\$ 110,444	\$ 112,653	\$ 114,906	\$ 117,204	\$ 119,548	\$ 121,939	\$ 124,378	\$ 125,552	\$ 1,883	2%
\$ 99,545	\$ 101,536	\$ 103,567	\$ 105,638	\$ 107,751	\$ 109,906	\$ 112,104	\$ 114,346	\$ 116,633	\$ 118,966	\$ 121,345	\$ 122,490	\$ 1,837	2%
\$ 97,118	\$ 99,060	\$ 101,041	\$ 103,062	\$ 105,123	\$ 107,226	\$ 109,370	\$ 111,558	\$ 113,789	\$ 116,065	\$ 118,386	\$ 119,503	\$ 1,793	2%
\$ 94,750	\$ 96,645	\$ 98,577	\$ 100,549	\$ 102,560	\$ 104,611	\$ 106,703	\$ 108,838	\$ 111,014	\$ 113,235	\$ 115,499	\$ 116,588	\$ 1,749	2%
\$ 92,438	\$ 94,287	\$ 96,173	\$ 98,096	\$ 100,058	\$ 102,059	\$ 104,101	\$ 106,183	\$ 108,306	\$ 110,472	\$ 112,682	\$ 113,744	\$ 1,706	2%
\$ 90,184	\$ 91,988	\$ 93,827	\$ 95,704	\$ 97,618	\$ 99,570	\$ 101,562	\$ 103,593	\$ 105,665	\$ 107,778	\$ 109,934	\$ 110,970	\$ 1,665	2%
\$ 87,984	\$ 89,744	\$ 91,539	\$ 93,370	\$ 95,237	\$ 97,142	\$ 99,084	\$ 101,066	\$ 103,087	\$ 105,149	\$ 107,252	\$ 108,263	\$ 1,624	2%
\$ 85,839	\$ 87,556	\$ 89,307	\$ 91,093	\$ 92,915	\$ 94,773	\$ 96,668	\$ 98,602	\$ 100,574	\$ 102,585	\$ 104,637	\$ 105,622	\$ 1,584	2%
\$ 83,745	\$ 85,420	\$ 87,129	\$ 88,871	\$ 90,649	\$ 92,462	\$ 94,311	\$ 96,197	\$ 98,121	\$ 100,083	\$ 102,085	\$ 103,046	\$ 1,546	2%
\$ 81,703	\$ 83,337	\$ 85,003	\$ 86,703	\$ 88,437	\$ 90,206	\$ 92,010	\$ 93,850	\$ 95,728	\$ 97,642	\$ 99,595	\$ 100,533	\$ 1,508	2%
\$ 79,709	\$ 81,303	\$ 82,930	\$ 84,588	\$ 86,280	\$ 88,005	\$ 89,766	\$ 91,561	\$ 93,392	\$ 95,260	\$ 97,165	\$ 98,080	\$ 1,471	2%
\$ 77,765	\$ 79,321	\$ 80,907	\$ 82,525	\$ 84,176	\$ 85,859	\$ 87,577	\$ 89,328	\$ 91,115	\$ 92,937	\$ 94,796	\$ 95,688	\$ 1,435	2%
\$ 75,869	\$ 77,386	\$ 78,934	\$ 80,513	\$ 82,123	\$ 83,765	\$ 85,441	\$ 87,149	\$ 88,892	\$ 90,670	\$ 92,484	\$ 93,355	\$ 1,400	2%
\$ 74,018	\$ 75,498	\$ 77,008	\$ 78,548	\$ 80,119	\$ 81,722	\$ 83,356	\$ 85,023	\$ 86,724	\$ 88,458	\$ 90,227	\$ 91,078	\$ 1,366	2%
\$ 72,213	\$ 73,657	\$ 75,130	\$ 76,633	\$ 78,165	\$ 79,729	\$ 81,323	\$ 82,950	\$ 84,609	\$ 86,301	\$ 88,027	\$ 88,856	\$ 1,333	0%
\$ 70,451	\$ 71,860	\$ 73,297	\$ 74,763	\$ 76,258	\$ 77,783	\$ 79,339	\$ 80,926	\$ 82,544	\$ 84,195	\$ 85,879	\$ 86,586	\$ 1,333	2%
\$ 68,732	\$ 70,107	\$ 71,509	\$ 72,939	\$ 74,398	\$ 75,886	\$ 77,404	\$ 78,952	\$ 80,531	\$ 82,141	\$ 83,784	\$ 84,458	\$ 1,300	2%
\$ 67,056	\$ 68,397	\$ 69,765	\$ 71,160	\$ 72,583	\$ 74,035	\$ 75,515	\$ 77,026	\$ 78,566	\$ 80,138	\$ 81,740	\$ 82,365	\$ 1,269	2%
\$ 65,420	\$ 66,728	\$ 68,063	\$ 69,424	\$ 70,813	\$ 72,229	\$ 73,673	\$ 75,147	\$ 76,650	\$ 78,183	\$ 79,747	\$ 80,342	\$ 1,238	2%
\$ 63,824	\$ 65,100	\$ 66,402	\$ 67,730	\$ 69,085	\$ 70,467	\$ 71,876	\$ 73,314	\$ 74,780	\$ 76,275	\$ 77,801	\$ 78,306	\$ 1,207	
2.00%		2.00%		2.00%		2.00%		2.00%		2.00%		3.47%	

Cheverly Police Department Salary Schedule - FY26 (eff 07/01)

Step (2% ea.)	Salary										Longevity I (23 yrs)	Longevity II (25 yrs)	
	1	2	3	4	5	6	7	8	9	10			
Officer	1	\$64,788.60	\$66,084.37	\$67,406.06	\$68,754.18	\$70,129.26	\$71,531.85	\$72,962.49	\$74,421.74	\$75,910.17	\$77,428.37		
	11	\$78,976.94	\$80,556.48	\$82,167.61	\$83,810.96	\$85,487.18	\$87,196.93	\$88,940.86	\$90,719.68	\$92,534.07	\$94,384.76	\$96,272.45	\$98,197.90

(4%) 18 mo. as Ofc.	Salary										Longevity I (23 yrs)	Longevity II (25 yrs)	
	1	2	3	4	5	6	7	8	9	10			
PFC	1	\$67,380.14	\$68,727.75	\$70,102.30	\$71,504.35	\$72,934.43	\$74,393.12	\$75,880.99	\$77,398.61	\$78,946.58	\$80,525.51		
	11	\$82,136.02	\$83,778.74	\$85,454.31	\$87,163.40	\$88,906.67	\$90,684.80	\$92,498.50	\$94,348.47	\$96,235.44	\$98,160.15	\$100,123.35	\$102,125.82

(6%) 18 mo. as PFC.	Salary										Longevity I (23 yrs)	Longevity II (25 yrs)	
	1	2	3	4	5	6	7	8	9	10			
Corporal	1	\$71,422.95	\$72,851.41	\$74,308.44	\$75,794.61	\$77,310.50	\$78,856.71	\$80,433.85	\$82,042.52	\$83,683.37	\$85,357.04		
	11	\$87,064.18	\$88,805.46	\$90,581.57	\$92,393.21	\$94,241.07	\$96,125.89	\$98,048.41	\$100,009.38	\$102,009.56	\$104,049.76	\$106,130.75	\$108,253.37

(8%) 18 mo. as Cpl.	Salary										Longevity I (23 yrs)	Longevity II (25 yrs)	
	1	2	3	4	5	6	7	8	9	10			
Sergeant	1	\$77,136.79	\$78,679.52	\$80,253.12	\$81,858.18	\$83,495.34	\$85,165.25	\$86,868.55	\$88,605.92	\$90,378.04	\$92,185.60		
	11	\$94,029.32	\$95,909.90	\$97,828.10	\$99,784.66	\$101,780.35	\$103,815.96	\$105,892.28	\$108,010.13	\$110,170.33	\$112,373.74	\$114,621.21	\$116,913.63

(12%) Appointed	Salary										Longevity I (23 yrs)	Longevity II (25 yrs)	
	1	2	3	4	5	6	7	8	9	10			
Lieutenant	1	\$86,393.20	\$88,121.07	\$89,883.49	\$91,681.16	\$93,514.78	\$95,385.08	\$97,292.78	\$99,238.63	\$101,223.41	\$103,247.88		
	11	\$105,312.83	\$107,419.09	\$109,567.47	\$111,758.82	\$113,994.00	\$116,273.88	\$118,599.35	\$120,971.34	\$123,390.77	\$125,858.58	\$128,375.76	\$130,943.27

(10%) Appointed	Salary										Longevity I (23 yrs)	Longevity II (25 yrs)	
	1	2	3	4	5	6	7	8	9	10			
Deputy Chief	1	\$95,032.52	\$96,933.17	\$98,871.84	\$100,849.27	\$102,866.26	\$104,923.59	\$107,022.06	\$109,162.50	\$111,345.75	\$113,572.66		
	11	\$115,844.12	\$118,161.00	\$120,524.22	\$122,934.70	\$125,393.40	\$127,901.26	\$130,459.29	\$133,068.48	\$135,729.85	\$138,444.44	\$141,213.33	\$144,037.60

CHEVERLY

MARYLAND



Code Enforcement Officer Job Description

Department: Administration

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Town Administrator

Salary Range: \$62,239 - \$93,355

General Definition of Work

The Code Enforcement Officer is a full-time field and office-based administrative position under the supervision of the Deputy Town Administrator. The Code Enforcement Officer interprets and enforces the Town's codes and ordinances through community engagement, site inspections, investigations, and official citations. This position promotes health, safety, and public welfare by ensuring compliance with property, zoning, safety, and public nuisance regulations. The Officer is expected to work in partnership with residents and businesses to promote voluntary compliance and maintain Cheverly as a desirable place to live.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Patrol the Town to identify and document code violations.
- Respond to citizen complaints and inquiries.
- Issue notices of violation, citations, and stop-work orders.
- Remove illegal signs and investigate nuisance conditions.
- Perform inspections and re-inspections of residential and commercial properties.
- Enforce regulations related to high grass, debris, vehicle storage, pests, and public safety.
- Coordinate with Prince George's County for construction and building permits.
- Maintain accurate and detailed case files using a digital case management system.
- Prepare documentation and testify in court or administrative hearings as needed.
- Engage with the community through education and outreach.

- Provide professional service and clear communication to all residents and stakeholders.
- Enforce parking regulations, animal ordinances, and other public codes.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of municipal code enforcement principles and relevant State laws.
- Ability to remain calm, objective, and respectful in conflict situations.
- Skill in documenting investigations and presenting evidence clearly.
- Experience with digital case tracking and documentation.
- Basic understanding of construction, zoning, and property maintenance standards.
- Ability to work independently, manage time effectively, and interact with diverse populations.
- Strong verbal and written communication skills.
- Ability to testify in legal proceedings.

Education and Experience

A high school diploma or GED is required. At least one year of prior experience in code enforcement, inspections, or a similar regulatory role is required. Equivalent combinations of education and experience may be considered. A background check and submission of a driving record are required.

Physical Requirements

This position requires frequent walking, standing, kneeling, crouching, and lifting up to 25 pounds. Work includes exposure to outdoor conditions, animals, fumes, loud noise, and occasionally irate individuals. Must be able to safely drive a Town vehicle and enter uneven terrain and confined spaces. Reasonable accommodations may be made for individuals with disabilities.

Special Requirements

Must possess a valid Maryland driver's license. Any required training or certifications must be completed within one year of hire.

- Bilingual proficiency in English and Spanish is a preferred.
- Certification in code enforcement or property maintenance inspection.

CHEVERLY

MARYLAND



Communications Specialist (with Payroll Responsibilities) Job Description

Department: Administration

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Town Administrator

Grade: 12 NM

Salary Range: \$68,700- \$103,046

General Definition of Work

The Communications Specialist is a full-time administrative role that supports the Town of Cheverly through oversight of public-facing communications and support for internal human resource and payroll functions. This position works closely with the Town Administrator, Deputy Town Administrator, department heads, and external partners to ensure consistency of messaging and accuracy in personnel processing. The Communications Specialist manages web and social media content, digital newsletters, and press releases, while also coordinating onboarding, offboarding, payroll processing, and retirement administration. The role requires excellent communication skills, proficiency in digital tools, professionalism, and the ability to manage multiple projects with discretion and accuracy.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Develop and manage digital content for the Town's website, social media, and newsletters.
- Edit, format, and distribute communications including email updates, flyers, public notices, and press releases.
- Coordinate integrated communication strategies for events, announcements, and community outreach.
- Create multimedia content including graphics, slideshows, and video materials.
- Provide communications support to departments and Town-affiliated organizations.

- Monitor and track media coverage; maintain brand consistency across platforms.
- Prepare talking points, statements, and presentation materials for elected officials and the Town Administrator.
- Maintain website functionality and oversee updates in collaboration with IT and staff.
- Manage onboarding and offboarding processes, including checklists and personnel documentation.
- Process payroll and assist with related reporting tasks in coordination with the Treasurer and HR systems.
- Serve as the Town's liaison to MissionSquare for retirement and benefit coordination.
- Conduct or support HR-related audits and ensure compliance with personnel policies.
- Maintain accurate records of benefits, retirement, and payroll documentation.
- Assist in scheduling and hosting internal events or informational meetings for staff.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Exceptional writing, editing, and communication skills.
- Familiarity with web content management systems, social media platforms, and digital publication tools.
- Experience creating multimedia and graphic content (e.g., Canva, Adobe tools).
- Ability to manage sensitive personnel and payroll data with confidentiality.
- Knowledge of payroll processes, HR documentation, and retirement systems.
- Strong organizational and project management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Comfort with or ability to learn HR and payroll systems.
- Ability to work independently while coordinating across departments.
- Culturally competent and collaborative communication style.

Education and Experience

Bachelor's degree required. At least one year of experience in communications, digital media, human resources, or payroll administration is preferred. Equivalent combinations of education and relevant experience may be considered.

Physical Requirements

This position is based in an office setting with extended periods of sitting, speaking, and listening. Occasional lifting (up to 20 pounds) and travel to events or meetings may be required. Reasonable accommodations will be made for individuals with disabilities.

Special Requirements

No licenses are required. Professional certifications in relevant fields are preferred.

CHEVERLY

MARYLAND



Deputy Town Administrator Job Description

Department: Administration

FLSA Status: Exempt, Full-time with Full Benefits

Reports to: Town Administrator

Grade: 16 M

Salary Range: \$103,418 - \$155,129

General Definition of Work

The Deputy Town Administrator is a full-time executive-level administrative position under the supervision of the Town Administrator. This position manages daily operations, coordinates with department heads, oversees special projects, supports financial processes, and assists in policy implementation. The role also includes managing internal and public communications, preparing Council meeting materials, and ensuring the effective use of administrative software systems. Work is performed independently and requires exceptional leadership, discretion, adaptability, and communication skills.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Support the Town Administrator with managing Town operations and administrative functions.
- Coordinate interdepartmental communication and ensure operational efficiency.
- Oversee and complete special projects in alignment with strategic goals.
- Prepare correspondence, reports, and Council meeting materials.
- Draft written responses to resident inquiries and official communications.
- Use software platforms (QuickBooks, Bills.com, Divvy) for financial tracking and reporting.
- Organize and maintain administrative records, both digital and hard copy.
- Assist in planning and executing public events and community engagement initiatives.

- Uphold confidentiality and ensure the integrity of sensitive Town matters.
- Serve as a resource for department heads and staff, offering guidance and leadership.
- Perform other duties as assigned to support the Town Administrator and overall operations.

Human Resource Management and Development

- Oversee personnel operations, including onboarding, team development, performance management, and staffing coordination.
- Communicate organizational goals and expectations to staff and assign responsibilities aligned with team capabilities.
- Ensure accountability through coaching, performance reviews, and process improvement.
- Maintain a positive work environment focused on collaboration, quality service, and employee development.
- Recommend and implement HR practices and adjustments in alignment with the Town's operational needs.

Public Relations and Professional Representation

- Maintain strong working relationships with local government partners, civic organizations, and the public.
- Represent the Town in meetings, events, and collaborations.
- Prepare policy recommendations and public communications in support of the Town Administrator's initiatives.
- Promote transparency, professionalism, and trust in all public interactions.

Required Knowledge, Skills, and Abilities

- Strong knowledge of public administration principles and government operations.
- Excellent written and verbal communication skills.
- Leadership ability and experience in coordinating teams or departments.
- Proficiency in Microsoft Office and financial software (QuickBooks, Divvy, Bills.com).
- Exceptional organizational and time management skills.
- Ability to analyze complex problems and develop practical solutions.
- High level of professionalism, integrity, and discretion.
- Strong interpersonal skills and the ability to engage with the public, staff, and elected officials.

Education and Experience

A bachelor's degree in public administration, business administration, political science, or a related field is required. At least two years of progressively responsible experience in public administration or local government is required.

