

# Chapter 10

## Personnel

**State law reference** - Officers and employees, generally, G L. c. 41. Civil service provisions, G.L. c. 31.

**Cross references** - Selectmen-Administrator Special Act, Sec . 10(a) supervision and direction by Town Administrator); Sec. 10(b) authority to establish, reorganize, consolidate, or abolish departments, commissions, boards, or offices under his direction and supervision after 15-day notification to Board of Selectmen; Sec. 10(c) applicability of Personnel bylaws; Sec. 10(d) establishment of compensation; Sec. 10(l) Town Administrator - Board of Selectmen's agent for collective bargaining; Sec. 13 appointment of certain officials, department heads and employees by Town Administrator. Exemption of firemen from jury duty, Sec. 2-1. Officers, boards and committees of town, generally, Secs.2-23 to 2-32. Rules and regulations of the Board of Retirement, Ch. 19.

**Editor's note.** - The salary schedules as adopted by the town are not set out herein because of the frequency with which such schedules are amended.

### Article I. In General.

#### Section

- 10-1. Applicability of Chapter.

### Article II. Personnel Board.

#### *Division 1. Generally.*

- 10-2. Administration of chapter; selection and terms of members.  
 10-3. Vacancies.  
 10-4. Effective date of new appointments; holding of town office by members.  
 10-5. Organizational meeting; employment of secretary.  
 10-6. Interpretations; preparation and maintenance of job descriptions.

#### *Division 2. Records.*

- 10-7. Establishment and contents of central personnel file.  
 10-8. Meetings and proceedings.  
 10-9. Employee data—Generally.  
 10-10. Same—New employees.  
 10-10.1 Validity of division.

***Division 3. Appointments and Approvals.***

- 10-10.2 Criteria for appointment to compensable positions.
- 10-10.3 Approvals of appointment.
- 10-10.4 Police and Fire Departments residency requirement.

**Article III. Physical Examinations.**

- 10-11. Establishment of qualifications.
- 10-12. Applicability of article to elective officers.
- 10-13. Health requirements generally.
- 10-14. Costs.
- 10-15. Records.
- 10-16. Consultation or laboratory work in excess of that required on form.
- 10-17. Correction of defects.
- 10-18. Notice of causes for rejection; appeal of findings.
- 10-19. Re-examination on change of employment.

**Article IV. Leaves.**

- 10-20. Sick leave—Extended to full-time employees.
- 10-21. Same—Rate of accrual; accumulation; lapse on termination of employment.
- 10-22. Same—Notification of illness; proof of illness.
- 10-23. Same—Town to furnish annual report of credit to employees.
- 10-24. Same—Credit for present employees.
- 10-25. Same—Extension of paid leave in excess of credit.
- 10-26. Article to supersede prior rules, etc.
- 10-27. Bereavement.
- 10-27.1 Vacations.
- 10-27.2 Holidays.
- 10-27.3 National Guard, Reserves, Other Military, Civil Defense Organizations or Emergency Service Organization – Compensation Differential.

**Article V. Classification.*****Division 1. Generally.***

- 10-28. Classification and salary plan established.
- 10-29. Definitions.
- 10-30. Classification of employees generally.
- 10-31. Increments.
- 10-32. Longevity pay.
- 10-33. Probationary period for permanent employees generally.

- 10-33.1 Temporary, emergency and seasonal positions generally.
- 10-34. Review.
- 10-35. Amendment.
- 10-36. Emergency, seasonal, etc., employees.
- 10-37. Boards, departments, etc., responsible for having wages of their employees fixed properly.
- 10-38. Promotions.
- 10-39. Starting salary rates.
- 10-40. Compensation while on jury duty.

*Division 2. Job Descriptions.*

*Subdivision I. In General.*

- 10-41. Descriptions not to be held exclusive.

*Subdivision II. Accounting and Clerical Positions.*

- 10-42. Town Accountant.
- 10-43. Assistant Town Accountant.
- 10-44. Administrative Clerk.
- 10-45. Clerk.
- 10-46. Repealed.

*Subdivision III. Fire Department.*

- 10-47. Chief.
- 10-48. Fire Captain.
- 10-49. Fire Lieutenant.
- 10-50. Firefighter.
- 10-51. Permanent Intermittent Fireman.
- 10-52. Superintendent of Fire Alarm.
- 10-53. Lineman.
- 10-54. Groundman.
- 10-55. Mechanic.

*Subdivision IV. Police Department.*

- 10-56. Chief of Police.
- 10-56.1 Major Lieutenant
- 10-57. Lieutenant.
- 10-58. Police Sergeant.
- 10-59. Police Officer.
- 10-60. Police Matron

- 10-61. Safety Officer.
- 10-62. Investigating Officer.
- 10-62.1 Police Photographer.
- 10-63. School Traffic Directors.
- 10-64. Police Records Coordinator.
- 10-65. Juvenile Officer.
- 10-65.1 Civilian Police Dispatcher.

*Subdivision V. Health Department.*

- 10-66. Public Health Nurse.
- 10-67. Assistant Public Health Nurse.
- 10-68. Dental Hygienist.
- 10-69. Sanitarian or Health Officer.
- 10-70. Animal Inspector.
- 10-71. Clerk-Agent.
- 10-72. Milk Collector and Analyst.

*Subdivision VI. Public Works Department.*

- 10-73. Superintendent of Public Works.
- 10-74. Assistant Superintendent of Public Works.
- 10-74.1 Office Manager.
- 10-75.2 Clerk.
- 10-74.3 Part-Time Clerk.
- 10-75. Town Engineer.
- 10-76. Assistant Town Engineer.
- 10-77. Senior Engineer.
- 10-77.1 Master Mechanic.
- 10-78. Engineer Aide (Deleted).
- 10-79. Student Engineer and Rodman.
- 10-80. Public Ways Foreman (Water, Highway, Tree, Sewer, Park and Cemetery)
- 10-81. General Foreman.
- 10-81.1 Master Craftsman.
- 10-81.2 Mason.
- 10-82. Tree Climber.
- 10-82.1 Tree Climber II.
- 10-82.2 Laborer I.
- 10-83. Laborer II.
- 10-84. Temporary, Seasonal Laborer.
- 10-85. Motor Equipment Repairman.
- 10-86. Blacksmith (Deleted).
- 10-87. Special Motor Equipment Operator.

