

**TOWN OF WORCESTER**  
**MERP FACILITIES AND ASSET GRANT SUPERVISOR**  
**DESCRIPTION AND DUTIES**

**OVERVIEW:**

The MERP facilities and asset grant supervisor will be used to assist in the implementation of the MERP grant. This entails assisting various departments, committees and CVRPC in achieving Energy efficiency and resiliency as drafted in the scope of work in the MERP grant award.

The supervisor will be charged by selectboard authority and will be responsible to locate and secure the appropriate vendors needed to perform the scope of work detailed in the MERP grant agreement in a timely fashion.

**DUTIES:**

The supervisor will follow the generated report from the approved MERP grant agreement. Identify and list by priority current problems or needed improvements and report to the Selectboard, Town Treasurer and CVRPC. Research possible resolutions to the problem and generate non binding quotes to better understand the problem and begin a plan on how to fix the problem.

This will require drafting RFPs, securing bids in compliance with the Town Procurement policy and overseeing all construction to its completion. In addition, the supervisor will need to submit reports to be recorded and reviewed by the Selectboard and town treasurer before the repairs are scheduled. All repairs/improvements should be coordinated with the department head before the repairs begin.

The supervisor is required to attend all MERP meetings with CVRPC and attend twice a month Selectboard meetings to report updates on progress.

Any records generated by the grant Facilities and Asset Supervisor will become the property of the town of Worcester and recorded as such.

This is a volunteer position with an average of 60 hours a month commitment. It includes a grant allowable expense stipend of 500\$ a month.

Please submit a letter of interest to the Worcester Selectboard.