Physical Requirements

This position requires frequent sitting, speaking, listening, and occasional walking, bending, or lifting. Must be able to lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Special Requirements

Must possess a valid Maryland driver's license.

CHEVERLY

MARYLAND



Office Aide/Youth Coordinator Description

Department: Administration

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Town Administrator

Salary Range: \$57,794 - \$88,856

General Definition of Work

The Office Aide / Youth Coordinator is an entry-level administrative role that supports the daily operations of the Town of Cheverly. Under the supervision of the Administrative Department, the position provides clerical and program support services, including youth engagement initiatives and customer-facing functions. This position requires strong communication skills, clerical aptitude, and the ability to engage effectively with the public, especially youth and families. Most work is performed with regular supervision, and performance is evaluated annually.

Essential Functions

The following examples are illustrative of the types of duties required for this position. The omission of specific statements does not exclude them if the work is similar, related, or a logical assignment.

- Greet and assist residents and visitors, answer and direct incoming calls.
- Manage incoming and outgoing mail, including scanning, routing, and filing documents.
- Assist with processing park reservations, parking permits, and other routine requests.
- Maintain the Town calendar and bulletin board with current and accurate information.
- Record and distribute staff meeting minutes.
- Archive Town records and file unclassified documents in physical and digital formats.
- Maintain office supply inventory and perform general clerical tasks including copying and word processing.
- Assist with materials and logistics for Town events and Youth Council meetings.
- Coordinate Youth Council activities, including outreach, meetings, and events.

- Communicate with youth and families to support youth engagement initiatives.
- Provide cross-departmental administrative support as needed, including internal meetings, special projects, and routine tasks to ensure efficient office and program operations.

Required Knowledge, Skills, and Abilities

- General knowledge of office procedures and equipment.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook), Canva, and commonly used office software platforms.
- Organizational skills and attention to detail.
- Ability to engage positively and professionally with the public, especially youth and families.
- Ability to maintain discretion and confidentiality.
- Ability to work independently and adapt to changing priorities.

Education and Experience

A high school diploma or GED is required. Experience in office administration or youth programming is preferred. Must be able to type at least 35 words per minute and will be subject to a background check.

Physical Requirements

This position requires frequent sitting, talking, and listening. Occasional walking, bending, and light lifting (up to 10 pounds) are also necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Special Requirements

- Some experience in youth development, community programming, or customer service is a plus.
- No licenses are required for this position.
- A valid driver's license is preferred.

CHEVERLY

MARYLAND



Public Relations Officer and Executive Administrator to the Deputy Town Administrator/ Town Administrator

Department: Administration

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Town Administrator/Town Administrator

Grade: 12 NM

Salary Range: \$68,700- \$103,046

General Definition of Work

The Public Relations Officer is a full-time administrative role that supports the Town of Cheverly through oversight of public-facing communications and support for internal human resource and payroll functions. This position works closely with the Town Administrator, Deputy Town Administrator, department heads, and external partners to ensure consistency of messaging and accuracy in personnel processing. The Public Relations Officer manages the official Town of Cheverly communication platforms to include the Town's website, social media content, newsletters, and press releases. The Executive Assistant role coordinates human resources functions to include, but are not limited to onboarding, offboarding, payroll processing, and retirement administration. This position requires excellent communication skills, proficiency in digital tools, professionalism, and the ability to manage multiple projects with discretion and accuracy.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Develop and manage digital content for the Town's website, social media, and newsletters.
- Edit, format, and distribute communications including email updates, flyers, public notices, and press releases.
- Coordinate integrated communication strategies for events, announcements, and community outreach.

- Create multimedia content including graphics, slideshows, and video materials.
- Provide communications support to departments and Town-affiliated organizations.
- Monitor and track media coverage; maintain brand consistency across platforms.
- Prepare talking points, statements, and presentation materials for elected officials and the Town Administrator.
- Maintain website functionality and oversee updates in collaboration with IT and staff.
- Manage onboarding and offboarding processes, including checklists and personnel documentation.
- Process payroll and assist with related reporting tasks in coordination with the Treasurer and HR systems.
- Serve as the Town's liaison to MissionSquare for retirement and benefit coordination.
- Conduct or support HR-related audits and ensure compliance with personnel policies.
- Maintain accurate records of benefits, retirement, and payroll documentation.
- Assist in scheduling and hosting internal events or informational meetings for staff.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Exceptional writing, editing, and communication skills.
- Familiarity with web content management systems, social media platforms, and digital publication tools.
- Experience creating multimedia and graphic content (e.g., Canva, Adobe tools).
- Ability to manage sensitive personnel and payroll data with confidentiality.
- Knowledge of payroll processes, HR documentation, and retirement systems.
- Strong organizational and project management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Comfort with or ability to learn HR and payroll systems.
- Ability to work independently while coordinating across departments.
- Culturally competent and collaborative communication style.

Education and Experience

Bachelor's degree required. At least one year of experience in communications, digital media, human resources, or payroll administration is preferred. Equivalent combinations of education and relevant experience may be considered.

Physical Requirements

This position is based in an office setting with extended periods of sitting, speaking, and listening. Occasional lifting (up to 20 pounds) and travel to events or meetings may be required. Reasonable accommodation will be made for individuals with disabilities.

Special Requirements

No licenses are required. Professional certifications in relevant fields are preferred.

CHEVERLY

MARYLAND



Town Administrator Job Description

Department: Administration

FLSA Status: Exempt, Full-time with Full Benefits

Reports to: Mayor and Town Council

Grade: 21 Unclassified

Salary Range: \$125,825 - \$188,737

General Definition of Work

The Town Administrator is the Chief Administrative Officer of the Town of Cheverly and is appointed by and serves at the pleasure of the Mayor and Town Council. The Administrator is responsible for implementing the policies established by the elected body, managing the Town's day-to-day operations, overseeing departmental functions, and ensuring the effective delivery of public services to residents. This executive leadership role requires exceptional administrative skills, strategic planning ability, and strong community engagement. The Administrator oversees and coordinates municipal operations, including finance, human resources, code enforcement, public safety, public works, communications, and intergovernmental relations.

Essential Functions

The following tasks are illustrative of the position's responsibilities and are subject to modification as needed to meet evolving Town priorities.

- Plan for and supervise the daily operations of the Town's executive branch.
- Prepare, present, and manage the Town's annual operating and capital budgets.
- Evaluate programs and expenditures, oversee cash flow, and monitor fiscal performance.
- Manage the Town's human resource functions, including hiring, evaluation, and staff development.
- Prepare agendas for and attend Town Council meetings and work sessions.
- Brief elected officials on current and emerging policy and administrative issues.

- Coordinate the preparation of grant applications and ensure implementation of awarded grants.
- Supervise the Town's communication efforts, including the monthly newsletter, website, and public information materials.
- Represent the Town at meetings with regional partners, local governments, state and federal agencies, and community stakeholders.
- Provide guidance and oversight to department heads, including Police, Public Works, Finance, and Administrative staff.
- Promote a responsive and customer-service-oriented approach to governance.

Community Leadership and Strategic Issues

- Support inclusive community engagement and uphold the Town's values of equity and diversity.
- Address key policy issues including smart growth, redevelopment, environmental sustainability, and economic development.
- Strengthen partnerships with external agencies such as Prince George's County, the State of Maryland, WSSC, and M-NCPPC.
- Foster a culture of transparency, professionalism, and public trust.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public administration, including budgeting, personnel, planning, and operations.
- Experience managing multidisciplinary teams and working with elected officials.
- Strategic and analytical thinking with a strong ability to communicate clearly and effectively.
- Ability to manage conflict, build consensus, and engage diverse constituencies.
- Strong organizational and time management skills.
- Familiarity with the use of technology in public administration, including financial and communication systems.
- Knowledge of relevant federal, state, and local municipal operations laws and regulations.

Education and Experience

A bachelor's degree in public administration, Political Science, or a related field is required. A master's degree in public administration (MPA) is preferred. Five to ten years of progressively responsible experience in local government or public administration is required.

Additional Desirable Qualifications

- Fluency in Spanish.

- Familiarity with sustainability practices and green infrastructure.
- Experience in community planning, economic development, and municipal modernization efforts.

Physical Requirements

This position requires frequent sitting, speaking, and the use of office equipment. Occasional travel to off-site meetings and community events is required. Must be able to lift and/or move up to 10 pounds. Reasonable accommodation may be made for individuals with disabilities.

Special Requirements

Must possess a valid Maryland driver's license.

CHEVERLY

MARYLAND



Town Clerk Job Description

Department: Administration

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Town Administrator

Grade: 13M

Salary Range: \$91,939 - \$137, 909

General Definition of Work

The Town Clerk is the official custodian of Cheverly's legislative records and serves as a central point of administrative coordination for the Mayor and Town Council. This position performs responsible paraprofessional work in maintaining official records and documents, as well as other related tasks as required. The Clerk also performs technical work in preparing and maintaining fiscal or related records while supporting various administrative functions within the Town Office. The role includes ensuring compliance with the Maryland Public Information Act and all applicable state and local records retention requirements. Work is performed under the general direction of the Town Administrator and requires discretion, attention to detail, and independent judgment in a fast-paced municipal environment. Familiarity with Maryland public records laws and local government operations, and experience managing websites or public communications is highly beneficial.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Clerk Duties

- Attend and accurately record minutes for all public Mayor and Council meetings, ensuring that official minutes are maintained as permanent public records.
- Prepare and distribute meeting agendas, legal notices, public hearing announcements, and related materials in compliance with Open Meetings requirements.

- Log in all resident complaints and track the resolution for in-person/email/ and telephone interactions.
- Update and maintain the Town Code, ordinances, and resolutions, coordinating updates following legislative changes or Council decisions.
- Manage all official Town records, ensuring compliance with the Maryland Public Information Act and the Library of Maryland retention schedules.
- Organize, scan, and archive documents using ShoreScan and other document management systems to ensure proper storage and accessibility.
- Certify and attest Town documents, maintain custody of the Town Seal, and act as the official Town Notary.
- Serve as a liaison to the Mayor and Council for records management, legislative support, and meeting logistics.
- Support municipal election activities, including filing certifications and assisting with voter outreach as needed.

Administrative and Public Information Support

- Serve as the first point of contact for residents, vendors, and external partners through phone, email, and in-person interactions.
- Maintain and update the Town website and official social media accounts, ensuring timely and accurate communication.
- Schedule and facilitate virtual public meetings (e.g., via Zoom), provide technical support for hybrid formats, and assist with technology setup.
- Support community outreach and event logistics, including planning and coordinating events such as Cheverly Day, Fourth of July celebrations, and public workshops.
- Assist with maintaining employee personnel files, onboarding documentation, and coordinating HR-related processes. Experience in human resources is beneficial.
- Provide general administrative support, including processing incoming and outgoing mail, drafting communications, purchasing supplies, and maintaining office systems.

Financial and Records Processing

- Process and record payments for taxes, fees, and permits in accordance with Treasurer protocols.
- Prepare deposits, maintain accurate receipt logs, and update financial records to ensure proper tracking and documentation.
- Collaborate with the Treasurer's Office on payroll inputs, audit documentation, and other financial support functions as directed.
- Assist in preparing monthly, quarterly, and year-end reports, ensuring accuracy and timely completion.

Knowledge, Skills, and Abilities

To perform this role effectively, the Town Clerk should possess the following knowledge, skills, and abilities:

Knowledge of:

- Maryland public records laws, open meeting requirements, and municipal operations, including familiarity with the Maryland Public Information Act and the Library of Maryland retention schedules.
- Document management principles, including the use of digital records software (such as ShoreScan), and the procedures for archiving and maintaining municipal records.
- Standard office procedures and practices, including proficiency with Microsoft Office Suite and virtual meeting platforms (e.g., Zoom).
- Legal and legislative procedures, including the preparation of meeting agendas, public hearing notices, and compliance with Open Meetings requirements.

Skills:

- Strong written and verbal communication skills are essential for public documentation, correspondence, and interacting with residents, officials, and external stakeholders.
- Organizational skills and a high level of attention to detail for managing documents, preparing for meetings, and ensuring deadlines are met.
- Proficiency in managing websites and social media accounts, supporting effective public communication and outreach efforts.
- Ability to independently manage multiple tasks, prioritize responsibilities, and adapt to changing demands in a fast-paced municipal environment.

Abilities:

- Ability to maintain confidentiality and exercise discretion when dealing with sensitive information.
- Ability to coordinate and collaborate effectively with elected officials, department heads, and external partners.
- Ability to work independently while managing competing priorities, ensuring the smooth operation of the Town Clerk's office.
- Ability to support and facilitate virtual meetings, including providing technical assistance for hybrid formats.
- Ability to perform administrative tasks such as managing office systems, drafting communications, processing mail, and maintaining office supplies.

Education and Experience

Education: A high school diploma or equivalent is required. College coursework or a degree in public administration, government, communications, or a related field is preferred.

Certification: Must possess or be able to obtain a Maryland Notary Public certification within 3 months of hire.

Licensing: A valid Maryland driver's license is required.

Experience: Experience working in a municipal or local government setting is strongly preferred.

Additional Requirements: A typing speed of at least 35 words per minute is required.

Physical Requirements

This position involves primarily office-based work with frequent use of computers and standard office equipment. Tasks may require sitting, standing, walking, reaching, lifting up to 20 pounds, and occasional bending. Vocal and auditory ability is essential for meetings and public engagement. Reasonable accommodations will be made for qualified individuals with disabilities to perform the position's essential functions.

Special Requirements

- A valid Maryland State driver's license or eligibility to obtain one.
- Certified Municipal Clerk or eligibility to obtain certification.

CHEVERLY

MARYLAND



Youth Coordinator Description

Department: Administration

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Town Administrator

Grade: 11NM

Salary Range: \$67,025 - \$100,533

General Definition of Work

The Office Aide / Youth Coordinator is an entry-level administrative role that supports the daily operations of the Town of Cheverly. Under the supervision of the Administrative Department, the position provides clerical and program support services, including youth engagement initiatives and customer-facing functions. This position requires strong communication skills, clerical aptitude, and the ability to engage effectively with the public, especially youth and families. Most work is performed with regular supervision, and performance is evaluated annually.

Essential Functions

The following examples are illustrative of the types of duties required for this position. The omission of specific statements does not exclude them if the work is similar, related, or a logical assignment.

- Greet and assist residents and visitors, answer and direct incoming calls.
- Manage incoming and outgoing mail, including scanning, routing, and filing documents.
- Assist with processing park reservations, parking permits, and other routine requests.
- Maintain the Town calendar and bulletin board with current and accurate information.
- Record and distribute staff meeting minutes.
- Archive Town records and file unclassified documents in physical and digital formats.
- Maintain office supply inventory and perform general clerical tasks including copying and word processing.
- Assist with materials and logistics for Town events and Youth Council meetings.
- Coordinate Youth Council activities, including outreach, meetings, and events.

- Communicate with youth and families to support youth engagement initiatives.
- Provide cross-departmental administrative support as needed, including internal meetings, special projects, and routine tasks to ensure efficient office and program operations.

Required Knowledge, Skills, and Abilities

- General knowledge of office procedures and equipment.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook), Canva, and commonly used office software platforms.
- Organizational skills and attention to detail.
- Ability to engage positively and professionally with the public, especially youth and families.
- Ability to maintain discretion and confidentiality.
- Ability to work independently and adapt to changing priorities.

Education and Experience

A high school diploma or GED is required. Experience in office administration or youth programming is preferred. Must be able to type at least 35 words per minute and will be subject to a background check.

Physical Requirements

This position requires frequent sitting, talking, and listening. Occasional walking, bending, and light lifting (up to 10 pounds) are also necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Special Requirements

- Some experience in youth development, community programming, or customer service is a plus.
- No licenses are required for this position.
- A valid driver's license is preferred.

CHEVERLY

MARYLAND



Administrative Assistant

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Corporal/NCO

Grade: 7

Salary Range: \$60,720 – \$91,078

General Definition of Work

A front desk clerk in a police department serves as the first point of contact for the public and plays a vital role in the department's day-to-day administrative operations. This position involves greeting and assisting citizens, answering non-emergency inquiries, managing front-office communications, and providing clerical support to officers and administrative staff.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- 1. Public Interaction:**
Greet and assist walk-in visitors and callers in a professional and courteous manner, addressing non-emergency inquiries or directing them to appropriate personnel.
- 2. Clerical Support:**
Perform administrative tasks such as filing, copying, scanning, and data entry to support officers and department staff.
- 3. Report Processing:**
Accept, review, and process police reports, public complaints, and various forms, ensuring accuracy and completeness.
- 4. Phone and Communication Duties:**
Answer multi-line phones, take messages, transfer calls, and provide routine information to the public and other agencies.

5. **Security Monitoring:**
Monitor front lobby activity and maintain safety protocols, including observing individuals entering the building and reporting suspicious behavior.
6. **Document Handling:**
Process requests for public records, accident reports, and permits following department policies and applicable laws.
7. **Coordination with Law Enforcement Staff:**
Relay messages and information between the public and sworn personnel or administrative teams as needed.