- 10-88. Meter Reader and Repairman.
- 10-89. Equipment Operator, Light.
- 10-90. Heavy Motor Equipment Operator.
- 10-91. Licensed Blaster.
- 10-91.1 Time and Construction Clerk.
- 10-91.2 Motor Equipment Maintenance Man.

*Subdivision VII. Public Library.*

- 10-92. Library Director.
- 10-93. Assistant Library Director.
- 10-94. Cataloguer.
- 10-95. Children's Librarian.
- 10-96. Reference Librarian.
- 10-97. Circulation Supervisor.
- 10-98. Building Custodian, Library.
- 10-98.1 Building Custodian, Library, Part-time.
- 10-99. Library Assistant.
- 10-99.1. Library Page.

*Subdivision VIII. Town Hall.*

- 10-100. Senior Building Custodian.
- 10-101 Building Custodian.

*Subdivision IX. Inspection Department.*

- 10-102. Building Inspector.
- 10-102.1 Building Department Coordinator.
- 10-103. Inspector, Wires.
- 10-104. Plumbing Inspector.

*Subdivision X. Veterans' Services.*

- 10-105. Veterans' agent.

*Subdivision XI. Unicorn Recreational Area.*

- 10-106. Golf Course Superintendent.
- 10-107. Unicorn Recreational Area Manager.
- 10-108. Golf Course Laborer I. (deleted)
- 10-109. Golf Professional.
- 10-110. Arena Manager.
- 10-111. Same—Assistant Arena Manager.
- 10-112. Same—Arena Assistant.

- 10-112.1 Golf Course/Arena Assistant.
- 10-113. Same—Clerk-Bookkeeper.
- 10-114. Same—Arena Laborer.
- 10-114.1 Golf Course/Arena Laborer.
- 10-115. Same—Arena Cashier.
- 10-116. Same—Refrigeration Supervisor. (deleted)
- 10-117. Same—Rink Guard.

*Subdivision XII. Data Processing.*

- 10-118. Municipal Applications Data Processing Coordinator.

*Subdivision XIII. Fence Viewer.*

- 10-119. Fence Viewer.

*Subdivision XIV. Assessors.*

- 10-120. Assistant Assessor.

*Subdivision XV. Civil Preparedness.*

- 10-121. Director, Civil Preparedness.

*Subdivision XVI. Other.*

- 10-122. Council on Aging Social Out-Reach Clerical Worker.
- 10-123. Council on Aging Director.
- 10-124. Youth Commission—Supervisor of Youth Program
- 10-125. Youth Commission—Youth Worker.

## Article I. In General

### Sec. 10-1. Applicability of Chapter.

(a) *Generally.* The provisions of this chapter shall apply to all boards and committees and all positions other than those otherwise exempted by law.

(b) *Conflict with law of Commonwealth.* Nothing in this chapter shall be construed to conflict with the provisions of the General Laws of the Commonwealth of Massachusetts, which may apply.

(c) *Public Works Department.* This chapter is intended to include within its purview the public works department, in accordance with the authority vested in the town by Section 6, Chapter 273 of the Acts of 1913, which established such department.

(d) *Positions under civil service.* In the case of positions coming under civil service laws, it will be necessary to submit the classification plan to the director of civil service for approval.

(e) In the application of the provisions of this chapter, the Town of Stoneham will not discriminate against any employee because of race, color, religion, sex, or national origin. The Town will undertake whatever safeguards which are necessary to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation, and selection for training on or off the job. There shall be posted in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the foregoing non-discriminatory clauses. (3-14-55, Sec.3; 4-4-77, Art. 10)

## **Article II. Personnel Board**

### ***Division 1. Generally***

#### **Sec. 10-2. Administration of chapter; selection and terms of members.**

This chapter shall be administered by a Personnel Board consisting of five members, four of whom shall be appointed by the Board of Selectmen. Such appointments shall be made not later than thirty days after effective date of this chapter, one to serve for five years, one for four years, one for three years and one for two years.

One member only shall be a town employee, elected by the town employees to serve for one year. Such election shall be held not later than thirty days after the effective date of this chapter under the direction and supervision of the town clerk. Thereafter the town employee member shall be elected for a five year term under the supervision of the Personnel Board who shall post notices of such election not less than ten days before the date of election. (3-14-55, Sec. 2)

**Editor's note.** - The bylaw here codified was to have become effective not later than sixty days after adjournment of the town meeting at which it was adopted. Such meeting was held on March 14, 1955.

#### **Sec. 10-3. Vacancies.**

Vacancies in the Personnel Board shall be filled by appointment by the selectmen for the remainder of the term in which the vacancy exists; provided that, in the event the vacancy occurs during the term of the elected member with not less than sixty day remaining in his term, his

successor shall be elected. Such election shall be held not more than thirty days after the vacancy occurs. (3-14-55, Sec. 2)

**Sec. 10-4. Effective date of new appointments; holding of town office by members.**

New appointments and elections shall be effective as of May 1 annually.

No member of the Personnel Board shall hold any elective or appointive town office. (3-14-55, Sec. 2)

**Sec. 10-5. Organizational meeting; employment of secretary.**

Such Personnel Board shall meet for organization not later than May 15 of each year.

Such Personnel Board shall have the power to employ and pay a secretary. (3-14-55, Sec. 2)

**Sec. 10-6. Interpretations; preparation and maintenance of job descriptions.**

Any and all questions of doubt or dispute relative to interpretation shall be settled by the Personnel Board.

