



## **DUTIES FOR BEAUTIFICATION LIAISON**

**TOWN OF NORWOOD:** Contract Position

**Benefits:** No benefit package offered

**Closing Date:** November 31, 2021

### **POSITION SUMMARY**

This contract position is to provide the Town with services as the Beautification Liaison on an as needed basis. Preparing flower beds and baskets on Grand Ave and planters and beds in the Pocket Park. The Beautification Liaison (Liaison) is a advisory position to the Town Administrator on needs or ideas on how to keep the main streets vibrant with greenery and flowers.

### **DUTIES**

The Liaison's duties include purchasing plants and flowers in the spring and caring for them daily until they are ready to be planted on Grand Avenue and Pocket Park in May or when otherwise determined by Liaison. Preparing flower beds and baskets including but not limited to mulch and perennial division, pest and weed control, removing refuse (natural or otherwise) from planters and planting beds and dispose of the refuse or trimmings as needed. Once plants have been planted by Liaison, they will be taken care of by him/her on a regular basis especially on the unusual hot days and unusual cold days to ensure their vibrancy. During the hot summer months, Liaison will water on Sundays in addition to the Town's watering schedule. Furthermore, Liaison will trim plants, trim trees, make sure the irrigation continues working.

The Town's Public Works department will be responsible for charging irrigation and any needed repairs in addition to watering during the week on every other day schedule.

### **TERM**

Absent of conflict of interest or unavailability, Liaison shall make his/her services available to The Town of Norwood for approximately (6) months starting in March 2022 ending August 2022. Liaison will provide advance notice to the Town of absences that would preclude his/her availability.

The Town is not obligated to utilize "liaison" services if it chooses not to. The Town designates Patti Grafmyer, Town Administrator, as the responsible Town staff to provide direction to Liaison.

### **SELECTION GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The board will review all bids and majority vote based on experience, price and other additional resources as they deem fit to make their decision.

### **HOW TO BID**

Please review the complete job description and submit an official bid for the position by visiting. Bids to be emailed to [grafmyer@norwoodtown.com](mailto:grafmyer@norwoodtown.com) or delivered to Town Hall. Interested candidates are encouraged to bid immediately.