Required Knowledge, Skills, and Abilities

Knowledge:

- Basic understanding of law enforcement procedures, terminology, and public safety protocols (or willingness to learn)
- Knowledge of office practices, recordkeeping, and administrative procedures
- Familiarity with applicable privacy laws and confidentiality requirements (e.g., handling sensitive police records)
- Knowledge of departmental forms, permits, and common police documents (accident reports, incident logs, etc.)

Skills:

- Proficient in the use of office equipment (computers, phones, scanners, copiers)
- Accurate data entry and basic typing skills
- Strong verbal and written communication skills
- Good customer service and conflict-resolution skills, especially in high-stress situations
- Organizational and time-management skills to handle multiple tasks efficiently
- Basic problem-solving skills and sound judgment

Abilities:

- Ability to interact professionally and courteously with the public, including distressed or upset individuals
- Ability to maintain confidentiality and handle sensitive information with discretion
- Ability to follow written and verbal instructions and apply department policies consistently
- Ability to remain calm and focused during emergencies or challenging interactions
- Ability to work independently or as part of a team in a structured environment
- Ability to adapt to shifting priorities and department needs

Education and Experience

A high school diploma or GED is required. Successful background investigation.

CHEVERLY

MARYLAND



Assistant Chief

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Chief of Police

Grade: 14

Salary Range: \$95,616-\$143,146

General Definition of Work

The **Assistant Chief of Police** is a high-ranking executive within a police department responsible for assisting the Chief of Police in planning, directing, and overseeing the daily operations, strategic initiatives, and administrative functions of the department. This position provides leadership and oversight across multiple divisions or bureaus (e.g., Patrol, Investigations, Administration), ensuring compliance with laws, policies, and professional standards. The Deputy Chief acts as a key advisor to the Chief, participates in high-level decision-making, and may assume command of the department in the Chief's absence.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- **Assist in Leading the Police Department:**

- Support the Chief of Police in managing overall department operations, strategy, and administration.
- Assume command of the department in the Chief's absence.

- **Oversee Division-Level Operations:**

- Direct and coordinate the work of the entire agency.
- Ensure divisional goals align with department objectives and public safety priorities.

- **Develop and Implement Policy:**
 - Assist in formulating and enforcing departmental policies, procedures, and strategic plans.
 - Ensure compliance with federal, state, and local laws, as well as accreditation standards.
- **Supervise and Evaluate Command Staff:**
 - Provide leadership, mentoring, and performance evaluations for captains, lieutenants, and other command-level personnel.
 - Address personnel issues, recommend promotions, and enforce discipline when necessary.
- **Manage Budgets and Resources:**
 - Assist in preparing and managing the department's budget.
 - Oversee allocation of personnel, equipment, and funding across divisions.
- **Coordinate Critical Incidents and Emergency Response:**
 - Serve as incident commander during major emergencies or public safety events.
 - Direct tactical, operational, and administrative responses.
- **Lead Internal Investigations and Risk Management:**
 - Oversee internal affairs investigations and ensure accountability.
 - Identify and mitigate organizational risk and liability.
- **Foster Interagency and Community Relations:**
 - Represent the department in meetings with elected officials, community groups, and partner agencies.
 - Promote transparency, trust, and engagement with the public.
- **Analyze Data and Set Operational Priorities:**
 - Review crime data and departmental performance metrics to guide strategic decisions.
 - Recommend improvements to operations, staffing, and service delivery.
- **Ensure Ethical Standards and Departmental Integrity:**
 - Uphold and promote the highest ethical and professional standards.
 - Serve as a role model for the department in conduct, leadership, and public service.

Required Knowledge, Skills, and Abilities

Knowledge:

- **Law Enforcement Principles:** In-depth knowledge of modern police administration, criminal law, investigation techniques, patrol procedures, and emergency response.
- **Department Policies and Procedures:** Thorough understanding of departmental rules, regulations, protocols, and labor agreements.
- **Supervisory and Management Practices:** Knowledge of leadership principles, personnel supervision, budgeting, and organizational planning.
- **Constitutional and Criminal Law:** Strong knowledge of state and federal laws, particularly those governing arrest, search and seizure, use of force, and due process.
- **Community Policing and Public Relations:** Understanding of community engagement strategies and crime prevention practices.
- **Risk Management:** Familiarity with legal liabilities and risk mitigation in policing operations.

Skills:

- **Leadership and Decision-Making:** Strong leadership skills with the ability to make sound, timely decisions, particularly under stress.
- **Communication:** Excellent verbal and written communication skills, including the ability to brief command staff, write reports, and speak at public events.
- **Analytical Thinking:** Skill in analyzing data, identifying trends, and developing effective crime reduction strategies.
- **Conflict Resolution:** Ability to mediate disputes, manage internal conflicts, and handle public complaints effectively.
- **Strategic Planning:** Skill in developing and implementing policies, procedures, and long-range goals.

Abilities:

- **Lead and Motivate Personnel:** Ability to inspire, direct, and hold staff accountable while fostering morale and professionalism.
- **Manage Resources Effectively:** Ability to allocate personnel, equipment, and funding efficiently to meet operational needs.
- **Adapt to Changing Situations:** Ability to remain flexible and responsive to evolving public safety challenges, community needs, and legal standards.
- **Build Relationships:** Ability to work collaboratively with other agencies, city officials, and community stakeholders.
- **Maintain Integrity and Confidentiality:** Uphold high ethical standards and handle sensitive information discreetly and professionally.

Education and Experience

- High school diploma or GED.
- Completion of a state-approved police academy and certification as a law enforcement officer.
- Advanced training in police leadership (e.g., FBI National Academy, Southern Police Institute, or similar).
- Substantial progressive law enforcement experience, typically **15 or more years**.
- Minimum of **15-20 years in a supervisory role**, such as Sergeant or Lieutenant.
- Experience managing large teams, specialized units, or major projects.
- Proven history of leadership in critical incidents, strategic planning, or administrative functions.
- Experience in managing large-scale operations, policy development, budgeting, strategic planning, and interagency coordination.
- Proven leadership during major incidents or in high-stakes environments.

Physical Requirements

1. **Stamina and Endurance**

- Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
- High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.

2. **Strength**

- Must be able to restrain or subdue individuals safely.
- May need to lift or carry heavy equipment or injured people.
- Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.

3. **Agility and Coordination**

- Important for foot chases, clearing obstacles, or responding to emergencies quickly.
- Situations may involve entering tight spaces or navigating uneven terrain.

4. **Flexibility and Balance**

- Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.

5. **Hand-Eye Coordination**

- Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.

6. **Mental and Physical Resilience**

- Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
- Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Chief of Police

Department: Police Department

FLSA Status: Appointed, Full-time with Full Benefits

Reports to: Town Administrator

Grade: 18

Salary Range: \$111,858-\$167,787

General Definition of Work

The **Chief of Police** is the highest-ranking officer in a law enforcement agency and is responsible for providing overall leadership, vision, and strategic direction for the police department. This executive-level position involves overseeing all departmental operations, including patrol, investigations, administration, and community outreach, to ensure the safety and security of the community. The Chief develops and enforces policies, manages the department's budget and personnel, and represents the department to elected officials, the media, and the public. The Chief is accountable for maintaining integrity, transparency, and professionalism throughout the organization.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- 1. Provide Strategic Leadership and Vision:**
 - Set the overall direction and priorities of the police department.
 - Establish long-term goals and policies that align with community needs and local government objectives.
- 2. Oversee All Department Operations:**
 - Manage day-to-day operations across all divisions, including patrol, investigations, training, support services, and administration.
 - Ensure efficiency, effectiveness, and responsiveness in all policing activities.

3. **Develop and Enforce Policies and Procedures:**
 - Create and implement departmental rules, operational protocols, and standards of conduct.
 - Ensure compliance with federal, state, and local laws as well as best practices in policing.
4. **Manage Budget and Resources:**
 - Develop and oversee the department's budget.
 - Approve expenditures, allocate resources, and ensure fiscal responsibility.
5. **Supervise and Evaluate Command Staff:**
 - Appoint, direct, and evaluate executive and command-level personnel.
 - Provide leadership development, discipline, and organizational accountability.
6. **Ensure Public and Officer Safety:**
 - Promote proactive crime prevention, community policing, and emergency preparedness.
 - Monitor use-of-force incidents, critical responses, and officer wellness initiatives.
7. **Foster Community Relations:**
 - Build trust and collaboration with residents, local organizations, and community leaders.
 - Represent the department at public events, forums, and media engagements.
8. **Advise Elected Officials and City/County Leadership:**
 - Serve as the principal law enforcement advisor to the mayor and town council.
 - Provide reports, recommendations, and updates on public safety issues.
9. **Lead Internal Investigations and Promote Accountability:**
 - Ensure internal affairs functions are fair, thorough, and transparent.
 - Uphold the highest standards of ethics and integrity across the department.
10. **Coordinate with Other Agencies:**
 - Collaborate with regional, state, and federal law enforcement agencies.
 - Participate in mutual aid agreements, task forces, and joint initiatives.

Required Knowledge, Skills, and Abilities

Knowledge:

- **Law Enforcement Practices:** Comprehensive knowledge of modern police methods, criminal law, patrol procedures, investigation techniques, and emergency response.
- **Leadership and Administration:** Deep understanding of leadership principles, organizational management, personnel supervision, budgeting, and strategic planning.
- **Constitutional, State, and Local Law:** Thorough knowledge of laws governing policing, civil rights, use of force, and search and seizure.
- **Public Administration:** Familiarity with municipal government operations, public sector finance, labor relations, and legal risk management.

- **Community Policing and Public Safety Trends:** Strong grasp of community engagement strategies, crime prevention models, and emerging public safety practices.
- **Technology in Law Enforcement:** Understanding of law enforcement technology, including records systems, body-worn cameras, and crime analytics tools.

Skills:

- **Leadership and Strategic Thinking:** Strong skills in leading diverse teams, setting department-wide goals, and navigating complex challenges.
- **Communication:** Exceptional verbal and written communication skills for public speaking, media relations, report writing, and intergovernmental coordination.
- **Analytical and Decision-Making Skills:** Ability to assess data, evaluate threats, and make sound decisions under pressure or during emergencies.
- **Conflict Resolution and Negotiation:** Skilled in resolving personnel issues, citizen complaints, and interagency disputes with diplomacy and professionalism.
- **Financial and Resource Management:** Competent in preparing and managing large budgets and allocating resources efficiently.

Abilities:

- **Inspire and Maintain Public Trust:** Ability to lead with transparency, fairness, and ethical conduct, earning the confidence of both the community and department personnel.
- **Promote Accountability and Performance:** Ability to hold individuals and units accountable while fostering a positive, high-performance culture.
- **Develop Community Partnerships:** Ability to engage with diverse populations, build partnerships, and work collaboratively with civic leaders and community groups.
- **Adapt to Change and Lead Reform:** Ability to guide the department through changes in policy, law, technology, and community expectations.
- **Maintain Confidentiality and Integrity:** Ability to handle sensitive information and investigations with the utmost discretion and ethical responsibility.

Education and Experience

- High school diploma or GED.
- Completion of a state-approved police academy and certification as a law enforcement officer.
- Advanced training in police leadership (e.g., FBI National Academy, Southern Police Institute, or similar).
- Substantial progressive law enforcement experience, typically **15 or more years**.
- Minimum of **15-20 years in a supervisory role**, such as Sergeant or Lieutenant.
- Experience managing large teams, specialized units, or major projects.
- Proven history of leadership in critical incidents, strategic planning, or administrative functions.

- Experience in managing large-scale operations, policy development, budgeting, strategic planning, and interagency coordination.
- Proven leadership during major incidents or in high-stakes environments.

Physical Requirements

1. Stamina and Endurance

- Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
- High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.

2. Strength

- Must be able to restrain or subdue individuals safely.
- May need to lift or carry heavy equipment or injured people.
- Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.

3. Agility and Coordination

- Important for foot chases, clearing obstacles, or responding to emergencies quickly.
- Situations may involve entering tight spaces or navigating uneven terrain.

4. Flexibility and Balance

- Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.

5. Hand-Eye Coordination

- Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.

6. Mental and Physical Resilience

- Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
- Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Police Corporal

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Sergeant

Grade: 13

Salary Range: \$70,418-\$105,622

General Definition of Work

A Police Corporal is a full-time position working varied, 12-hour shifts, with a call-back status. The Police Corporal reports to the Sergeant. The Police Corporal conducts patrols throughout the Town of Cheverly and responds to all calls for service. The Police Corporal is required to maintain certifications through the State of Maryland. They must maintain a good working knowledge of the Town of Cheverly Code, Prince George's Code, Maryland State Laws, and Federal laws. A Police Corporal is the first-line supervisor of a patrol squad and must have a complete understanding of policy and the ability to lead.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Perform first line supervision duties
- Patrol the town to prevent and deter crime.
- Respond to calls for police service.
- Assist the younger officers with their experience.
- Engage the community and familiarize themselves with the residents of the town.
- Enforce traffic and criminal laws.
- Respond to citizen complaints and inquiries.
- Maintain certifications and firearm qualifications.
- Coordinate with Prince George's County Police Department.
- Maintain accurate and detailed case files using a digital case management system.
- Prepare documentation and testify in court or administrative hearings as needed.

- Engage with the community through education and outreach.
- Provide professional service and clear communication to all residents and stakeholders.
- Enforce parking regulations, animal ordinances, and other public codes.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of Town of Cheverly Code, Prince George’s County Code, State and Federal Laws.
- Knowledge of Traffic and Federal Law.
- Knowledge of General Orders and Special Orders.
- Ability to remain calm, objective, and respectful in conflict situations.
- Skilled in leadership.
- Proficient in Use of Force Policies.
- Complete supervisory paperwork.
- Skill in documenting investigations and report writing.
- Experience with digital case tracking and documentation.
- Knowledge with the records management.
- Qualify at the firearms range
- Strong verbal and written communication skills.
- Ability to testify in legal proceedings.
- Maintain a valid driver’s license.
- 21 yrs. Old.
- US citizen.
- Pass a health screening.
- Pass a drug screening.
- Pass a psychological test.
- Pass a voice stress analysis.

Education and Experience

A high school diploma or GED is required. Successful background investigation. Successful completion of a Maryland certified academy. 3 years of law enforcement experience.

Physical Requirements

1. **Stamina and Endurance**
 - Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
 - High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.
2. **Strength**
 - Must be able to restrain or subdue individuals safely.
 - May need to lift or carry heavy equipment or injured people.
 - Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.

3. Agility and Coordination

- Important for foot chases, clearing obstacles, or responding to emergencies quickly.
- Situations may involve entering tight spaces or navigating uneven terrain.

4. Flexibility and Balance

- Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.

5. Hand-Eye Coordination

- Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.

6. Mental and Physical Resilience

- Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
- Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Executive Assistant to the Chief of Police

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Chief of Police

Grade: 11

Salary Range: \$67,025 - \$100,533

General Definition of Work

A **Police Chief Executive Assistant** provides high-level administrative and executive support to the Chief of Police and command staff. This role involves managing schedules, coordinating communications, preparing reports and presentations, handling confidential information, and serving as a liaison between the Chief's office and internal/external stakeholders. The Executive Assistant ensures that the office of the Chief operates efficiently, professionally, and in alignment with departmental priorities.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- 1. Administrative Support to the Chief of Police:**
Provide direct, high-level administrative assistance to the Chief, including managing calendars, scheduling meetings, making travel arrangements, and preparing briefing materials.
- 2. Document Preparation and Management:**
Draft, edit, proofread, and finalize correspondence, memos, reports, and presentations on behalf of the Chief and command staff.
- 3. Meeting Coordination:**
Organize and coordinate internal and external meetings, including agenda preparation, minute-taking, and follow-up on action items.

4. **Confidential Records Handling:**
Maintain and safeguard sensitive personnel files, internal communications, and confidential police department records.
5. **Interdepartmental Communication:**
Serve as a liaison between the Chief's office and other divisions, city departments, elected officials, and community organizations.
6. **Project and Task Management:**
Track deadlines, assist in managing special projects, and ensure the timely completion of assignments or departmental initiatives.
7. **Public and Stakeholder Interaction:**
Respond to inquiries from the public, media, and other agencies with professionalism, ensuring proper routing and follow-up.
8. **Policy and Procedure Support:**
Assist with drafting and reviewing departmental policies, procedures, and reports for executive review and dissemination.
9. **Event and Briefing Coordination:**
Plan and coordinate departmental events, public appearances, and briefings involving the Chief of Police.
10. **Office Management:**
Oversee general operations of the Chief's office, including inventory, supplies, filing systems, and internal communications.