The Personnel Board shall prepare and maintain a file of summary descriptions for all jobs in this plan. (3-14-55, Sec.3)

*Division 2. Records.*

**State law reference** - Public records law, G L. c. 66. Definition of public records, G.L. c. 4, sec. 7, cl. 25. Public records access regulations, 950 CMR 32.00, et seq.

**Sec. 10-7. Establishment and contents of central personnel file.**

A central personnel file for all employees subject to this plan shall be established in the office of the Personnel Board. The files shall be maintained by the Personnel Board secretary. They shall contain vital statistics, records of wages or salaries and of changes in wages and salaries and such other information as may be required by the Personnel Board for its efficient operation. (3-14-55, Sec. 4)

**Sec. 10-8. Meetings and proceedings.**

The Personnel Board shall keep records of its meetings or other proceedings sufficient to ensure continuity of its operations from year to year by the Personnel Board secretary. These

records shall be kept in the office of the Personnel Board by the Personnel Board secretary. (3-14-55, Sec. 4)

**Sec. 10-9. Employee data—Generally.**

The Personnel Board shall keep such records of all employees of the town, including name, age, address, date of employment, civil service classifications, if any, department in which employed, nature of duties and other information as it deems necessary. (3-14-55, Sec. 4)

**Sec. 10-10. Same—New employees.**

Two weeks prior to commencement of employment, the department head or appointing authority shall submit in duplicate Personnel Board form "Request for Approval of Employment" for the purpose of Personnel Board approval and necessary information for the record. (3-14-55, Sec. 4; 3-10-75, Sec. 3)

**Sec. 10-10.1 Validity of division.**

The invalidity of any provision of this division, or application thereof, shall not be construed to affect the validity of any other application of such provision or the other provisions of this bylaw. (3-14-55, Sec. 4)

*Division 3. Appointments and Approvals*

**Sec. 10-10.2 Criteria for appointment to compensable positions.**

It shall be the requirement of the appointing authority responsible for employment to insure that the most qualified applicant is selected for appointment. As a minimum, compliance with the following procedures are mandatory:

(a) Employment vacancies shall have been posted for a minimum of 7 calendar days on the provided space of the Town Hall bulletin board and a solicitation for applicants shall have appeared in at least one edition of a Town newspaper(s). The closing date for the acceptance of applications shall be indicated in both cases.

(b) All applicants shall have been granted an opportunity to be interviewed.

(c) In the selection of the most qualified applicant, the appointing authority shall have adhered to the equal opportunity provisions of Section 10-1., Sub-section (e) of the Town Bylaws.

(d) In the event an applicant for the position is an individual currently in the town's service and the individual is qualified for the position, preference may be given to this individual provided the provisions of sub-paragraphs (a) through (c) above are not abridged.

(e) When the frequency of appointments in a department are of such a nature that the appointing authority deems it practical to appoint from a predetermined list of qualified applicants, such a list shall be established in compliance with sub-paragraphs (a) through (d) above. All qualified applicants shall be registered on a list. Applicants shall be appointed in consecutive order and none shall be passed over or removed from the list unless the individual declines or is ineligible for employment at the time he/she is slated for appointment.

(f) In the event the necessity to fill a position is of such an urgent nature that full compliance with the pre-appointment procedures may not be satisfied, an interim, temporary, appointment may be made. Such appointment shall not exceed a period of 30 days. (4-10-78, Art. 9)

### **Sec. 10-10.3 Approvals of appointment.**

The Personnel Board shall approve the appointing authority's "Request for Approval of Employment" only upon its determination that all of the following provisions have been satisfied:

- (a) The appointment is in compliance with the provisions of Section 10-10.2.
- (b) The physical examination requirements of Chapter 10, Article III, of the Personnel bylaws have been satisfied.
- (c) No question of conflict of interest or of irregularity or nepotism which may have influenced the appointment is determined to exist.
- (d) The appointment would not result in an individual holding more than one compensable position in the town's service. The Personnel Board may waive this provision in instances where there is an absence of qualified applicants for the position or when the position is related to that in which the individual is presently employed. (4-10-78, Art. 9; 4-23-79, Art. 20)

### **Sec. 10-10.4 Police and Fire Departments residency requirement.**

Any person appointed to the regular Police or Fire Departments of the Town shall be a resident of the Town when appointed and shall remain a resident for one year after the appointment. After one year of the appointment he or she shall be subject to the Massachusetts General Laws, Chapter 41, Section 99A, which allow members of the Police and Fire Departments to live within a fifteen mile radius of the City or Town in which they are employed. (10-24-83, Art. 16)

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**Article III. Physical Examinations****Sec. 10-11. Establishment of qualifications.**

General physical qualifications for employment by the Town may be prescribed by the Personnel Board. Additional special physical qualifications for a particular position may be prescribed by the officer or board having authority to employ, subject to the approval of the Personnel Board. (3-14-55, Art. 1, Sec. 10; 3-12-62, Art. 2)

**Sec. 10-12. Applicability of article to elective officers.**

This article shall not apply to elected officers.  
(3-14-55, Art. 1, Sec. 10; 3-12-62, Art. 2; 4-4-77, Art. 11)

**Sec. 10-13. Health requirements generally.**

Every person hereafter employed under this chapter by the town, except elected officials, shall first be certified by a physician appointed by the Board of Selectmen, as physically fit without congenital or chronic disease or disability that could interfere with reasonable continuous performance of the duties of the position. This provision shall also apply to temporary and seasonal employees as well as employees funded by the state or federal governments where the Town of Stoneham assumes any liability for the risks of employment. The applicant shall conform to the particular requirements of the position if there are any such in force. (3-12-62, Art. 2; 4-4-77, Art. 11)

**Sec. 10-14. Costs.**

The cost of all examinations under this bylaw shall be paid in full by the town department to which the application for employment is made. (3-12-62, Art. 2)

