



Town of Cortland

Agenda Request

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR

☒ **RESOLUTION** ☐ **ORDINANCE** ☐ **INFORMATION** ☐ **OTHER**

DATE PREPARED: 3-9-2023

FOR MEETING ON: 4-24-2023

DESCRIPTION/TITLE:

Two revised job descriptions for the general maintenance (Full Time) and the general maintenance temporary seasonal (Seasonal) positions within the Public Works Department. These two new revised job descriptions would replace the multiple versions that the Town currently has.

REQUIRED ACTION:

Approve the two revised job descriptions.

STAFF/COMMITTEE RECOMMENDATION:

Approve the two revised job descriptions.

STATEMENT OF CONCERN/SUMMARY:

AGENDA PLACEMENT:

<input type="checkbox"/> BOARD REVIEW OF PENDING BUSINESS	<input checked="" type="checkbox"/> NEW BUSINESS	<input type="checkbox"/> CONCERNS	<input type="checkbox"/> STAFF REPORTS
<input type="checkbox"/> COMMITTEE OF THE WHOLE	<input type="checkbox"/> PRESIDENT'S REPORT	<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> UNFINISHED BUSINESS
<input type="checkbox"/> PUBLIC HEARING			

Prepared by: Joel Summerhill

Approved by:

Date April 20 2023

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