Required Knowledge, Skills, and Abilities

Knowledge:

- **Law Enforcement Procedures:** Familiarity with police department operations, protocols, and terminology to effectively support the Chief and staff.
- **Confidentiality and Privacy Laws:** Knowledge of laws regarding confidentiality, privacy, and the handling of sensitive information (e.g., public records laws, FOIA, HIPAA).
- **Office Management:** Understanding of office management practices, including file organization, document management, and administrative support functions.
- **Business Writing and Correspondence:** Knowledge of proper business writing standards and document formatting to create professional and clear communications.
- **Scheduling and Project Management:** Understanding of time management principles, scheduling software, and the ability to coordinate complex tasks and deadlines.

Skills:

- **Advanced Communication Skills:** Strong verbal and written communication abilities, with the capacity to clearly convey information to various stakeholders.
- **Organization and Time Management:** Ability to prioritize tasks, manage multiple assignments, and handle competing deadlines in a fast-paced environment.

- **Problem-Solving and Critical Thinking:** Ability to assess situations, identify issues, and provide solutions or escalate them as necessary.
- **Proficiency in Office Technology:** Expertise in using office software (e.g., Microsoft Office Suite, scheduling tools) and familiarity with database systems used by police departments.
- **Interpersonal Skills:** Ability to interact professionally and diplomatically with diverse groups, including department staff, government officials, the public, and media.

Abilities:

- **Attention to Detail:** Ability to produce accurate work and carefully review documents for completeness and compliance with departmental guidelines.
- **Confidentiality and Discretion:** Ability to handle sensitive matters and confidential information with professionalism and discretion.
- **Adaptability and Flexibility:** Ability to remain flexible and adaptable to changing priorities and departmental needs, especially in high-pressure situations.
- **Multitasking:** Ability to manage multiple tasks simultaneously, often under tight timelines, while maintaining accuracy and efficiency.
- **Leadership and Initiative:** Ability to take initiative, show leadership in managing office operations, and provide solutions to improve efficiency within the Chief's office.

Education and Experience

A high school diploma or GED is required. Successful background investigation.

CHEVERLY

MARYLAND



Lieutenant

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Assistant Chief of Police

Grade: 17

Salary Range: \$85,002-\$127,504

General Definition of Work

A Lieutenant oversees the strategic planning, coordination, and supervision of personnel and resources to ensure the effective enforcement of laws, the protection of life and property, and the maintenance of public order. This role serves as a critical link between executive leadership (such as Deputy Chief or Chief of Police) and lower-level supervisors, ensuring departmental goals, policies, and procedures are carried out consistently and efficiently.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

1. **Command of Patrol:**
 - Provide overall leadership and management of patrol.
 - Ensure alignment with department goals and community priorities.
2. **Supervise and Evaluate Personnel:**
 - Oversee the performance of lieutenants, sergeants, and other staff.
 - Conduct evaluations, recommend promotions or disciplinary actions, and ensure professional development.
3. **Develop and Implement Policies and Procedures:**
 - Assist in creating departmental protocols and ensure they are followed.
 - Update procedures in response to legal, operational, or community changes.

4. **Manage Budgets and Resources:**
 - Assist the Deputy Chief with the preparation of the budget.
 - Monitor spending and ensure efficient use of personnel, vehicles, and equipment.
5. **Plan and Coordinate Operations:**
 - Develop strategic plans for crime prevention, special events, and emergency response.
 - Coordinate multi-agency operations or specialized units as needed.
6. **Respond to Major Incidents:**
 - Assume command during critical events, large-scale emergencies, or high-profile investigations.
 - Provide leadership and decision-making in high-pressure situations.
7. **Conduct Internal Reviews and Investigations:**
 - Investigate or oversee investigations into internal affairs or personnel issues.
 - Ensure accountability and integrity within the ranks.
8. **Communicate with Executive Leadership:**
 - Provide briefings, updates, and recommendations to Deputy Chiefs or the Chief of Police.
 - Implement directives from executive leadership.
9. **Represent the Department Externally:**
 - Attend public meetings, press conferences, or interagency collaborations as a departmental representative.
 - Foster positive relationships with the public and community stakeholders.
10. **Ensure Compliance and Risk Management:**
 - Monitor legal developments and ensure the department remains in compliance with laws and accreditation standards.
 - Identify risks and implement measures to mitigate liability.

Required Knowledge, Skills, and Abilities

Knowledge:

- **Law Enforcement Principles:** In-depth knowledge of modern police administration, criminal law, investigation techniques, patrol procedures, and emergency response.
- **Department Policies and Procedures:** Thorough understanding of departmental rules, regulations, protocols, and labor agreements.
- **Supervisory and Management Practices:** Knowledge of leadership principles, personnel supervision, budgeting, and organizational planning.
- **Constitutional and Criminal Law:** Strong knowledge of state and federal laws, particularly those governing arrest, search and seizure, use of force, and due process.
- **Community Policing and Public Relations:** Understanding of community engagement strategies and crime prevention practices.
- **Risk Management:** Familiarity with legal liabilities and risk mitigation in policing operations.

Skills:

- **Leadership and Decision-Making:** Strong leadership skills with the ability to make sound, timely decisions, particularly under stress.
- **Communication:** Excellent verbal and written communication skills, including the ability to brief command staff, write reports, and speak at public events.
- **Analytical Thinking:** Skill in analyzing data, identifying trends, and developing effective crime reduction strategies.
- **Conflict Resolution:** Ability to mediate disputes, manage internal conflicts, and handle public complaints effectively.
- **Strategic Planning:** Skill in developing and implementing policies, procedures, and long-range goals.

Abilities:

- **Lead and Motivate Personnel:** Ability to inspire, direct, and hold staff accountable while fostering morale and professionalism.
- **Manage Resources Effectively:** Ability to allocate personnel, equipment, and funding efficiently to meet operational needs.
- **Adapt to Changing Situations:** Ability to remain flexible and responsive to evolving public safety challenges, community needs, and legal standards.
- **Build Relationships:** Ability to work collaboratively with other agencies, city officials, and community stakeholders.
- **Maintain Integrity and Confidentiality:** Uphold high ethical standards and handle sensitive information discreetly and professionally.

Education and Experience

- High school diploma or GED.
- Completion of a state-approved police academy and certification as a law enforcement officer. Advanced training in police leadership (e.g., FBI National Academy, Southern Police Institute, or similar).
- Substantial progressive law enforcement experience, typically **10 or more years**.
- Minimum of **3–5 years in a supervisory role**, such as Sergeant or Lieutenant.
- Experience managing large teams, specialized units, or major projects.
- Proven history of leadership in critical incidents, strategic planning, or administrative functions.

Physical Requirements

1. **Stamina and Endurance**
 - Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
 - High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.
2. **Strength**
 - Must be able to restrain or subdue individuals safely.
 - May need to lift or carry heavy equipment or injured people.
 - Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.
3. **Agility and Coordination**
 - Important for foot chases, clearing obstacles, or responding to emergencies quickly.
 - Situations may involve entering tight spaces or navigating uneven terrain.
4. **Flexibility and Balance**
 - Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.
5. **Hand-Eye Coordination**
 - Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.
6. **Mental and Physical Resilience**
 - Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
 - Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Police Officer First Class

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Shift Supervisor

Grade: 10

Salary Range: \$65,389-\$98.080

General Definition of Work

A Police Officer First Class is a full-time position working varied, 12-hour shifts, with a call-back status. The Police Officer First Class reports to the shift supervisor. The Police Officer First Class conducts patrols throughout the Town of Cheverly and responds to all calls for service. The Police Officer First Class is required to maintain certifications through the State of Maryland. They must maintain a good working knowledge of the Town of Cheverly Code, Prince George's Code, Maryland State Laws, and Federal laws.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Patrol the town to prevent and deter crime.
- Respond to calls for police service.
- Assist the younger officers with their experience.
- Engage the community and familiarize themselves with the residents of the town.
- Enforce traffic and criminal laws.
- Respond to citizen complaints and inquiries.
- Maintain certifications and firearm qualifications.
- Coordinate with Prince George's County Police Department.
- Maintain accurate and detailed case files using a digital case management system.
- Prepare documentation and testify in court or administrative hearings as needed.
- Engage with the community through education and outreach.

- Provide professional service and clear communication to all residents and stakeholders.
- Enforce parking regulations, animal ordinances, and other public codes.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of Town of Cheverly Code, Prince George’s County Code, State and Federal Laws.
- Knowledge of Traffic and Federal Law.
- Knowledge of General Orders and Special Orders.
- Ability to remain calm, objective, and respectful in conflict situations.
- Skill in documenting investigations and report writing.
- Experience with digital case tracking and documentation.
- Knowledge with the records management.
- Qualify at the firearms range
- Strong verbal and written communication skills.
- Ability to testify in legal proceedings.
- Maintain a valid driver’s license.
- 21 yrs. Old.
- US citizen.
- Pass a health screening.
- Pass a drug screening.
- Pass a psychological test.
- Pass a voice stress analysis.

Education and Experience

A high school diploma or GED is required. Successful background investigation. Successful completion of a Maryland certified academy. 3 years of law enforcement experience.

Physical Requirements

- 1. Stamina and Endurance**
 - Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
 - High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.
- 2. Strength**
 - Must be able to restrain or subdue individuals safely.
 - May need to lift or carry heavy equipment or injured people.
 - Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.
- 3. Agility and Coordination**
 - Important for foot chases, clearing obstacles, or responding to emergencies quickly.
 - Situations may involve entering tight spaces or navigating uneven terrain.

4. **Flexibility and Balance**

- Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.

5. **Hand-Eye Coordination**

- Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.

6. **Mental and Physical Resilience**

- Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
- Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Police Officer First Class

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Shift Supervisor

Grade: 10

Salary Range: \$65,389-\$98,080

General Definition of Work

A Police Officer First Class is a full-time position working varied, 12-hour shifts, with a call-back status. The Police Officer First Class reports to the shift supervisor. The Police Officer First Class conducts patrols throughout the Town of Cheverly and responds to all calls for service. The Police Officer First Class is required to maintain certifications through the State of Maryland. They must maintain a good working knowledge of the Town of Cheverly Code, Prince George's Code, Maryland State Laws, and Federal laws.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Patrol the town to prevent and deter crime.
- Respond to calls for police service.
- Assist the younger officers with their experience.
- Engage the community and familiarize themselves with the residents of the town.
- Enforce traffic and criminal laws.
- Respond to citizen complaints and inquiries.
- Maintain certifications and firearm qualifications.
- Coordinate with Prince George's County Police Department.
- Maintain accurate and detailed case files using a digital case management system.
- Prepare documentation and testify in court or administrative hearings as needed.
- Engage with the community through education and outreach.

- Provide professional service and clear communication to all residents and stakeholders.
- Enforce parking regulations, animal ordinances, and other public codes.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of Town of Cheverly Code, Prince George’s County Code, State and Federal Laws.
- Knowledge of Traffic and Federal Law.
- Knowledge of General Orders and Special Orders.
- Ability to remain calm, objective, and respectful in conflict situations.
- Skill in documenting investigations and report writing.
- Experience with digital case tracking and documentation.
- Knowledge with the records management.
- Qualify at the firearms range
- Strong verbal and written communication skills.
- Ability to testify in legal proceedings.
- Maintain a valid driver’s license.
- 21 yrs. Old.
- US citizen.
- Pass a health screening.
- Pass a drug screening.
- Pass a psychological test.
- Pass a voice stress analysis.

Education and Experience

A high school diploma or GED is required. Successful background investigation. Successful completion of a Maryland certified academy. 3 years of law enforcement experience.

Physical Requirements

1. **Stamina and Endurance**
 - Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
 - High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.
2. **Strength**
 - Must be able to restrain or subdue individuals safely.
 - May need to lift or carry heavy equipment or injured people.
 - Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.
3. **Agility and Coordination**
 - Important for foot chases, clearing obstacles, or responding to emergencies quickly.
 - Situations may involve entering tight spaces or navigating uneven terrain.

4. **Flexibility and Balance**

- Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.

5. **Hand-Eye Coordination**

- Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.

6. **Mental and Physical Resilience**

- Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
- Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Records Manager

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Corporal/NCO

Grade:

Salary Range:

General Definition of Work

A **Police Records Manager** is responsible for overseeing the organization, maintenance, security, and accessibility of all official law enforcement records within a police department. This role ensures compliance with local, state, and federal laws governing the retention, release, and destruction of police documents and data. The Records Manager supervises records personnel, manages records systems, coordinates public records requests, and works closely with law enforcement, legal, and administrative staff to support accurate and efficient records management.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- 1. Records Management Oversight:**
Develop, implement, and maintain systems and procedures for the accurate collection, organization, storage, and retrieval of police records and reports.
- 2. Compliance and Legal Standards:**
Ensure records handling complies with local, state, and federal regulations, including laws related to public records, evidence retention, and confidentiality (e.g., FOIA, CJIS, HIPAA).
- 3. Staff Supervision and Training:**
Supervise, train, and evaluate records staff; assign duties and monitor performance to ensure efficiency and adherence to standards.

4. **Public Records Requests:**
Review and process requests for public information, redacting sensitive material as required by law and ensuring timely, lawful release of records.
5. **Technology and Systems Administration:**
Manage or coordinate with IT staff to oversee electronic records management systems (e.g., RMS, CAD) and ensure data integrity and system functionality.
6. **Quality Control and Audit:**
Review police reports and related documents for accuracy, completeness, and proper classification; conduct audits of records for compliance and retention schedule adherence.
7. **Retention and Disposal:**
Maintain and enforce records retention schedules and ensure the proper destruction of records that are no longer required to be kept.
8. **Interagency Coordination:**
Serve as a liaison with courts, attorneys, other law enforcement agencies, and the public regarding records-related matters.
9. **Policy Development:**
Assist in the development or revision of department policies and procedures related to records management and information sharing.
10. **Data Security and Confidentiality:**
Ensure the protection of sensitive and confidential information through proper handling, storage, and access controls.

Required Knowledge, Skills, and Abilities

Knowledge:

- Thorough understanding of police records management systems (RMS) and related software (e.g., CAD, NCIC, CJIS)
- Comprehensive knowledge of federal, state, and local laws regarding public records, privacy, retention schedules, and information release (e.g., FOIA, CJIS, HIPAA)
- Knowledge of law enforcement terminology, forms, and reporting standards
- Familiarity with principles of records classification, indexing, archiving, and destruction
- Knowledge of supervisory practices, including training, scheduling, and performance evaluation

Skills:

- Strong leadership and personnel management skills
- Excellent written and verbal communication skills for interaction with law enforcement personnel, legal professionals, and the public
- Advanced organizational skills with high attention to detail and accuracy
- Strong analytical skills for auditing records, reviewing compliance, and resolving discrepancies
- Proficient in using office technology, databases, spreadsheets, and digital filing systems
- Time management and prioritization skills to meet legal deadlines and service standards

Abilities:

- Ability to interpret and apply laws, regulations, and department policies related to records and data privacy
- Ability to plan, implement, and monitor a comprehensive records management program
- Ability to train, supervise, and motivate a team in a fast-paced, sensitive environment
- Ability to maintain confidentiality and handle highly sensitive or restricted information appropriately
- Ability to adapt to new technologies and changing legal requirements
- Ability to work independently and exercise sound judgment in complex situations

Education and Experience

A high school diploma or GED is required. Successful background investigation.

CHEVERLY

MARYLAND



Sergeant

Department: Police Department

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Lieutenant

Grade: 17

Salary Range: \$77,728-\$116,588

General Definition of Work

A Sergeant is a full-time position working varied, 12-hour shifts, with a call-back status. They must maintain a good working knowledge of the Town of Cheverly Code, Prince George's Code, Maryland State Laws, and Federal laws. A Police Patrol Sergeant supervises and coordinates the daily activities of police officers engaged in patrolling assigned areas to enforce laws, maintain public order, prevent crime, and provide assistance to the public. The Sergeant ensures that officers perform their duties effectively and in compliance with departmental policies, legal requirements, and ethical standards. They also serve as a liaison between command staff and patrol officers, providing guidance, support, and evaluation.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- **Supervise Patrol Operations:**
 - Direct and coordinate daily patrol activities.
 - Ensure proper coverage of assigned areas.
 - Monitor radio traffic and respond to critical incidents.
- **Respond to Emergencies and Major Incidents:**
 - Serve as on-scene supervisor at crime scenes, accidents, or other emergencies.
 - Provide tactical guidance and assume command when necessary.
- **Enforce Department Policies and Legal Standards:**

- Ensure officers follow department rules, procedures, and legal guidelines.
- Interpret and apply laws in field situations.
- **Train and Evaluate Subordinate Officers:**
 - Provide coaching, training, and professional development.
 - Conduct performance evaluations and recommend disciplinary or corrective actions when needed.
- **Review and Approve Reports and Documentation:**
 - Check police reports, arrest paperwork, and incident documentation for accuracy and completeness.
 - Maintain records and logs related to patrol activities.
- **Investigate Internal and Public Complaints:**
 - Conduct initial inquiries into citizen complaints or officer misconduct.
 - Report findings to command staff.
- **Coordinate with Other Units or Agencies:**
 - Work with detectives, traffic, or specialized units on joint operations.
 - Liaise with fire, EMS, and other emergency services during incidents.
- **Promote Community Engagement and Public Relations:**
 - Attend community meetings or events as a department representative.
 - Address neighborhood concerns and build public trust.
- **Maintain Operational Readiness:**
 - Ensure officers have proper equipment and are briefed on updates or special instructions.
 - Monitor and manage overtime, staffing levels, and scheduling.
- **Document and Report to Command Staff:**
 - Provide shift summaries, incident updates, and operational reports to supervisors.
- **Perform other related duties as assigned.**

Required Knowledge, Skills, and Abilities

- Knowledge of Town of Cheverly Code, Prince George's County Code, State and Federal Laws.
- Knowledge of Traffic and Federal Law.
- Knowledge of General Orders and Special Orders.
- Ability to remain calm, objective, and respectful in conflict situations.
- Skill in documenting investigations and report writing.
- Experience with digital case tracking and documentation.
- Knowledge with the records management.
- Qualify at the firearms range
- Strong verbal and written communication skills.
- Ability to testify in legal proceedings.
- Maintain a valid driver's license.
- 21 yrs. Old.
- US citizen.
- Pass a health screening.
- Pass a drug screening.
- Pass a psychological test.