**Sec. 10-15. Records.**

The examination shall be recorded on a prescribed form and the details shall, subject to the provisions of this chapter, be confidential to the applicant, the examiner, and the Personnel Board. The record shall be deposited with the Personnel Board for safekeeping, the contents subject to future reference only by the applicant or a physician designated by the Board of Selectmen. (3-12-62, Art. 2; 4-4-77, Art. 11)

**Sec. 10-16. Consultation or laboratory work in excess of that required on form.**

The medical examiner may request clinical consultation or laboratory work beyond that specified in the examination form if, in his opinion, such information is necessary or advisable. (3-12-62)

**Sec. 10-17. Correction of defects.**

A reasonable interval shall be allowed between the time of examination and certification or rejection for the purpose of allowing the applicant to effect such correction as would make him employable under the regulations. (3-12-62, Art. 2)

**Sec. 10-18. Notice of causes for rejection; appeal of findings.**

If rejected, the applicant shall be informed by the medical examiner of the cause or causes of his rejection.

Appeal from the findings of the medical examiner may be made in writing to the Personnel Board within one week of the filing of the results of the examination. This appeal shall specifically authorize the medical examiner to explain the details of the physical examination to the Personnel Board and to a physician designated by the applicant. In the event no medical agreement is reached, the board may then order such further examination as it deems advisable by a third physician; and the prevailing medical decision shall be final. (3-12-62, Art. 2)

**Sec. 10-19. Re-examination on change of employment.**

(a) No change in employment to a position for which more exacting physical standards are prescribed shall be made without re-examination and certification of physical qualifications.

(b) An employee whose position in the town has been terminated through other than health reasons may be rehired by the town to the same position or to one requiring similar physical health standards without re-examination by the town medical examiner if all of the following requirements are met:

- (1) The individual has not been terminated from the position for more than one year.
- (2) The individual certifies in a written statement that there has been no change in his or her health from the date of the last town employment in the position.
- (3) The department head countersigns such certification stating that he or she is satisfied with the truthfulness of the certification and indicates the belief that

the proposed employee is physically qualified for the position. (3-12-62, Art.2; 3-10-75, Art. 8)

#### **Article IV. Leaves**

##### **Sec. 10-20. Sick leave—Extended to full-time employees.**

Every full-time employee not covered by collective bargaining who has completed his probationary period shall be granted sick leave with pay for absence caused by illness, or by injury, or exposure to contagious disease (nonoccupational). (10-15-79, Art. 12)

##### **Sec. 10-21. Same—Rate of accrual; accumulation; lapse on termination of employment.**

Sick leave shall accrue at the rate of one and one-fourth days for each month of actual service not to exceed fifteen working days in any calendar year. Unused sick leave may be accumulated from year to year. On termination of employment, unused sick leave shall lapse and shall not be compensated.

##### **Sec. 10-22. Same—Notification of illness; proof of illness.**

An employee who is sick has the responsibility to notify his immediate superior of his intended absence as soon as possible. The town may request a doctor's certificate or other satisfactory evidence of illness for absences in excess of three working days, or before or after scheduled days off, vacations or holidays or after a pattern of absences has developed. In any of the above situations the individual claiming illness has the burden of establishing eligibility for sick leave.

##### **Sec. 10-23. Same—Town to furnish annual report of credit to employees.**

The town shall provide each employee with an annual report of sick leave credit.

##### **Sec. 10-24. Same—Credit for present employees.**

Each employee hired on or before December 31, 1971, will be credited with three sick days for each year of service. Each employee hired on or before January 1, 1972, but not later than December 31, 1972, will be credited with one year of service for the purpose of applying the preceding sentence. Each employee hired on or after January 1, 1973, will accrue sick leave under Section 10-20.

**Sec. 10-25. Same—Extension of paid leave in excess of credit.**

Extension of paid sick leave in excess of accumulated credit can be made only upon recommendation of the department head or supervisory authority after review by the Personnel Board. In determining whether sick leave extension will be granted, the prior attendance performance of the employee and unused vacation leave are significant factors for consideration.

**Sec. 10-26. Article to supersede prior rules, etc.**

These sick leave rules shall supersede any pre-existing policy, practice, rule, execution order or vote under which sick leave was granted at the discretion of the department head.

**Sec. 10-27. Bereavement.**

(a) Immediate family—Time extended. In the event of a death in the immediate family of a full-time employee, he shall be paid up to three days pay for otherwise scheduled working time within the period from the date of the death through the day after the funeral service.

(b) Same—Defined. Immediate family shall include only the employee's spouse, child, mother, father, sisters and brothers. Also included shall be in-laws and close relatives residing with the employee. A full-time employee will be paid up to one day's pay for otherwise scheduled working time for the purpose of attending the funeral of one of his in-laws other than those stated above, or his aunt, uncle or grandparents.

(c) In-laws, aunts, uncles and grandparents—Time extended. A full-time employee will be paid up to one day's pay for otherwise scheduled working time for the purpose of attending the funeral of one of his in-laws, aunt, uncle or grandparents.

(d) Same—"In-Law" defined. In-laws shall be interpreted to mean the mother-in-law, father-in-law, sister-in-law and brother-in-law of an employee but is not intended to include the brothers-in-law or sisters-in-law of the employee's wife or husband.

