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April 3, 2012

To: *DES Staff*

From: *Jeffrey C. Coleman, PE
Director of D.E.S.*

Subject: *Work Rule – Parks/Highway Division*

- Be respectful to each other, no stealing, no lying
- You are permitted a morning and afternoon rest period (grab coffee or use the restroom). These are limited to a maximum of 5 minutes each. Time and location shall be indicated on the daily worksheet. Do not stop at a location for a rest period if there is already a Town truck at that location.
- The driver is responsible for the vehicle and it shall be kept free of debris and in good working order at all times. Any mechanical issues should be brought to the attention of the mechanics as soon as possible. All vehicle information shall be put back in the clipboard and returned at days end.
- Personal Protective Equipment shall be worn when working in the roadway.
- Work zones shall be properly set up and appropriate for the operation.
- 30 minute lunch period is permitted on the worksite. In-transit lunch is permitted but the time and location shall be noted on the daily worksheet.
- A Division supervisor must be notified if any crew member is to be away from the worksite/task.
- Punch in time is 07:00. punch out time is 15:25. All staff below the rank of Foreman, shall only punch their own timecard.
- DO NOT come in the yard until 15:00. Roadside litter shall be collected up to 15:00 if all other tasks are complete and no additional work has been assigned.
- Street sweepers sweep until 2pm, then wash out the equipment.
- DO NOT block the fuel pumps at night at 8th street, or Arlo Lane facilities, in case we have an emergency.
- **Vehicles shall not be left idling.**

Cc: Personnel Manager
File