- Pass a voice stress analysis.

Education and Experience

A high school diploma or GED is required. Successful background investigation. Successful completion of a Maryland certified academy. 3 years of law enforcement experience. Successful completion of a MPCTC certified school for supervision.

Physical Requirements

1. Stamina and Endurance

- Officers often work long shifts (8–12 hours) with periods of walking, standing, or patrolling.
- High-stress situations (like foot pursuits or crisis response) require cardiovascular endurance.

2. Strength

- Must be able to restrain or subdue individuals safely.
- May need to lift or carry heavy equipment or injured people.
- Carrying 20–30 lbs of gear (e.g., duty belt, body armor) daily.

3. Agility and Coordination

- Important for foot chases, clearing obstacles, or responding to emergencies quickly.
- Situations may involve entering tight spaces or navigating uneven terrain.

4. Flexibility and Balance

- Useful when maneuvering in and out of vehicles, handling suspects, or avoiding injury in altercations.

5. Hand-Eye Coordination

- Required for defensive tactics, using firearms or tasers, and during searches or evidence collection.

6. Mental and Physical Resilience

- Officers must manage physical exertion while under psychological stress (e.g., hostile situations or traumatic scenes).
- Fatigue management is crucial during long shifts or night duty.

CHEVERLY

MARYLAND



Deputy Director of Public Works

Department: Public Works

FLSA Status: Exempt, Full-time with Full Benefits

Reports to: Director of Public Works

Grade: 11M, EIP – Essential Employee

Salary range - \$111,858 – 167,787

General Definition of Work

The Deputy Director of Public Works is responsible for overseeing and managing the daily operations of the Public Works Department, which includes the maintenance and improvement of public infrastructure, streets, facilities, parks, and other community services. The Deputy Director provides strategic leadership and direction to the department, ensuring that all operations are carried out efficiently, safely, and in compliance with local, state, and federal regulations. The Deputy Director manages the department's field staff and operations, and coordinates public works projects and services that improve the quality of life for residents of the Town of Cheverly. This position assists with budget development and management throughout the fiscal year. The Deputy Director serves as acting director during the absence of the Director of Public Works.

Essential Functions:

- **Leadership and Management:**
 - Lead, supervise, and manage all aspects of the Public Works Department, including staffing, operations, and strategic planning.
 - Supervise and mentor department supervisors and staff, providing guidance and support in achieving departmental goals and performance standards.
 - Assist with developing and implementing policies and procedures to improve the efficiency and effectiveness of the Public Works Department.
- **Public Works Operations and Maintenance:**

- Oversee the maintenance and repair of public infrastructure, including streets, sidewalks, stormwater systems, parks, and public facilities.
 - Plan, organize, and direct construction projects, road repairs, and improvement projects within the town.
 - Ensure the department's equipment and vehicles are properly maintained and ready for use.
 - **Project Management:**
 - Assist with or take the lead on coordination and overseeing the planning and execution of large-scale capital improvement projects, including road repairs, construction of new facilities, and major infrastructure projects.
 - Collaborate with other departments, consultants, and contractors to ensure the timely and successful completion of projects.
 - Develop, in conjunction with the Director, project schedules, budgets, and resource plans to ensure efficient project delivery.
 - **Compliance and Safety:**
 - Ensure that all department activities comply with local, state, and federal regulations, including environmental standards, safety protocols, and public health requirements.
 - Ensure that the department adheres to safety regulations, including OSHA standards, and that all staff are properly trained in safety procedures.
 - Oversee the development and implementation of emergency preparedness plans, including responses to weather-related emergencies (e.g., snow removal, flooding).
 - **Public Interaction and Communication:**
 - Serve as a secondary liaison between the Public Works Department and the Town Council, Town Administrator, and the public.
 - Respond to public inquiries and complaints, addressing concerns and resolving issues in a timely and professional manner.
 - Provide regular updates and reports to the Director on the status of public works projects, departmental activities, and field operations.
 - **Strategic Planning and Policy Development:**
 - Assist developing long-term plans for infrastructure development, facility management, and sustainability initiatives.
 - Stay up to date with best practices in public works and implement innovative approaches to improve service delivery and operations.
-

Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- **Public Works and Infrastructure Management:**
 - In-depth knowledge of public works management, including street maintenance, parks management, construction projects, and environmental compliance.

- Knowledge of the principles and practices of project management, including budgeting, scheduling, and contracting.
- **Regulatory Compliance:**
 - Familiarity with local, state, and federal regulations related to public works operations, safety standards, and environmental laws.
 - Knowledge of procurement, contract management, and purchasing laws.
- **Leadership and Administration:**
 - Understanding of organizational leadership principles and personnel management.
 - Knowledge of municipal government functions and the relationship between public works and other departments.

Skills:

- **Leadership and Supervision:**
 - Strong leadership skills with the ability to motivate, manage, and develop a team of professionals.
 - Ability to resolve conflicts, promote collaboration, and build strong working relationships both within the department and across other town departments.
- **Project and Budget Management:**
 - Skilled in budget preparation, financial management, and monitoring expenditures.
 - Strong project management skills, including the ability to oversee multiple projects simultaneously, meet deadlines, and manage resources effectively.
- **Communication:**
 - Excellent verbal and written communication skills, with the ability to present ideas clearly and persuasively to a variety of stakeholders.
 - Ability to effectively communicate with staff, town officials, contractors, and residents.

Abilities:

- **Decision Making:**
 - Ability to make critical decisions regarding public works operations and to resolve complex problems efficiently.
 - **Problem-Solving:**
 - Strong analytical and problem-solving abilities to address operational challenges, budget issues, and project delays.
 - **Time Management and Organization:**
 - Ability to prioritize and manage multiple tasks and projects simultaneously, ensuring timely and effective completion of departmental goals.
 - **Community Relations:**
 - Ability to interact with the public and elected officials in a professional, courteous, and diplomatic manner.
 - Ability to address public concerns and manage community relations effectively.
-

Minimum Qualifications:

- **Education:**
 - A Bachelor's Degree in Civil Engineering, Public Administration, Environmental Science, or a related field is required or equivalent experience.
- **Experience:**
 - At least **8 years of progressively responsible experience** in public works management, including **3 years in a supervisory or managerial capacity**.
 - Experience in municipal government operations, including all public works operations.
- **Licenses and Certifications:**
 - A **valid driver's license** and the ability to obtain a commercial driver's license (CDL) if required for job duties.
 - **Professional certifications** in public works management, project management, or related fields (e.g., PMP, PE) are preferred.
- **Other Requirements:**
 - Must pass a pre-employment drug screening.
 - Availability to work flexible hours, including evenings, weekends, and during emergencies.

CHEVERLY

MARYLAND



Director of Public Works

Department: Public Works

FLSA Status: Exempt, Full-time with Full Benefits

Reports to: Town Administrator

Salary range - \$ 111,858 – 167,787

Essential Employee

General Definition of Work

The Director of Public Works is responsible for overseeing and managing the operations of the Public Works Department, which includes the maintenance and improvement of public infrastructure, streets, facilities, parks, and other community services. The Director provides strategic leadership and direction to the department, ensuring that all operations are carried out efficiently, safely, and in compliance with local, state, and federal regulations. The Director manages the department's budget, supervises staff, and coordinates public works projects and services that improve the quality of life for residents of the Town of Cheverly.

Essential Functions:

- **Leadership and Management:**
 - Lead, supervise, and manage all aspects of the Public Works Department, including staffing, operations, budgets, and strategic planning.
 - Supervise and mentor department managers and staff, providing guidance and support in achieving departmental goals and performance standards.
 - Develop and implement policies and procedures to improve the efficiency and effectiveness of the Public Works Department.
- **Budget and Financial Management:**
 - Prepare and manage the Public Works Department's annual budget, ensuring that resources are allocated appropriately for operations, equipment, and capital improvement projects.

- Monitor expenditures and identify opportunities for cost savings and operational efficiency.
 - Oversee procurement processes for equipment, materials, and services required by the department.
 - **Public Works Operations and Maintenance:**
 - Oversee the maintenance and repair of public infrastructure, including streets, sidewalks, stormwater systems, parks, and public facilities.
 - Plan, organize, and direct construction projects, road repairs, and improvement projects within the town.
 - Ensure the department's equipment and vehicles are properly maintained and ready for use.
 - **Project Management:**
 - Coordinate and oversee the planning and execution of large-scale capital improvement projects, including road repairs, construction of new facilities, and major infrastructure projects.
 - Collaborate with other departments, consultants, and contractors to ensure the timely and successful completion of projects.
 - Develop project schedules, budgets, and resource plans to ensure efficient project delivery.
 - **Compliance and Safety:**
 - Ensure that all department activities comply with local, state, and federal regulations, including environmental standards, safety protocols, and public health requirements.
 - Ensure that the department adheres to safety regulations, including OSHA standards, and that all staff are properly trained in safety procedures.
 - Oversee the development and implementation of emergency preparedness plans, including responses to weather-related emergencies (e.g., snow removal, flooding).
 - **Public Interaction and Communication:**
 - Serve as the primary liaison between the Public Works Department and the Town Council, Town Administrator, and the public.
 - Respond to public inquiries and complaints, addressing concerns and resolving issues in a timely and professional manner.
 - Provide regular updates and reports to the Town Council on the status of public works projects, departmental activities, and budget performance.
 - **Strategic Planning and Policy Development:**
 - Develop long-term plans for infrastructure development, facility management, and sustainability initiatives.
 - Stay up to date with best practices in public works and implement innovative approaches to improve service delivery and operations.
-

Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- **Public Works and Infrastructure Management:**
 - In-depth knowledge of public works management, including street maintenance, parks management, construction projects, and environmental compliance.
 - Knowledge of the principles and practices of project management, including budgeting, scheduling, and contracting.
- **Regulatory Compliance:**
 - Familiarity with local, state, and federal regulations related to public works operations, safety standards, and environmental laws.
 - Knowledge of procurement, contract management, and purchasing laws.
- **Leadership and Administration:**
 - Understanding of organizational leadership principles and personnel management.
 - Knowledge of municipal government functions and the relationship between public works and other departments.

Skills:

- **Leadership and Supervision:**
 - Strong leadership skills with the ability to motivate, manage, and develop a team of professionals.
 - Ability to resolve conflicts, promote collaboration, and build strong working relationships both within the department and across other town departments.
- **Project and Budget Management:**
 - Skilled in budget preparation, financial management, and monitoring expenditures.
 - Strong project management skills, including the ability to oversee multiple projects simultaneously, meet deadlines, and manage resources effectively.
- **Communication:**
 - Excellent verbal and written communication skills, with the ability to present ideas clearly and persuasively to a variety of stakeholders.
 - Ability to effectively communicate with staff, town officials, contractors, and residents.

Abilities:

- **Decision Making:**
 - Ability to make critical decisions regarding public works operations and to resolve complex problems efficiently.
- **Problem-Solving:**
 - Strong analytical and problem-solving abilities to address operational challenges, budget issues, and project delays.
- **Time Management and Organization:**
 - Ability to prioritize and manage multiple tasks and projects simultaneously, ensuring timely and effective completion of departmental goals.
- **Community Relations:**
 - Ability to interact with the public and elected officials in a professional, courteous, and diplomatic manner.

- Ability to address public concerns and manage community relations effectively.
-

Minimum Qualifications:

- **Education:**
 - A Bachelor's Degree in Civil Engineering, Public Administration, Environmental Science, or a related field is required or equivalent experience.
 - A Master's Degree in a related field is preferred.
- **Experience:**
 - At least **10 years of progressively responsible experience** in public works management, including **5 years in a supervisory or managerial capacity**.
 - Experience in municipal government operations, including budget management, personnel management, and project oversight.
- **Licenses and Certifications:**
 - A **valid driver's license** and the ability to obtain a commercial driver's license (CDL) if required for job duties.
 - **Professional certifications** in public works management, project management, or related fields (e.g., PMP, PE) are preferred.
- **Other Requirements:**
 - Must pass a background check and drug screening.
 - Availability to work flexible hours, including evenings, weekends, and during emergencies.

CHEVERLY

MARYLAND



Public Works Administrative Assistant

Job Description

Department: Public Works

FLSA Status: Non-Exempt, Part-time

Reports to: Deputy Director, Public Works

Grade: 6NM

Salary range- \$ 58,364 – 87,543

General Definition of Work

The Administrative Assistant (Public Works) is a full-time clerical position under the general supervision of the Director of Public Works and receives daily assignments and project guidance from the Deputy Director of Public Works. This position provides essential administrative and clerical support to help ensure the smooth operation of the Public Works Department. Responsibilities include recordkeeping, correspondence, monitoring supply inventory, and supporting departmental communication and scheduling. The Administrative Assistant also assists with emergency response logistics and public event coordination. Strong attention to detail, discretion, communication skills, and organizational ability are essential.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Clerk Duties and Administrative Support

- Assist with maintaining organized records and ensuring secure storage of sensitive materials.
- Assist with preparing correspondence, reports, permits, and forms.
- Assist with processing vendor invoices and track expenditures using financial software.
- Proofread all documents for accuracy, consistency, and professionalism.

- Assist with the maintenance of department calendars, schedules, and communications.

Public Reception and Communications

- Serve as department receptionist and primary point of contact for residents.
- Respond to inquiries via phone, email, and in person with courtesy and professionalism.
- Draft announcements, event notifications, and brief social media content.
- Support interdepartmental coordination and communication.

Event and Utility Support

- Provide logistical support for departmental events and utility coordination.
- Assist with project schedules, updates, and service notifications.
- Support planning, setup, and documentation for community-facing initiatives.

Emergency Operations and Other Duties

- Participate in emergency preparation and documentation efforts as needed
- Attend departmental meetings and contribute to planning and workflow coordination.
- Assist with general departmental needs and projects as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Standard office procedures and records management systems.
- Microsoft Office Suite and departmental software systems.
- Local government operations and public works service functions.

Skills in:

- Written communication, proofreading, and document preparation.
- Organization and time management.
- Professional and courteous customer service.

Abilities to:

- Maintain confidentiality of sensitive information.
- Prioritize and multitask in a fast-paced environment.
- Adapt to changing workloads and support special projects with minimal supervision.
- Work effectively both independently and as part of a team.

Education and Experience

Education:

Education: A high school diploma or equivalent is required. College coursework in business administration, public administration, or a related field is preferred.

Experience: Prior clerical or administrative experience in a government or public works setting is strongly preferred.

Physical Requirements

This position involves primarily office-based work, requiring frequent use of computers and standard office equipment. Tasks may include sitting, standing, reaching, lifting up to 20 pounds, and occasional bending. Vocal and auditory ability are essential for communication. Reasonable accommodation will be made for qualified individuals with disabilities.

Special Requirements

- A valid Maryland driver's license or the ability to obtain one.

CHEVERLY

MARYLAND



Public Works Administrator Job Description

Department: Administration

FLSA Status: Exempt, Full-time with Full Benefits

Reports to: Director of Public Works

Grade: 9M, EIP – Essential Employee

Salary Range: \$78,589 to \$117,884

General Definition of Work

The Public Works Administrator will perform intermediate to advanced tasks with responsibility to make independent decisions. This position is primarily responsible for various public works programs and projects to include but not limited to budget coordination, grant administration, public utility oversight, special projects, and other routine and non-routine departmental tasks and duties. The Public Works Administrator will communicate/coordinate with internal staff, government agencies, vendors, and contractors associated with projects. The incumbent will coordinate/track the implementation of plans and/or administrative paperwork, and will work to ensure that projects are completed within established time frame and budgetary parameters if appropriate. This position will also have responsibility for ensuring accounting records/reports for the Department are maintained accurately and on schedule.

This position may be tasked with developing and maintaining standard operating procedures for all divisions.