(e) Applicability of section. Subsections (a) to (c) of this section shall apply only to full-time employees not covered by collective bargaining. (3-12-73, Art. 8; 3-11-74, Art. 11; 4-10-78, Art. 35)

**Sec. 10-27.1 Vacations.**

(a) Every permanent full-time employee not covered by collective bargaining, completing the minimum number of years of service shall be eligible for paid vacation at their straight-time rate based on the following schedule:

*Upon the Anniversary Date of Continuous Employment:*

1 year through 4 years	2 weeks vacation
5 years through 9 years	3 weeks vacation
10 years through 19 years	4 weeks vacation
20 years through 29 years	5 weeks vacation
30 years or more	6 weeks vacation

*To be effective July 1, 1985.*

*(February 2, 1985)*

(b) Every permanent part-time employee not covered by collective bargaining who has completed the minimum number of years of service and who works a scheduled minimum twenty hours per week shall be eligible, on a pro-rata basis, for the same vacation schedule given in subsection (a) of this section. The weekly vacation pay shall not exceed the computed average weekly rate of compensation received by the employee during the most recent year of employment. Employees whose wages are established in the wage and salary classification plan under "daily rated" and the "annually rated" employees sections shall not be eligible for vacation pay. (February 2, 1985)

(c) Vacation allowance for professional librarians only (American Library Association-Adopted by Library Trustees) shall be as follows:

1 year of service or more . . . . 4 weeks vacation

(d) Compensation shall not be paid for vacations not taken and vacation time shall not be allowed to accrue from year to year. The department head may schedule employees' vacations at any time during the year in accordance with the requirements of his or her department. (3-10-75, Art. 14; 2-25-85, Art. 2)

**Sec. 10-27.2 Holidays.**

(a) Every employee filling a permanent full-time position not covered by collective bargaining, meeting the eligibility requirements shall be entitled to eleven paid holidays at his/her straight-time rate:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

(b) Every employee filling a permanent part-time position not covered by collective bargaining who works a scheduled minimum of twenty hours per week and meets the eligibility

requirements shall receive holiday pay for those holidays listed in subsection (a) of this section on a pro-rata basis.

(c) An employee shall be deemed eligible for holiday pay if all the following requirements are met:

- (1) Employee has been employed by the town for not less than sixty days.
- (2) Employee is currently employed at the time of the holiday.
- (3) Employee has worked the regular scheduled work day before the holiday and the day following the holiday or has permission from the department head to be absent. (3-10-75, Art. 14; 11-29-76, Art. 4)

**Sec. 10.27.3 National Guard Reserves, Other Military, Civil Defense Organizations or Emergency Service Organization – Compensation Differential.**

(a) Employees activated for full-time service. A permanent employee activated for full-time service by the National Guard, Reserves, other federal or state military or civil defense organization or by a federal or state emergency service organization or by federal or state emergency service organization shall, if their total compensation for serving in said federal and/or state position is less than the regular compensation they received in their Town employment, receive from the Town the difference between said amounts.

(b) Employees activated for part-time service. A permanent employee who is activated for part-time service by the National Guard, Reserves, other federal or state military or civil defense organization or by a federal or state emergency service organization shall, if their Town compensation for serving in said federal and/or state position together with their total compensation for continuing to work as a town employee is less than the compensation they received in their Town employment prior to said service, receive from the Town the difference between said amounts.

(c) Definition of Compensation

- (1) Compensation for purposes of this Section 10.27.3 shall be defined and calculated as “base pay” for both the employee’s Town position and their position with the National Guard, Reserves, other federal State military or civil defense organization or by federal or state emergency service organization.
- (2) The employee’s bay pay shall include any subsequent automatic step increase in salary and/or any cost of living increase said employee would receive if they had been in their regular employ of the Town during such period of time. (10-29-01, Art. 7)

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**Article V. Classification*****Division 1. Generally*****Sec. 10-28. Classification and salary plan established.**

There is hereby established a job classification and salary plan under authority of Section 108A and 108C of Chapter 41 of the General Laws, for positions in the service of the town classifying certain employees other than those filled by popular election and those under direction and control of the School Committee into groups and classes doing substantially similar work or having substantially equal responsibilities. (3-14-55, Art. 1; 3-11-57, Art. 4)

**Sec. 10-29. Definitions.**

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

*Continuous employment.* Employment uninterrupted except for required military leaves and for jury duty, sick leave, bereavement leave, holidays and vacation and authorized leaves of absences.

*Full-time employment.* Employment in accordance with established schedules of work hours of not less than seven hours per day for five days per week for the various departments and services minus the designated leaves authorized by Article IV of this chapter.

*Part-time employment.* Employment for less than full-time employment as defined above.

*Permanent employee.* An employee retained on a continuing basis in a permanent position as herein defined; an employee holding a permanent position or appointment under civil service law to a position deemed permanent within the meaning of such law.

*Permanent position.* A position in the town's service which has required or is likely to require the services of an incumbent without interruption either on a full-time or part-time employment basis.

*Position.* An office or post of employment in the town's service with duties and responsibilities calling for full-time or part-time employment of one person in the performance and exercise thereof.

*Temporary, emergency or seasonal position.* A position in the town's service which requires or is likely to require the services of an incumbent for a limited time or for a special purpose, either on a full-time or part-time employment basis.

*Temporary employee.* An employee retained in a temporary, emergency or seasonal position whose duties are restricted in a time sense, whose services are engaged on a seasonal or

periodical basis or whose services are engaged as a result of a public emergency; an employee filling a permanent position on a temporary basis; an employee holding a temporary appointment under civil service law who has not attained permanent status thereunder. (3-10-75, Art. 10, Sec. 5)

**Sec. 10-30. Classification of employees generally.**

Each person who is an employee of the town shall be classified in accordance with this plan and shall have his or her wage or salary so established, each such determination to be subject to the approval of the Personnel Board. (3-10-75, Art. 10, Sec. 8)

**Sec. 10-31. Increments.**

(a) The rate of pay of an employee receiving compensation less than the maximum prescribed for the class to which his or her position is allocated, shall be adjusted to an equivalent of one full increment each year within the salary range until the maximum is reached.

(b) Increments shall become effective on the anniversary date following employment or promotion for those whose employment or promotions started on or after July 1, 1974. For prior classified employees, the increment shall become effective on January 1 annually. (3-10-75, Art. 10, Sec. 5)

**Sec. 10-32. Longevity pay.**

Every full-time employee not covered by collective bargaining completing the minimum number of years of full-time service shall be eligible for a longevity payment allowance. The determination of an employee's length of service shall be based on the number of full years of continuous service in the employment of the town as of December 31 of the allowance year.

