



Supervisor, Unorganized Territories

(Exempt Position)

I. Identification:

Position Title: Supervisor, Unorganized Territories

Incumbent:

Reports to: County Commissioners

Supervises: Clerk/Secretary, when applicable

Compensation Code: Exempt

Workweek: Salaried position

II. Job Summary:

At the direction of the Washington County Commissioners, oversees all Unorganized Territory projects, using a high degree of independent thinking.

III. Core Elements of the Job:

A. Essential Job Functions: *

- Prepare and execute annual budget including third party requests
- Manage/Maintain UT website
- Supervises all road projects, including paving, construction, plowing, sanding, right-of-way's, clearing, and drainage.
- Coordinate Animal Control services for the UT and select town agreements/contracts

*External and internal candidates, as well as job incumbents who become disabled, must be able to perform the essential job functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.



- Patrol roads during storms to remove trees, limbs, and debris. Place barricades to prevent accidents in dangerous locations. Check plowing and sanding performed by contractors. These are performed on an as-needed basis.
- Monitor solid waste collection and deliveries to Marion Transfer Station. Commissioner or their designee shall serve on Transfer Station Board of Directors.
- Maintain, inspect and create agreements with neighboring towns to provide services for voting purposes.
- Maintain and supervise Unorganized Territories Septic Land Sludge Spreading Site and file all necessary papers and license requirements with the Department of Environmental Protection and the Land Use Regulatory Commission.
- Work with the Shellfish Committee to find grants and maintain a Shellfish Conservation Plan for Edmunds and Trescott Townships.
- Coordinate efforts with the State Park Service on the Edmunds/Trescott Boat Launch Facility.
- Supervise and direct all aspects of E-911 and cemeteries for the Unorganized Territories
- Monitors and obtains all ambulance and fire protection for the Unorganized Territories.
- Supervise and administrates all aspects of the Unorganized Territories on a daily basis, and also answer all complaints and requests for information.

IV. Specifications/Qualifications:

- A. Education/Training (minimum required: High School diploma)



Washington County Government
Job Description

- B. Job-Related Experience (minimum preferred): Municipal management skills, Civil engineering training or work experience.
- C. Special Skills: Ability to exercise initiative and sound judgement and to react resourcefully. Ability to anticipate future needs.
- D. Cognitive Requirements: Ability to read, write and comprehend the English language. Ability to listen, analyze and interpret basic numerical and verbal information. Must exercise mental discipline where accuracy and detail are essential.
- E. Physical Requirements: General good health with acceptable range of sight and good eye-hand coordination.
- F. Work environment: County wide. Dress conducive to job requirements.

V. Preparation/Authorization:

Prepared by: Joyce E. Thompson Date: 10/18/99

Employee: Calvin A. Preston Date: 10/18/99

Reviewed by: John B. Crowley, Sr. Date: 10/28/99

Approved by: William B. Boone Date: 10/28/99

*Amended by Renée Gray, County Manager and Dean Preston UT Supervisor 08/15/2024