This position may also be assigned the lead role, actively support and/or serve as a backup for administering departmental or Town systems such as Bill.com, Paychex, DIVVY, SeeClickFix, News & Announcements, other systems, and other department responsibilities. When administering systems, either as the lead, support, or backup, the incumbent will ensure processes are acknowledged, documented, completed and closed in a timely manner and within deadlines.

Other duties include public-facing customer service, such as answering the telephones, greeting visitors, and responding to public inquiries and requests.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Budget Administration Duties

- Oversee and participate in the development and administration of the public works department budget.
- Perform accounts payable functions and duties for the department including QuickBooks and Bill.com.
- Develop a forecast of funds needed for staffing, equipment, materials and supplies; facilitate approval of expenditures and budgetary adjustments as appropriate and necessary.
- Serve as lead or backup to DIVVY reconciliation as assigned.
- Scheduled and make arrangement for staff travel and training and handles reimbursements as needed.

Project / Program Management Duties

- Monitors activities of department projects and programs to ensure compliance with any government regulations that may apply.
- Advises appropriate parties when time delays or overages are detected or anticipated.
- Monitors progress of projects and prepares periodic reports for the department, as requested, to advise the Director, Deputy Director, Town Administrator, or Mayor and Town Council.
- As needed, prepares materials for presentations to the town Staff, Town Council, community groups and organizations and special interest groups.
- When requested or needed, conduct on-site field evaluations and assessments in order to ensure accurate project status updates are recorded and on budget.
- Assists with coordinating other departmental staff or external parties as needed for projects and programs.
- Special projects as assigned.

Grant Administration Duties

The incumbent will apply knowledge of funding sources and grant writing experience in a detail-oriented and organized manner while effectively managing multiple concurrent projects and tasks. The goal is to ensure that grants are obtained and utilized in the most efficient manner and to the greatest benefit to the Town.

- Manage and oversee all administrative aspects of departmental grant programs (or similar funding), including grant proposal submission, compliance, and reporting.
- Ensure that all grants comply with regulations and incumbent will act as the point of contact between the Town and the grant providers.
- Research and identify new grant opportunities.

- Coordinate with departments to gather information necessary for grant proposals and/or grant administration.
- Prepare financial or budget plans and allocation along with the planning and finance department.
- Maintain records of all payments and receivables and prepare monthly reports for all grant related activities
- Assist in auditing grant expenses and ensure compliance with regulations

Administrative, Public Information, and Customer Service Support

- Serve as one of the first points of contact for residents, vendors, and external partners through phone, email, and in-person interactions.
- Maintain and update the Town website and official social media accounts, ensuring timely and accurate communication.
- Schedule and facilitate virtual public meetings (e.g., via Zoom), providing technical support for hybrid formats and assisting with technology setup (usually for the department).
- Support community outreach and event logistics, including planning and coordinating events such as Cheverly Day and other Town and facility events.
- Assist with onboarding documentation.
- Provide general administrative support, including processing incoming and outgoing mail, drafting communications, proof reading, purchasing supplies, and maintaining office systems.

Public Utility Coordination

Monitors the work of public utility companies permitting, scheduling, and infrastructure repair or replacement.

- Oversee the utility permitting process, as well as planned utility work within the Town.
- Provides responsible staff assistance to the Assistant Director and/or Director; conducts a variety of organizational and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints regarding utility work and other concerns.
- May represent the Assistant Director and/or Director in operational matters. Performs related duties as required.

This position will be required to complete any and all other duties and tasks as assigned. This position is also designated an Essential Employee and can be required to report to work during inclement weather and emergency situations.

Knowledge, Skills, and Abilities

To perform this role effectively, the Public Works Administrator should possess the following knowledge, skills, and abilities:

Knowledge of:

- Administrative knowledge of operations, services, and activities assigned to public works.
- Principles and practices of program development and administration.
- Principles and practices of contract administration.
- Principles and practices of grant proposals and administration.
- Principles and practices of construction project management and property management.
- Occupational hazards and standard safety practices.
- Consultant selection, contract negotiation, and management of consultant contracts.
- Principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and advanced report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations

Skills:

- Strong written and verbal communication skills, essential for public documentation, correspondence, and interacting with residents, officials, and external stakeholders.
- Organizational skills and a high level of attention to detail for managing documents, preparing for meetings, and ensuring deadlines are met.
- Ability to independently manage multiple tasks, prioritize responsibilities, and adapt to changing demands in a fast-paced municipal environment.

Abilities:

- Ability to maintain confidentiality and exercise discretion when dealing with sensitive information.
- Ability to coordinate and collaborate effectively with internal staff members, management, departments, elected officials, and external partners.
- Ability to work independently while managing competing priorities, ensuring the smooth operation of the Department of Public Works.
- Ability to perform administrative tasks such as managing office systems, drafting communications, processing mail, and maintaining office supplies.

Education and Experience

Education: Bachelor's Degree (related degree preferred)

Licensing: A valid Maryland Class C driver's license is required.

Experience: Experience working in a municipal or local government setting is strongly preferred.

Physical Requirements

This position involves primarily office-based work with frequent use of computers and standard office equipment. Tasks may require sitting, standing, walking, reaching, lifting up to 25 pounds regularly, and occasional bending. Vocal and auditory ability is essential for meetings and public engagement. Reasonable accommodations will be made for qualified individuals with disabilities to perform the essential functions of the position.

This position is considered an Essential Employee and may be required to report to work during inclement weather and emergency situations.

CHEVERLY

MARYLAND



Applicator Specialist

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Director, Public Works

Grade: 10 NM, EIP – Essential Employee

Salary range- \$ 65,389 – 98,080

General Definition of Work

The Applicator Specialist is responsible for the safe and effective application of pesticides, herbicides, fertilizers, and other chemical treatments to public landscapes, parks, and infrastructure throughout the Town of Cheverly. This role also supports general maintenance duties as assigned by the Department of Public Works and ensures compliance with all applicable safety and environmental regulations. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Mix and apply chemical treatments (e.g., herbicides, insecticides, fungicides, fertilizers) to landscaped areas, park spaces, and right-of-ways.
- Identify invasive plants, pests, or diseases and recommend treatment plans.
- Maintain accurate application records in accordance with state and federal regulations.
- Operate and maintain application equipment such as backpack sprayers, boom sprayers, and spreaders.
- Monitor treated areas and adjust chemical applications as needed.

- Assist in general Public Works duties including landscaping, waste removal, snow removal, street maintenance, and special town events.
- Follow all safety guidelines, use PPE appropriately, and ensure public and environmental safety during chemical applications.
- Report equipment malfunctions or hazards to supervisors.
- Participate in trainings and maintain required applicator licenses or certifications.

Required Knowledge, Skills, and Abilities

Knowledge:

- **Pesticide/Herbicide Use and Safety:**
 - Comprehensive knowledge of chemical classifications, appropriate usage, dilution ratios, and integrated pest management (IPM) practices.
 - Knowledge of federal, state (Maryland Department of Agriculture), and local regulations governing pesticide application and environmental safety.
 - Understanding of Material Safety Data Sheets (MSDS/SDS), proper chemical labeling, and storage procedures.
- **Plant and Pest Identification:**
 - Ability to identify local invasive species, harmful weeds, common turf diseases, and pest infestations.
 - Knowledge of plant care, turf management, and environmental conditions that influence treatment effectiveness.
- **Equipment Operation and Maintenance:**
 - Familiarity with various application tools and machinery including backpack sprayers, tank sprayers, boom sprayers, granular spreaders, and calibration tools.
 - Basic mechanical knowledge for troubleshooting and routine maintenance of spray equipment and related tools.
- **Public Works Operations:**
 - General understanding of municipal maintenance operations including road work, landscaping, snow removal, and waste collection.
 - Awareness of stormwater management and erosion control as related to chemical applications near waterways or sensitive areas.
- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
- **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**

- Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.
-

Skills:

- **Technical Application Skills:**
 - Accurate mixing, measuring, and applying of chemicals to specified areas using calibrated tools and safety procedures.
 - Proficiency in reading and interpreting chemical labels, work orders, treatment plans, and safety documentation.
 - **Recordkeeping and Reporting:**
 - Strong skills in maintaining detailed application logs, treatment schedules, and chemical inventory reports.
 - Ability to use basic computer software or mobile applications for compliance and documentation purposes.
 - **Communication and Customer Service:**
 - Ability to communicate clearly with supervisors, co-workers, and the public regarding treatments, safety, and area restrictions.
 - Courteous and professional demeanor when addressing residents' concerns or inquiries related to chemical applications.
 - **Safety and Risk Awareness:**
 - Ability to recognize hazardous conditions, respond to chemical spills, and follow emergency protocols.
 - Competence in using and maintaining personal protective equipment (PPE).
-

Abilities:

- **Physical and Environmental Tolerance:**
 - Ability to work in outdoor environments under varying weather conditions including extreme heat, cold, or precipitation.
 - Physical strength and endurance to lift, carry, and operate heavy equipment or containers (often 50+ lbs).
- **Problem-Solving and Judgment:**
 - Sound judgment in adjusting application techniques based on site-specific conditions, weather, or observed risks.
 - The ability to identify and report environmental hazards or potential violations of safety protocols.

Education and Experience

- High school diploma or GED or sufficient experience
- Valid Maryland driver's license; CDL may be preferred or required.
- Maryland Pesticide Applicator Certification (or ability to obtain within a specified timeframe).
- Previous experience in landscaping, groundskeeping, or municipal maintenance preferred.
- Ability to lift 50+ pounds, work outdoors in varying weather conditions, and operate heavy or motorized equipment.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Assistant Mechanic

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Mechanic II and/or Director, Public Works

Grade: 10 NM, EIP – Essential Employee

Salary range- \$ 65,389 – 98,080

General Definition of Work

The Assistant Mechanic performs semi-skilled and skilled work assisting in the maintenance, repair, and troubleshooting of the Town of Cheverly's fleet of vehicles and equipment, including refuse trucks, snowplows, light-duty vehicles, mowers, and other specialized public works machinery. The position supports the Mechanic by performing routine maintenance tasks, minor repairs, and inspections under direct supervision. The Assistant Mechanic is expected to follow established safety standards, assist in maintaining parts inventory, and ensure vehicles and equipment are safe and operational. Work is performed under the guidance of senior mechanics but may require independent action for basic repairs and maintenance. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions

- **Routine Maintenance:**
 - Assist in performing scheduled preventive maintenance, including oil changes, tire rotations, fluid checks, brake inspections, and battery replacements on a variety of vehicles and equipment.
 - Clean and maintain tools and equipment used in vehicle repair and maintenance.
- **Repairs and Diagnostics:**

- Assist in diagnosing mechanical problems, including engine issues, hydraulic failures, and electrical system malfunctions.
 - Perform minor repairs, including replacing worn-out parts, spark plugs, filters, and hoses.
 - Support the Mechanic in diagnosing more complex mechanical issues and performing major repairs.
 - **Inspection and Documentation:**
 - Perform visual inspections of vehicles and equipment to ensure compliance with safety standards and operational readiness.
 - Document work performed, including repairs, inspections, and parts used, for record-keeping and compliance purposes.
 - **Parts and Supplies Management:**
 - Assist with managing the inventory of parts and supplies, including ordering necessary items when directed.
 - Maintain cleanliness and organization of the maintenance area, ensuring tools and parts are properly stored.
 - **Emergency Support:**
 - Provide on-site support during emergencies, such as equipment breakdowns or vehicle malfunctions, by assisting in troubleshooting and performing repairs as needed.
 - Assist with emergency repairs during snow removal operations or other critical public works services.
 - **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
 - **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
 - **Other Duties:**
 - Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.
-

Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- Basic understanding of automotive and diesel engines, electrical systems, hydraulic systems, and other mechanical systems in vehicles and equipment.
- Familiarity with safety procedures and regulations related to maintenance and repair work in public works settings.
- Knowledge of hand and power tools used in vehicle repair and maintenance.

Skills:

- Basic mechanical skills, including ability to use diagnostic tools, wrenches, and other hand tools effectively.
- Ability to follow instructions and procedures while assisting with repairs and maintenance tasks.
- Good communication skills to assist senior mechanics and interact with other public works staff.

Abilities:

- Ability to work in physically demanding conditions, including lifting heavy parts and tools, working in confined spaces, and standing for long periods.
- Ability to diagnose and troubleshoot basic mechanical problems under supervision.
- Ability to maintain accurate records of maintenance tasks and repairs performed.
- Ability to follow safety protocols and operate equipment in a safe manner.

Minimum Qualifications:

- **Education:**
 - High school diploma or GED required or sufficient experience.
 - Completion of basic technical training or coursework in automotive, diesel, or equipment mechanics is preferred.
- **Experience:**
 - Minimum of **1–2 years** of experience in vehicle or equipment maintenance or repair is preferred, but not required.
 - Previous experience in a public works or municipal setting is a plus.
- **Licenses and Certifications:**
 - **Valid Maryland Driver’s License** is required.
 - A **Class B Commercial Driver’s License (CDL)** with air brake endorsement may be required within a specified period after hire, depending on job duties.
- **Other Requirements:**
 - Must pass a pre-employment drug screening.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Equipment Operator/CDL Driver

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Director, Public Works

Grade: 10 NM, EIP – Essential Employee

Salary range- \$ 65,389 – 98,080

General Definition of Work

The Equipment Operator/CDL Driver operates a variety of heavy equipment and vehicles in the performance of public works maintenance and construction projects, including the operation of backhoes, bulldozers, dump trucks, snowplows, and other specialized vehicles. This position involves performing routine maintenance on equipment, transporting materials and waste, assisting with street and park maintenance, snow removal, and responding to emergency situations. The Equipment Operator/CDL Driver ensures that all vehicles and equipment are operated safely and in compliance with all local, state, and federal regulations. Work is typically performed outdoors in varying weather conditions. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions:

- **Equipment Operation:**

- Operate a variety of heavy and light equipment, including refuse trucks, backhoes, street sweepers, snowplows, dump trucks, and other specialized vehicles used in public works operations.
 - Perform tasks such as refuse collection, hauling materials, clearing roadways, and maintaining parks and streets.
 - **Transportation:**
 - Transport materials, waste, equipment, and other resources to various sites as needed.
 - Drive vehicles on routes and assigned destinations, ensuring safe transport of materials and maintaining compliance with traffic laws and regulations.
 - Perform pre-trip and post-trip inspections to ensure all equipment and vehicles are in safe, operational condition.
 - **Snow Removal and Emergency Response:**
 - Operate snowplows and other snow removal equipment during winter months to clear streets, parking lots, and public pathways.
 - Respond to emergencies such as accidents, fallen trees, or flooding by using heavy equipment to address the situation quickly and efficiently.
 - **Routine Maintenance:**
 - Perform routine maintenance and minor repairs on equipment, including checking fluid levels, cleaning equipment, and lubricating moving parts.
 - Report major mechanical issues to the appropriate maintenance personnel for repair.
 - **Safety and Compliance:**
 - Follow safety protocols and procedures when operating equipment and vehicles, ensuring compliance with all safety and environmental regulations.
 - Maintain proper records of vehicle maintenance, mileage, inspections, and any other documentation required by the department or regulatory agencies.
 - **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
 - **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
 - **Other Duties:**
 - Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.
-

Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- **Heavy Equipment Operation:**
 - Knowledge of safe and effective operation of a wide range of public works equipment, including backhoes, dump trucks, graders, snowplows, and other heavy machinery.
- **Maintenance Procedures:**
 - Familiarity with routine maintenance and minor repairs of vehicles and equipment.
- **Safety Regulations:**
 - Knowledge of OSHA regulations and safety procedures, including the safe handling of hazardous materials and proper lifting techniques.
- **Traffic Laws and Regulations:**
 - Understanding of traffic laws, including regulations for CDL drivers and safe driving practices.

Skills:

- **Equipment Operation:**
 - Proficient in operating heavy equipment and vehicles with a focus on safety and efficiency.
- **Problem-Solving:**
 - Strong ability to troubleshoot and identify issues with equipment or vehicles, performing minor repairs or reporting larger issues.
- **Communication:**
 - Ability to communicate clearly and effectively with coworkers, supervisors, and the public, both verbally and in writing.
- **Attention to Detail:**
 - Ability to complete pre-trip inspections, maintain accurate logs, and follow safety protocols diligently.

Abilities:

- **Physical Stamina:**
 - Ability to perform physically demanding tasks and work outdoors in varying weather conditions.
- **Time Management:**
 - Ability to prioritize and manage tasks efficiently, especially in situations requiring emergency or time-sensitive responses (e.g., snow removal, traffic control).
- **Teamwork:**
 - Ability to work collaboratively with other Public Works staff in a team environment.