Payment may be made at any time after December 1 of each year except that an eligible employee shall receive a prorated longevity allowance when an employee terminates his/her employment with the town. Said proration shall be based upon the time from the preceding December 31 of the allowance year to the date of his termination.

For the purpose of determining eligibility, an employee shall be considered full-time when the individual works a minimum of thirty-five hours per week. (9-19-74, Art. 22; 10-27-80, Art. 5)

**Sec. 10-33. Probationary period for permanent employees generally.**

All employees appointed to a permanent position in any department except the school department or any department under the supervision of civil service as prescribed by the General

Laws of the Commonwealth shall be on a twelve months probationary period, after which they shall be classified as permanent. (3-10-75, Art. 10, Sec. 8)

**Sec. 10-33.1 Temporary, emergency and seasonal positions generally.**

(a) All employees appointed hereafter to a temporary, emergency or seasonal position in any department except the school department or any department under the supervision of civil service as prescribed by the General Laws of the Commonwealth shall remain so classified for the period of their appointment.

(b) The appointing authority shall indicate on the "Request for Approval of Appointment" form submitted to the Personnel Board, the classification, purpose and duration of such temporary appointment and, in addition, shall indicate whether such appointment will be a full-time or part-time position.

(c) No appointment under this section shall exceed twelve months and termination will be automatic on the expiration date indicated on the "Request for Approval of Appointment" form. If the employee appointed to a temporary position is subsequently appointed to a permanent position upon expiration of the temporary appointment, the period of temporary status will be counted toward the twelve month probationary period required for permanent positions. This provision will apply only if there is continuous and uninterrupted employment prior to and during the transition from temporary to permanent status.

(d) Emergency labor is exempt from the provisions of this section requiring the statement of purpose and duration of appointment if a public emergency exists and the appointment is for a period of no longer than three weeks. (3-10-75, Art. 10, Sec.8; 4-10-78, Art. 34)

**Sec. 10-34. Review.**

The Personnel Board shall review annually all wage rates and classifications and shall complete such review prior to December 1.

If at any time the Personnel Board is of the opinion that changes in this plan are desirable, it shall take the necessary action to put the changes into effect, in accordance with the provisions governing amendments of this plan. (3-14-55, Art. 1, Sec.6)

**Sec. 10-35. Amendment.**

(a) The classification plan may be amended in the same manner that the Town Bylaws may be amended. The salary plan may be amended by vote of the town at a regular or special town meeting. No amendment of either plan shall be made until it has been presented by signed petition to the Personnel Board and acted upon by the board. Upon receipt of such a petition, the

board, after giving the petitioners, the heads of the departments and employees affected at least three days' written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall fail to act on an amendment so presented within fifteen days after the hearing thereon, the board will be deemed to have disapproved the amendment. The petition may then be presented to the town meeting if so desired. The board may, of its own motion after a similar hearing of the parties interested, propose an amendment to either plan.

(b) The aforementioned procedure concerning a hearing shall not be required when the Personnel Board is the originator of the proposed amendment. (3-14-55, Art. 1, Sec.7; 9-19-74, Art. 22, Sec. 2)

**Sec. 10-36. Emergency, seasonal, etc., employees.**

Employees whose duties are restricted in a time sense, whose services are engaged on a seasonal or periodical basis or whose services are engaged as the result of a public emergency shall not be considered a part of the town's permanent work force. Such employees shall be required to fill out all other Personnel Board forms; they shall not be permitted to participate in benefits based on permanent employment; and they shall be paid at the rate set forth in the salary schedule under the title "Temporary Labor." For the purpose of this section "Temporary Labor" shall mean emergency labor. (3-12-56, Art. 83)

**Sec. 10-37. Boards, departments, etc., responsible for having wages of their employees fixed properly.**

Each board, department, commission, committee, town official or other town authority, hereinafter sometimes collectively referred to as the "appointing authority" having any town employee, not otherwise exempted from this chapter, under its direction and control shall be responsible for having the wages and salaries for town employees under its jurisdiction fixed in accordance with and only in accordance with the rates set forth from time to time by the town. (3-14-55, Art. 1, Sec. 3)

**Sec. 10-38. Promotions.**

When an employee is promoted to a higher rated job, he shall enter at the minimum of the job rate or the next full increment above his present salary or hourly rate, whichever is higher. In special cases and upon the recommendation of the appointing authority and with the approval of the Personnel Board, such a person may enter the job at a higher rate than the minimum but not in excess of the maximum. (3-14-55, Art. 1, Sec.8; 3-9-64; 3-13-67, Art. 6; 4-10-78)

**Sec. 10-39. Starting salary rates.**

The starting rate shall be the minimum of the rate range for the job as classified. In special cases and upon the recommendation of the appointing authority and with the approval of the Personnel Board, such a person may enter the job at a higher rate than the minimum but not in excess of the maximum. (3-14-55, Art. 1, Sec. 9)

**Sec. 10-40. Compensation while on jury duty.**

An employee called for jury duty shall be paid by the town an amount equal to the difference between the compensation paid for a comparable working period and the amount paid by the court excluding allowance for travel for such period. (3-14-55, Sec. 13)

*Division 2. Job Descriptions**Subdivision I. In General.***Sec. 10-41. Descriptions not to be held exclusive.**

The job descriptions set out in this division are intended to indicate in a general way the principal duties of individual jobs covered by these job titles. They are in no sense limiting and do not necessarily include all activities which may be incidental to the performance of these jobs.

*Subdivision II. Accounting and Clerical Positions.***Sec. 10-42. Town Accountant.**

(a) *Duties generally.* The town accountant shall perform all the duties of his office according to statutes governing this office. He shall be subject to all duties and liabilities conferred or imposed by law upon the town accountant.