- **Adaptability:**
 - Ability to adapt to changing work conditions, such as emergency responses or different seasonal maintenance tasks (snow removal, landscaping, etc.).
-

Minimum Qualifications:

- **Education:**
 - High school diploma or GED required.
- **Experience:**
 - At least **2 years of experience** in operating heavy equipment or trucks, preferably in a public works or construction environment.
 - Experience in driving commercial vehicles and operating a variety of public works equipment is preferred.
- **Licenses and Certifications:**
 - **Valid Maryland Class B Commercial Driver’s License (CDL)** with air brake endorsement is required.
 - **OSHA 10-hour Construction Safety Training** or similar safety training is preferred.
 - **First Aid/CPR certification** is a plus.
- **Other Requirements:**
 - Must pass a background check and drug screening.
 - Must be able to work flexible hours, including evenings, weekends, and on-call for emergency responses, particularly during inclement weather conditions (e.g., snowstorms, flooding).

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



General Foreman

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Director, Public Works

Grade: 10 NM, EIP – Essential Employee

Salary range- \$ 65,389 – 98,080

General Definition of Work

The General Foreman plays a key leadership role in the Town of Cheverly's Public Works Department, overseeing daily field operations across multiple service areas including streets, sanitation, parks, facilities, stormwater systems, and fleet maintenance. The General Foreman plans, organizes, assigns, and monitors work for multiple crews to ensure services are delivered efficiently and safely. The position serves as the primary liaison between the Deputy Director and field personnel and is responsible for enforcing safety standards, supervising maintenance and repair activities, and ensuring work is completed in compliance with local and regulatory standards. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- Supervise, coordinate, and monitor the work of multiple crews involved in sanitation, street maintenance, snow removal, tree and landscape maintenance, stormwater systems, and other municipal services.
- Assign daily work orders and projects to staff and monitor their progress; adjust priorities as needed based on weather, emergencies, or special events.

- Ensure all work is performed in accordance with applicable safety regulations and Town policies.
- Train employees on equipment operation, safety procedures, and proper work practices; enforce the use of personal protective equipment (PPE).
- Perform regular inspections of work sites, equipment, and completed projects for quality control.
- Maintain inventory of tools, supplies, and materials; coordinate orders with the Deputy Director.
- Assist in scheduling equipment maintenance and repairs; report mechanical issues to the appropriate personnel.
- Respond to emergency situations including inclement weather, fallen trees, water/sewer issues, or other service interruptions.
- Serve as the on-site supervisor during town-wide events or emergencies, and ensure proper staffing coverage.
- Maintain accurate records of crew activities, time sheets, vehicle usage, and materials used.
- Address public complaints or concerns courteously and ensure timely resolution or escalation.
- Support the Deputy Director of Public Works with planning, budgeting, and capital project coordination as needed.
- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
- **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**
 - Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.

Required Knowledge, Skills, and Abilities

Knowledge:

- Extensive knowledge of municipal public works operations including sanitation, streets, parks, stormwater, and fleet services.
- Understanding of construction, repair, and maintenance practices and materials used in public infrastructure.
- Knowledge of OSHA safety regulations, Maryland DOT guidelines, and environmental compliance standards.
- Familiarity with maintenance and operation of light and heavy-duty public works equipment and vehicles.

Skills:

- Strong leadership and supervisory skills to effectively direct a diverse crew and foster a productive work environment.
- Excellent organizational skills to manage competing priorities, work schedules, and emergency responses.
- Skilled in reading and interpreting maps, blueprints, work orders, and equipment manuals.
- Proficient in completing and reviewing operational reports, maintenance logs, and other documentation.
- Effective verbal and written communication skills for interacting with staff, town officials, and the public.

Abilities:

- Ability to plan, prioritize, and delegate tasks under tight timelines and changing conditions.
- Ability to motivate and coach staff to maintain high performance and safety standards.
- Ability to work in physically demanding environments and participate in hands-on work when required.
- Ability to analyze work site hazards and take immediate corrective action.
- Ability to work flexible hours including early mornings, evenings, weekends, and during emergencies.

Education and Experience

- **Education:**
High school diploma or GED required or sufficient experience. Technical training or coursework in public works, construction, or maintenance operations is preferred.
- **Experience:**
At least **5 years of experience** in public works, construction, or a related field, with **2 or more years in a supervisory or lead role** preferred.
- **Licenses/Certifications:**
 - Valid **Maryland Drivers License**
 - Possession of (or ability to obtain) certification in OSHA 10/30-Hour Safety Training, First Aid/CPR, and Flagger/Work Zone Safety.
 - Additional certification in pesticide application, stormwater management, or confined space entry is a plus.
- **Other Requirements:**
 - Must pass a background check and pre-employment drug screening.
 - Must be able to respond to after-hours emergencies within a reasonable response time.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Laborer I, II, or III

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Director, Public Works

Grade: 3,5,7 NM, EIP – Essential Employee

Salary range- \$ 55,009 – 91,078

General Definition of Work

The **Public Works Laborer** performs a variety of manual labor and maintenance tasks in support of the Town of Cheverly's public infrastructure and services. Duties include street and sidewalk repair, trash and recycling collection, snow and leaf removal, park and facility maintenance, and other public works-related activities. Work is performed outdoors in all weather conditions and may involve operating tools, vehicles, and light equipment. The position requires physical stamina, reliability, and the ability to work effectively as part of a team under general supervision. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- **Solid Waste and Recycling Collection**
 - Collect and dispose of household trash, recycling, yard waste, and bulk items along assigned routes.
 - Operate or assist with the operation of collection vehicles and equipment.

- **Street and Sidewalk Maintenance**

- Repair potholes, sidewalks, curbs, and signage as directed.
 - Set up traffic control and safety signage around work areas.
- **Grounds and Parks Maintenance**
 - Mow grass, trim trees, remove litter, and maintain public parks, medians, and town facilities.
 - Perform seasonal landscaping and beautification tasks.
- **Snow and Ice Removal**
 - Shovel sidewalks and apply salt or sand to roads and walkways during winter weather.
 - Operate snow blowers and plow trucks as needed.
- **Leaf and Yard Waste Collection**
 - Assist with seasonal leaf collection using vacuum trucks or manual tools.
 - Collect bagged leaves, branches, and other yard debris.
- **Facility and Equipment Maintenance**
 - Perform basic maintenance and cleaning of public works buildings, restrooms, and tools.
 - Inspect and report equipment needs or safety concerns to supervisors.
- **Special Event and Emergency Support**
 - Set up and tear down for town events and community programs.
 - Respond to emergency calls outside normal work hours for storms, road hazards, or other urgent public works needs.
- **Teamwork and Safety Compliance**
 - Follow safety protocols and wear appropriate protective equipment.
 - Work cooperatively with crew members and supervisors to complete daily assignments.
- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
 - **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.

- Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**
 - Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.

Required Knowledge, Skills, and Abilities

Knowledge:

- Basic knowledge of tools, equipment, and materials used in street, park, and building maintenance
- General understanding of safe work practices, especially when working around traffic, machinery, and hazardous materials
- Familiarity with procedures related to trash collection, landscaping, snow removal, and facility upkeep (preferred but can be learned on the job)

Skills:

- Ability to safely operate basic hand and power tools (e.g., shovels, rakes, mowers, blowers, trimmers)
- Skill in performing physically demanding tasks such as lifting, digging, or standing for extended periods
- Effective teamwork and communication skills to follow instructions and coordinate with other crew members
- Basic mechanical aptitude for minor equipment maintenance or troubleshooting

Abilities:

- Ability to perform heavy manual labor outdoors in all weather conditions
- Ability to follow written and oral instructions, including safety directions and task assignments
- Ability to work cooperatively and respectfully with coworkers, supervisors, and the public
- Ability to maintain a reliable work schedule, including availability for overtime, emergency calls, or weekend shifts when needed
- Ability to learn and apply town policies, procedures, and standards for public works operations

Education and Experience

- **High school diploma or GED** required or sufficient experience.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Public Works Maintenance Supervisor

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Director, Public Works

Grade: 15 NM, EIP – Essential Employee

Salary range- \$ 73,982 – 110,970

General Definition of Work

The Maintenance Supervisor is responsible for overseeing the daily operations of the Public Works Department's maintenance activities, including facility upkeep, infrastructure repairs, and grounds maintenance. This role involves supervising a team of maintenance workers, planning and scheduling work, coordinating maintenance projects, and ensuring all operations are completed efficiently, safely, and within regulatory requirements. The Maintenance Supervisor also works closely with other departments and staff to ensure that public facilities and infrastructure are maintained to the highest standards, contributing to the overall functionality and appearance of the Town of Cheverly. The Public Works Maintenance Supervisor may serve in an acting capacity for the Deputy Director in their absence. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions:

- **Supervision of Maintenance Team:**

- Direct, supervise, and evaluate a team of maintenance workers and laborers responsible for maintaining Town-owned buildings, streets, parks, and other public infrastructure.
- Plan, prioritize, and assign work based on project deadlines, urgent needs, and available resources.
- Conduct regular performance evaluations and provide feedback to improve skills and productivity.
- **Facility and Infrastructure Maintenance:**
 - Oversee the maintenance and repair of public facilities, including Town buildings, restrooms, parks, playgrounds, and street furniture.
 - Ensure the upkeep of streets, sidewalks, storm drains, and other public infrastructure by scheduling and managing repair or replacement projects.
 - Monitor and ensure the proper functioning of HVAC, plumbing, electrical systems, and other essential equipment.
- **Project Coordination:**
 - Plan and manage ongoing maintenance projects, including routine upkeep and special improvement initiatives.
 - Coordinate with contractors or external service providers for specialized repairs or larger-scale projects, ensuring work is completed on time and within budget.
 - Ensure work sites are properly prepared, and safety guidelines are followed.
- **Safety and Compliance:**
 - Enforce safety protocols and ensure staff are trained in proper maintenance procedures and safety standards.
 - Monitor work to ensure compliance with all relevant health, safety, and environmental regulations.
 - Conduct safety inspections and address any hazardous conditions immediately.
- **Budget and Inventory Management:**
 - Assist in preparing and managing the annual maintenance budget, ensuring expenditures are tracked and controlled.
 - Maintain an inventory of tools, equipment, and materials required for maintenance operations, ensuring adequate supplies are available.
 - Order materials and equipment needed for maintenance work, and track inventory to prevent shortages or excess.
- **Maintenance Scheduling and Recordkeeping:**
 - Develop and implement maintenance schedules to ensure all facilities and equipment are maintained on a regular basis.
 - Maintain accurate records of work performed, inventory used, and project status.
 - Generate reports for the Public Works Director, including performance metrics, budget tracking, and work completion.
- **Customer Service and Public Interaction:**
 - Respond to inquiries or service requests from residents or other departments regarding facility or infrastructure issues.
 - Resolve maintenance-related issues in a timely and professional manner, maintaining positive relationships with residents and staff.
- **Collaboration:**

- Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
 - **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
 - **Other Duties:**
 - Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.
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Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- **Maintenance and Repair Practices:**
 - Strong knowledge of building maintenance, mechanical systems, plumbing, electrical, and HVAC systems, as well as groundskeeping.
 - Knowledge of the maintenance and repair of municipal infrastructure, such as roads, sidewalks, storm drains, and public amenities.
- **Safety Regulations and Best Practices:**
 - Familiarity with OSHA regulations, safety standards, and environmental guidelines related to public works and maintenance operations.
 - Knowledge of hazard identification and risk assessment procedures.
- **Supervisory and Organizational Practices:**
 - Understanding of effective supervision, including how to evaluate performance, assign work, and manage team dynamics.
 - Knowledge of project management principles, budgeting, and resource allocation.

Skills:

- **Leadership and Team Management:**
 - Strong leadership skills to motivate, supervise, and develop maintenance staff.
 - Excellent problem-solving skills and the ability to resolve operational issues effectively.
- **Communication:**
 - Effective oral and written communication skills, capable of interacting with residents, staff, and contractors in a professional manner.
 - Ability to write reports and maintain accurate records.

- **Technical Skills:**
 - Proficiency in the use of maintenance tools and equipment.
 - Competence in using computer systems for scheduling, inventory management, and reporting.
- **Budgeting and Financial Management:**
 - Skilled in managing budgets, tracking expenses, and procuring materials while staying within financial constraints.

Abilities:

- **Project and Time Management:**
 - Ability to plan, prioritize, and complete multiple tasks within tight deadlines.
 - Capacity to handle large-scale projects and day-to-day maintenance needs simultaneously.
 - **Physical Stamina:**
 - Ability to lift and move heavy equipment or materials when needed and work in a variety of weather conditions.
 - **Problem Solving and Decision Making:**
 - Strong analytical skills to assess situations and determine the best course of action to resolve issues efficiently.
-

Minimum Qualifications:

- **Education:**
 - High school diploma or GED required.
 - Completion of formal training in construction, maintenance, or a related field is preferred.
- **Experience:**
 - At least **5 years of experience** in maintenance or public works, with **2 or more years in a supervisory role**.
 - Experience in managing and coordinating multiple maintenance functions, including facilities, infrastructure, and grounds maintenance.
- **Licenses and Certifications:**
 - **Valid Maryland Driver's License** required.
 - Certification in safety management (e.g., OSHA) or similar is preferred.
 - A **Certified Maintenance Manager (CMM)** certification is a plus.
- **Other Requirements:**
 - Must pass a background check and pre-employment drug screening.
 - Ability to work flexible hours, including weekends, evenings, and during emergencies or weather events.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Mechanic II

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Director, Public Works

Grade: 18 NM, EIP – Essential Employee

Salary range- \$ 79,670 – 119,503

General Definition of Work

The Mechanic is responsible for the maintenance, repair, and troubleshooting of the Town of Cheverly's fleet of vehicles and heavy equipment, including refuse trucks, snowplows, light-duty vehicles, and specialized public works machinery. The Mechanic ensures all fleet vehicles and equipment are operational, safe, and meet regulatory standards. This role requires diagnosing mechanical failures, performing preventative maintenance, conducting safety inspections, and ensuring compliance with relevant state and federal regulations. The Mechanic is also involved in emergency repairs and provides technical support for field operations as necessary. The Mechanic II may serve in an acting capacity for the Deputy Director in their absence. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions

- **Preventative Maintenance & Repairs:**

- Perform routine inspections, diagnostics, and preventative maintenance (oil changes, tire rotations, brake inspections) on a variety of municipal vehicles and heavy equipment.

- Troubleshoot, diagnose, and repair mechanical issues related to engine performance, electrical systems, hydraulic systems, air brakes, and fuel systems.
- Maintain service records for all vehicles and equipment, tracking repairs, inspections, and maintenance schedules.

- **Fleet Management:**

- Ensure that all vehicles and equipment are in safe working condition and meet the necessary operational standards.
- Assist in maintaining an inventory of parts, tools, and supplies needed for fleet maintenance and repair.
- Work with the Public Works Director, Deputy Director, Assistant Mechanic, or other colleagues to coordinate the purchase of parts and supplies.

- **Emergency and On-Site Repairs:**

- Provide emergency repair services for vehicles and equipment, particularly during snow removal operations, emergencies, or field operations.
- Respond to breakdowns in the field by diagnosing and performing immediate repairs or coordinating towing and transport to the shop.

- **Safety and Compliance:**

- Follow all safety regulations and procedures, including the use of personal protective equipment (PPE) and safe work practices.
- Ensure that all repairs and maintenance comply with local, state, and federal regulations, including DOT inspections and emissions standards.
- Conduct safety inspections and participate in periodic fleet safety audits.

- **Collaboration and Support:**

- Collaborate with other Public Works staff to ensure that vehicles and equipment are ready for special events, emergencies, or seasonal work.
- Assist in training public works staff on basic vehicle and equipment maintenance procedures.

- **Documentation and Reporting:**

- Complete accurate and timely documentation for all maintenance, repairs, and inspections.
- Maintain detailed work orders and repair logs for audit and compliance purposes.

- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
- **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**
 - Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.

Required Knowledge, Skills, and Abilities

Knowledge:

- **Mechanical Systems:**
 - Comprehensive knowledge of the principles and practices of vehicle and equipment maintenance and repair, including diesel engines, hydraulic systems, air brake systems, and electrical systems.
 - Knowledge of the operation and repair of various types of municipal equipment, including refuse trucks, snowplows, mowers, and utility vehicles.
- **Safety and Regulations:**
 - Familiarity with safety standards, including OSHA regulations, DOT standards, and industry best practices for maintenance and repair work.
 - Knowledge of environmental and emissions regulations related to vehicle maintenance.
- **Diagnostic Tools:**
 - Understanding of the use of diagnostic tools, such as scan tools, pressure gauges, and voltmeters, to troubleshoot mechanical issues.

Skills:

- **Mechanical Skills:**
 - Proficiency in using hand tools, power tools, diagnostic equipment, and heavy machinery to diagnose and repair mechanical issues.
 - Skilled in welding, electrical wiring, and other specialized repairs as necessary.

- **Problem-Solving:**
 - Strong troubleshooting skills to quickly diagnose and resolve mechanical problems with vehicles and equipment.
- **Recordkeeping:**
 - Strong organizational skills with the ability to maintain accurate maintenance logs, service records, and inventory lists.
- **Communication:**
 - Ability to communicate effectively with supervisors, co-workers, and other departments regarding the status of vehicles and equipment.

Abilities:

- **Attention to Detail:**
 - Ability to follow detailed maintenance instructions and service manuals, ensuring that repairs meet all safety and quality standards.
- **Physical Stamina:**
 - Ability to lift heavy objects, work in cramped spaces, and perform physically demanding tasks for extended periods.
- **Teamwork:**
 - Ability to work collaboratively with other Public Works staff, especially during emergency repairs or in support of scheduled work.
- **Time Management:**
 - Ability to prioritize work effectively and meet deadlines, especially in high-pressure or emergency situations.

Education and Experience

- **Education:**
 - High school diploma or GED required.
 - Completion of a formal apprenticeship program or technical training in automotive or diesel mechanics is preferred.
- **Experience:**
 - Minimum of **7 years of experience** in vehicle and heavy equipment maintenance, including experience with diesel engines, hydraulic systems, air brakes, and electrical systems.
 - Experience working with municipal or fleet vehicles is preferred.
- **Licenses and Certifications:**
 - **Valid Maryland Class B Commercial Driver's License (CDL)** with air brake endorsement is required, or the ability to obtain within 6 months of hire.
 - **ASE Certification** in Diesel or Automotive Repair is preferred.
 - Ability to obtain and maintain any necessary certifications, including OSHA or equipment-specific training.
- **Other Requirements:**
 - Must pass a pre-employment drug screening.

- Ability to work flexible hours, including evenings, weekends, or on-call for emergency repairs during snowstorms or other critical incidents.
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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Custodian (Part-time)

Department: Public Works

FLSA Status: Non-Exempt, Part-time

Reports to: Senior Building Custodian

Grade: 4 NM, EIP – Essential Employee

Salary range- \$ 56,384 – 86,689 (pro-rated for hours worked)

General Definition of Work

The Part-Time Custodian is responsible for performing routine custodial duties to maintain the cleanliness and orderliness of Town facilities. This position involves general cleaning of public buildings, offices, restrooms, hallways, and other areas to ensure that the facilities are sanitary, safe, and presentable. The Part-Time Custodian works under the direction of the Senior Custodian, performing a variety of cleaning and light maintenance tasks during the hours assigned. This is a part-time position requiring flexibility and attention to detail.

Essential Functions:

- **Custodial Duties:**
 - Clean and sanitize restrooms, offices, common areas, and entryways, including sinks, toilets, countertops, and floors.
 - Sweep, mop, scrub, vacuum, and polish floors and carpets as needed.
 - Dust and wipe down furniture, window ledges, baseboards, and other surfaces.
 - Empty trash bins and replace liners; sort recyclable materials and ensure proper disposal.
 - Clean windows, mirrors, and glass surfaces, ensuring they are streak-free.
 - Ensure that cleaning supplies and materials are well-stocked and report shortages to the supervisor.

- **Maintenance and Facility Care:**
 - Perform light maintenance duties, including changing light bulbs, refilling soap dispensers, and checking the condition of cleaning equipment.
 - Report any maintenance or facility issues, such as plumbing problems or broken equipment, to the Public Works Supervisor for further action.
 - Assist with moving furniture or setting up rooms for meetings or special events as requested.
- **Safety and Compliance:**
 - Follow all safety protocols and procedures while handling cleaning chemicals and equipment.
 - Ensure all custodial equipment is cleaned and maintained in good working condition.
 - Maintain safety and cleanliness standards to ensure a safe working environment for staff and visitors.
- **Event Staffing and Coordination:**
 - Duties may include staffing events both setting up, cleaning, breaking down, and providing customer service and/or other roles as assigned during Town events.
- **Communication:**
 - Work effectively with other custodial and maintenance staff to ensure cleanliness standards are met.
 - Communicate with the Public Works Supervisor or Facility Manager about daily tasks, work progress, or any issues encountered during the workday.
 - Respond to special requests or emergency cleaning tasks as needed.
- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
- **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**
 - Assist in the helping with the setup, staffing, cleaning for special events.
 - Perform all other duties as assigned by the supervisor or Director of Public Works.

Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- **Custodial Practices:**
 - Familiarity with cleaning techniques and procedures for public buildings.

- Knowledge of cleaning chemicals, materials, and equipment used in custodial tasks.
- **Safety Protocols:**
 - Understanding of safety protocols when handling cleaning agents and maintaining a clean working environment.

Skills:

- **Cleaning Skills:**
 - Proficiency in using cleaning tools and equipment, such as vacuums, mops, and floor scrubbers.
- **Attention to Detail:**
 - Ability to ensure all areas are thoroughly cleaned, well-organized, and presentable.
- **Time Management:**
 - Ability to efficiently manage time and prioritize tasks to ensure all cleaning responsibilities are completed in a timely manner.

Abilities:

- **Physical Stamina:**
 - Ability to perform physically demanding tasks, including bending, lifting, and standing for extended periods.
 - **Communication:**
 - Ability to communicate effectively with supervisors and other team members.
 - **Adaptability:**
 - Ability to adapt to varying work schedules and adjust priorities based on department needs.
-

Minimum Qualifications:

- **Education:**
 - High school diploma or GED preferred but not required.
- **Experience:**
 - No prior experience required; however, experience in custodial or cleaning work is preferred.
- **Licenses and Certifications:**
 - **Valid driver's license** required if duties include transportation of cleaning supplies or equipment.
 - OSHA or other safety training certifications are a plus but not required.
- **Other Requirements:**
 - Must pass a background check and drug screening.
 - Ability to work flexible hours, including evenings, weekends, and during special events or emergencies.

- Must be reliable and punctual.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Sanitation Supervisor

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Director and/or Deputy Director, Public Works

Grade: 15 NM, EIP – Essential Employee

Salary range- \$ 73,982 – 110,970

General Definition of Work

The Sanitation Supervisor is responsible for planning, coordinating, and supervising the daily operations of the Town of Cheverly's sanitation services, including solid waste collection, recycling, yard debris, and special refuse pickups. This role ensures that sanitation services are delivered safely, efficiently, and in compliance with all municipal and environmental regulations. The Sanitation Supervisor leads and evaluates sanitation crews, manages routing and scheduling, responds to public service requests, and maintains operational standards in collaboration with the Public Works Deputy Director. The Sanitation Supervisor may serve in an acting capacity for the Deputy Director in their absence. This position may also perform various other duties related to departmental functions such as refuse/recycling/yard waste collection, as well as all other duties as assigned.

Essential Functions

The following tasks are intended as examples of the types of duties assigned. Duties may be modified based on organizational needs.

- **Supervise Daily Sanitation Operations:**
 - Plan, assign, and oversee daily routes and tasks for refuse, recycling, yard waste, and bulk item collection crews.
 - Monitor progress to ensure timely and complete collection service across all areas of the Town.

- **Staff Management and Training:**
 - Provide direct supervision to sanitation personnel, including training, performance evaluations, scheduling, and discipline.
 - Ensure all staff follow safety protocols and operate equipment properly.
- **Routing and Efficiency Planning:**
 - Develop and maintain efficient collection routes using mapping and scheduling tools.
 - Adjust routes as needed due to weather, holidays, emergencies, or staffing shortages.
- **Equipment Oversight:**
 - Inspect sanitation trucks and equipment to ensure readiness and compliance with maintenance schedules.
 - Coordinate repairs and preventive maintenance with mechanics or fleet managers.
- **Customer Service and Public Interaction:**
 - Respond promptly and professionally to resident inquiries, complaints, and special service requests.
 - Work with Town Hall or administrative staff to resolve service-related issues.
- **Compliance and Safety:**
 - Ensure all operations comply with local, state, and federal regulations related to waste disposal and environmental standards.
 - Enforce safety rules and investigate accidents or safety incidents within the sanitation division.
- **Recordkeeping and Reporting:**
 - Maintain records of routes, equipment usage, fuel consumption, tonnage reports, and incidents.
 - Submit routine operational and performance reports to the Public Works Director.
- **Coordination with Other Divisions:**
 - Collaborate with other Public Works units (e.g., streets, parks) during special events, weather emergencies, or large-scale projects.
 - Participate in emergency response operations including snow removal or storm cleanup as needed.
- **Inventory and Supplies Management:**
 - Track inventory of sanitation-related supplies (e.g., bins, bags, fuel) and submit requests for replenishment.
- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
- **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**

- Assist in general public works maintenance tasks such as cleaning streets, parks, and public spaces, assisting with construction projects, or helping with the setup for special events.
- Perform all other duties as assigned by the supervisor or Director of Public Works.

Required Knowledge, Skills, and Abilities

- **Supervise Daily Sanitation Operations:**
 - Plan, assign, and oversee daily routes and tasks for refuse, recycling, yard waste, and bulk item collection crews.
 - Monitor progress to ensure timely and complete collection service across all areas of the Town.
- **Staff Management and Training:**
 - Provide direct supervision to sanitation personnel, including training, performance evaluations, scheduling, and discipline.
 - Ensure all staff follow safety protocols and operate equipment properly.
- **Routing and Efficiency Planning:**
 - Develop and maintain efficient collection routes using mapping and scheduling tools.
 - Adjust routes as needed due to weather, holidays, emergencies, or staffing shortages.
- **Equipment Oversight:**
 - Inspect sanitation trucks and equipment to ensure readiness and compliance with maintenance schedules.
 - Coordinate repairs and preventive maintenance with mechanics or fleet managers.
- **Customer Service and Public Interaction:**
 - Respond promptly and professionally to resident inquiries, complaints, and special service requests.
 - Work with Town Hall or administrative staff to resolve service-related issues.
- **Compliance and Safety:**
 - Ensure all operations comply with local, state, and federal regulations related to waste disposal and environmental standards.
 - Enforce safety rules and investigate accidents or safety incidents within the sanitation division.
- **Recordkeeping and Reporting:**
 - Maintain records of routes, equipment usage, fuel consumption, tonnage reports, and incidents.
 - Submit routine operational and performance reports to the Public Works Director.
- **Coordination with Other Divisions:**
 - Collaborate with other Public Works units (e.g., streets, parks) during special events, weather emergencies, or large-scale projects.
 - Participate in emergency response operations including snow removal or storm cleanup as needed.

- **Inventory and Supplies Management:**
 - Track inventory of sanitation-related supplies (e.g., bins, bags, fuel) and submit requests for replenishment.

Education and Experience

- **Education:**
 - High school diploma or GED required or sufficient experience.
 - Additional coursework or certification in public works, environmental services, fleet management, or a related field is preferred.
- **Experience:**
 - Minimum of **5 years of progressively responsible experience** in sanitation, solid waste collection, or public works operations.
 - At least **1–2 years of supervisory or lead-worker experience** overseeing crews, schedules, or daily field operations.
- **Licenses and Certifications:**
 - **Valid Maryland Class B Commercial Driver’s License (CDL)** with air brake endorsement required (or the ability to obtain within 6 months of hire).
 - Possession of or ability to obtain OSHA safety certification(s) or other relevant training (e.g., flagger certification, confined space awareness).
 - DOT Medical Card (required for CDL holders).
- **Other Requirements:**
 - Must pass a pre-employment drug screening.
 - Availability to work flexible hours, including early mornings, evenings, weekends, holidays, and during emergency call-outs (e.g., weather events).
 - Physical ability to work in outdoor conditions and assist with field tasks when needed.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

CHEVERLY

MARYLAND



Senior Building Custodian

Department: Public Works

FLSA Status: Non-Exempt, Full-time with Full Benefits

Reports to: Deputy Director, Public Works

Grade: 7 NM, EIP – Essential Employee

Salary range- \$ 60,720 – 91,078

General Definition of Work

The Senior Building Custodian is responsible for performing a wide range of custodial and maintenance tasks to ensure that Town facilities, including municipal buildings, offices, restrooms, and common areas, are clean, well-maintained, and operational. This position requires a high level of responsibility for maintaining the cleanliness and functionality of public buildings, ensuring that all facilities are safe, sanitary, and conducive to daily operations. The Senior Building Custodian may oversee the work of other custodians, assisting with training, scheduling, and inspecting work quality.

Essential Functions:

- **Custodial Duties:**
 - Clean and sanitize restrooms, offices, hallways, entryways, windows, and common areas to ensure they meet hygiene and cleanliness standards.
 - Sweep, mop, scrub, vacuum, and polish floors and carpets.
 - Dust and wipe down furniture, walls, light fixtures, vents, and other surfaces.
 - Empty trash receptacles, recycle materials, and ensure the proper disposal of waste.
 - Clean windows and glass surfaces, ensuring they are streak-free and presentable.
- **Maintenance and Facility Care:**

- Perform minor maintenance and repair tasks, such as fixing leaks, replacing light bulbs, adjusting doors, and repairing furniture.
- Report any facility issues, such as plumbing, electrical, or structural problems, to the Public Works Supervisor for further action.
- Assist with setting up or rearranging rooms and spaces for meetings, events, or public use.
- Ensure that all cleaning equipment and supplies are properly maintained, organized, and stocked.
- **Supervision and Training:**
 - Provide oversight and direction to other custodial staff, ensuring that cleaning and maintenance tasks are completed efficiently and to standard.
 - Assist in training new custodial employees on proper cleaning techniques, safety procedures, and equipment use.
 - Inspect work performed by custodial staff to ensure cleanliness and quality standards are met.
- **Safety and Compliance:**
 - Follow safety protocols when handling cleaning chemicals and equipment to ensure a safe working environment.
 - Maintain proper handling and storage of cleaning materials and hazardous substances in accordance with safety regulations.
 - Report any safety hazards or security issues in the building to the appropriate supervisor.
- **Inventory Management:**
 - Monitor inventory levels of cleaning supplies and equipment, ensuring that adequate stock is maintained.
 - Order and receive cleaning materials and equipment as needed, following appropriate procedures for procurement.
- **Communication:**
 - Coordinate with the Public Works Supervisor or Facility Manager to schedule cleaning tasks, maintenance, and special requests.
 - Communicate effectively with other staff members and departments to address any special cleaning needs or facility issues.
 - Respond to requests for additional services or urgent cleaning tasks in a timely and professional manner.
- **Collaboration:**
 - Work alongside other Public Works staff to ensure that all Public Works tasks are completed and vehicles and equipment are maintained and operated appropriately.
 - Follow safety procedures and work collaboratively with the team to maintain a safe working environment.
- **Teamwork and Adaptability:**
 - Willingness to support cross-functional tasks and assist other Public Works divisions as needed.
 - Flexibility to different core work schedules, work on-call hours, weekends, or emergencies (e.g., snow events, storm cleanup).
- **Other Duties:**
 - Assist in the helping with the setup, staffing, cleaning for special events.

- Perform all other duties as assigned by the supervisor or Director of Public Works.
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Knowledge, Skills, and Abilities (KSAs):

Knowledge:

- **Custodial Techniques and Practices:**
 - Knowledge of modern cleaning techniques, tools, and equipment used in custodial work.
 - Familiarity with proper sanitation and disinfection practices, especially in public facilities.
- **Safety and Hazardous Materials:**
 - Knowledge of cleaning chemicals, their proper use, and safety protocols.
 - Understanding of OSHA safety regulations, including safe lifting techniques and handling of hazardous materials.
- **Facility Maintenance:**
 - Basic knowledge of building maintenance tasks, such as plumbing, electrical systems, and HVAC operations.

Skills:

- **Cleaning and Organization:**
 - Ability to clean and maintain public facilities to a high standard of cleanliness and safety.
 - Proficiency in using cleaning tools and equipment such as vacuums, mops, scrubbers, and floor buffers.
- **Supervisory and Leadership:**
 - Strong leadership skills to guide, direct, and oversee custodial staff, ensuring the effective completion of cleaning tasks.
- **Problem-Solving:**
 - Ability to identify and solve issues with building cleanliness, facility maintenance, or equipment malfunctions.

Abilities:

- **Physical Stamina and Dexterity:**
 - Ability to perform physically demanding tasks, including lifting, bending, and standing for long periods.
 - Ability to work in various weather conditions, particularly if cleaning or performing tasks outside.
- **Time Management:**
 - Ability to prioritize tasks and manage time effectively to ensure all areas are cleaned and maintained within scheduled times.

- **Attention to Detail:**
 - Ability to pay attention to small details to ensure that all cleaning tasks are thoroughly completed and that all areas of the building are well-maintained.
-

Minimum Qualifications:

- **Education:**
 - High school diploma or GED required.
- **Experience:**
 - At least **2 years of experience** in custodial or facility maintenance work, with at least **1 year in a senior or lead custodial position** preferred.
 - Experience in supervising or training staff is a plus.
- **Licenses and Certifications:**
 - **Valid driver's license** required.
 - Certification in OSHA safety or custodial maintenance (e.g., cleaning certification) is a plus.
- **Other Requirements:**
 - Must pass a background check and drug screening.
 - Ability to work flexible hours, including evenings and weekends, if required.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____