(b) *Examples of duties.* The following are examples of the duties of the town accountant: Serving as chief accounting officer of the town; being responsible for the preparation and maintenance of a variety of accounting records, including the appropriation accounts, general ledger, cash books and payroll deduction accounts; supervising the preparation of financial statements and approving payments from town funds; serving as a member of the contributory retirement board, as prescribed by the laws of the Commonwealth. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-43. Assistant Town Accountant.**

It shall be the duty of the assistant town accountant, under the supervision of the town accountant and the Board of Selectmen, to undertake the responsibility in a specialized field of municipal accounting as set forth by the Division of Accounts of the Massachusetts Department of Corporations and Taxation; serve as assistant to the town accountant; to be able to take the minutes of a board meeting and to transcribe such notes on a typewriter; after instruction, to be able to operate various office machines; to prepare the necessary forms for both payroll and bill warrants for presentation to the board of selectmen; to determine the legality of various departmental bills and payrolls submitted for payment and requisitioning office supplies. (3-8-65, Art. 6)

**Sec. 10-44. Administrative Clerk.**

(a) *Duties generally.* It shall be the duty of an administrative clerk, under general supervision, to do more difficult and responsible work than the clerk, calling for a considerable degree of individual judgment and initiative in carrying out established procedures, such as keeping financial accounts, records, documents, etc.; may involve supervision of small clerical force; and to do related work as required.

(b) *Examples of duties.* The following are examples of the duties of an administrative clerk: Prepare forms and procedures in connection with clerical work; may originate correspondence and conduct business with public and other town departments; answer difficult and unusual questions involving judgment, knowledge and interpretation of the activity performed.

(c) *Number and distribution.* There shall be four (4) administrative clerks, one in each of the following departments: Public Works, Treasurer and Collector's Office, Assessor's Office and Selectmen's Office. (3-11-57, Art. 6; 3-10-75, Art. 6, Sec. 1.; 4-13-78, Art. 43)

**Sec. 10-45. Clerk.**

(a) *Duties generally.* It shall be the duty of a clerk, under general supervision or review, to do routine office work requiring care and accuracy; to operate a typewriter and office machines in connection with such work and to do related work as required.

(b) *Examples of duties.* The following are examples of the duties of a clerk: Doing ordinary filing; keeping records and accounts; operating and adding, calculating, addressing, duplicating, receiving and receipting for routine payment of fees due and bills rendered; taking and transcribing routine dictation, typing reports, payrolls, checks, orders, cards and lists; compiling statistics, keeping a set of accounts where primary responsibility is for accuracy in posting and securing totals for a balance with controls; may be supervising one or more assistants

on simple office work; receiving complaints, recording all necessary data and initiating action for corrections.

(c) *Qualifications.* The following qualifications are required of a clerk: Graduation from high school including or supplemented by courses in typing or an equivalent combination of education and experience; ability to deal with public and to get along well with others; accuracy, neatness and mental alertness. (3-14-55, Sec. 14; 3-11-57; 3-14-66; 3-10-69; 9-19-75, Sec. 1)

**Sec. 10-46. Repealed by 9-19-74, Sec. 1.**

*Subdivision III. Fire Department.*

**Sec. 10-47. Chief.**

The chief of the Fire Department shall direct all activities of this department and shall have charge of extinguishing fires in the town and the protection of life and property and discharge all the duties conferred or imposed by statute and shall appoint such officers and firemen as he may think necessary and as provided by law. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation and shall perform such other duties as may be required of him by law and assigned to him from time to time by the Board of Selectmen. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-48. Fire Captain.**

(a) *Nature of work.* The work of a fire captain is responsible, supervisory firefighting work as commanding officer of fire companies. Such work involves responsibility for directing and coordinating activities of firefighting companies on his tours of duty, for directly supervising company activities during an assigned tour and for performing related administrative tasks. Such work shall be performed in accordance with accepted firefighting practices and departmental regulations under general direction of the fire chief who reviews work through reports, conferences and inspections. Firefighting duties involve the exercise of initiative and judgment in making decisions affecting life and property and the performance of hazardous tasks requiring strenuous physical exertion under adverse and emergency conditions. Supervision is exercised over company lieutenants and firefighters in this work.

(b) *Illustrative examples of work.* As illustrative examples of such work a fire captain:

- (1) Commands all tours of the fire companies; maintains company discipline; conducts roll calls and inspections; reads departmental orders; directly

supervises activities during an assigned tour; provides officer on ensuing tour with information pertinent to effective performance of duties.

- (2) Supervises firefighting companies in responding to alarms and in combating and extinguishing fires; if first captain to arrive at fire, commands operations of all responding companies until relieved by a chief officer.
- (3) Directs, supervises and participates in all phases of firefighting such as operating apparatus and equipment, laying, advancing and using hose, erecting and climbing ladders, ventilating buildings, effecting rescues and salvaging and overhauling fire-damaged property.
- (4) Plans, administers, and reviews company training program; conducts company drills and training classes.
- (5) Supervises firefighters engaged in house activities, such as standing desk watch; testing and caring for apparatus and equipment and maintaining quarters in clean and orderly conditions; inspects station repairs and alterations for compliance with specifications.
- (6) Directs and makes periodic inspections of area served to gain familiarity with structural features and contents of buildings and other aids to firefighting and to ascertain and provide for correction of actual or potential fire hazards; observes fire drills; gives fire prevention talks.
- (7) Prepares reports of company activities at fires attended and of activities of all responding companies when in full command; maintains and prepares reports from property and personnel records.
- (8) Performs the duties of a fire chief in his absence or as assigned, if this duty is unforeseen or relief.
- (9) Performs related work as required. (3-14-55, Art. 1, Sec. 14; 3-15-71, Art. 4)

**Sec. 10-49. Fire Lieutenant.**

(a) *Nature of work.* The work of a fire lieutenant is responsible firefighting work in supervising activities of a fire company during an assigned tour of duty.

Such work involves responsibility for supervising and participating in firefighting and house activities of a fire company during an assigned tour of duty. Such work is performed in accordance with standard firefighting practices and departmental regulations under directions of a fire captain whose responsibility for company activities extends to all tours. Firefighting duties involve the performance of hazardous tasks and the exercise of initiative and judgment in protecting life and property under emergency conditions, and frequently requires strenuous

physical exertion under handicaps of extreme heat, smoke, gases and cramped surroundings. Supervision is ordinarily exercised over a small group of firefighters.

(b) *Illustrative examples of work.* As illustrative examples of such work, a fire lieutenant:

- (1) Commands a fire company during an assigned tour; maintains company discipline; provides officer of ensuing tour with information pertinent to effective performance of duties.
- (2) Supervises a firefighting company in responding to alarms and in combating and extinguishing fires; if first lieutenant to arrive at fire, commands operations of all responding companies until relieved by a superior officer.
- (3) Supervises and participates in all phases of firefighting, such as operating equipment and apparatus, laying, advancing and using hose, erecting and climbing ladders, ventilating buildings, effecting rescues and salvaging and overhauling fire-damaged property.
- (4) Conducts company drills and training classes in modern firefighting methods and techniques, operation and care of apparatus and equipment, safety and first aid, fire prevention and related subjects.
- (5) Supervises firefighters engaged in house duties, such as standing desk watches, testing and caring for equipment and maintaining quarters in a neat and orderly condition.
- (6) Supervises and participates in inspections of area served to gain familiarity with structural features and contents of building and other aids to firefighting and to ascertain and report actual or potential fire hazards; observes fire drills; gives fire prevention talks.
- (7) Prepares reports of company activities at fires attended, and of activities of all responding companies when in full command.
- (8) Performs the duties of a fire captain in his absence or as assigned.
- (9) Performs related work as required. (3-14-55, Art. 1, Sec. 14; 3-15-71, Art. 4)

#### **Sec. 10-50. Firefighter.**

(a) *Duties generally.* The duties of a firefighter are as follows: Under direct supervision, to perform general duty firefighting work in combating and extinguishing fires, involving the performance of hazardous tasks under emergency conditions in protecting life and property and surroundings; and to perform related work as required.

(b) *Examples of duties.* The following are examples of the duties of a firefighter: Responding to alarms with assigned company to assist in combating and extinguishing fires; driving and operating equipment and appurtenances of heavy apparatus, including aerial ladder trucks, hose wagons, pumpers, rescue trucks and similar firefighting apparatus; laying, coupling, connecting fire hose; advancing fire hose into burning buildings to direct fog or water stream; using various heavy stream appliances and extinguishers; placing, erecting, and climbing ladders including aerial ladders; ventilating burning buildings; using forcible entry tools, if necessary, to open locked doors, windows and skylights and to chop, cut, or break openings in roofs, floors, partitions, and ceilings; entering burning buildings to evacuate and rescue persons in danger, using ladders, stretchers, life nets, life guns, and life lines; administering first aid and resuscitation; performing emergency rescue, such as from a drowning, and extrication work, such as in elevators, machinery, motor vehicles and similar accidents; spreading salvage covers; removing excess water debris; securing building against rekindling, trespassers and weather; washing, polishing, greasing, testing fire apparatus and equipment; hanging, drying, testing fire hose; maintaining clean and orderly condition of quarters and performing minor maintenance repairs; on desk watch, receiving alarms and transmitting pertinent instructions, orders and information; receiving station visitors; logging company activities; attending departmental school, company drills and training classes in firefighting and related subjects; participating in routine fire prevention inspections of buildings in area served by assigned company; acting as chauffeur or aide to a chief fire officer or as a fire prevention inspector; and removing snow from all areas surrounding fire station. (3-14-55, Art. 1, Sec. 14; 3-15-71, Art. 4)

#### **Sec. 10-51. Permanent Intermittent Fireman.**

A permanent intermittent fireman shall assist in extinguishing fires in the town and the protection of life and property in case of fire and shall perform such other duties prescribed by law and which may be assigned to him from time to time by his superior officers. (3-14-55, Art. 1, Sec. 14; 3-10-69, Art. 6)

#### **Sec. 10-52. Superintendent of Fire Alarm.**

The superintendent of fire alarm shall have charge of the construction, repairs and maintenance of the fire alarm system of the town. (3-14-55, Art. 1, Sec. 14)

#### **Sec. 10-53. Lineman.**

A lineman is a skilled workman who erects signal arms, climbs poles, installs overhead and underground cable, line wire and associated line hardware, maintains standby generator, air horn equipment and other associated fire alarm support systems, tests boxes, and has ability to trouble shoot system, takes daily test readings at fire alarm console. This is a hazardous occupation

which requires skill and experience due to working near high voltage. A lineman works under the supervision of the superintendent of fire alarms. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-54. Groundman.**

A groundman shall work under the supervision of the superintendent of fire alarms and lineman. He shall assist the lineman in the maintenance and construction work and repairs of the alarm system and drive automotive equipment. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-55. Mechanic.**

A mechanic shall be concerned with the repair and maintenance of fire apparatus. (3-14-55, Art. 1, Sec. 14)

*Subdivision IV. Police Department.*

**Sec. 10-56. Chief of Police.**

The chief of police is the chief executive officer of the Police Department and shall direct all activities of the department, subject to the law, to the police rules and regulations. He shall have authority over all members of the force assigned thereto and all other persons employed therein. He shall have full and absolute authority in the administration of the department. He shall be responsible for the observance and performance of all laws, bylaws and regulations which the police force has authority to execute. He shall engage in no other business and shall perform such other duties provided by law and assigned to him from time to time by the board of selectmen. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-56.1. Major Lieutenant.**

In addition to the duties of a police lieutenant, the major lieutenant shall be the executive officer of the Police Department, reporting directly to the chief of police. He shall be in command during the absence of the chief and shall be responsible for the conduct of all lieutenants, sergeants and police officers. (1-25-82, Art. 5)

**Sec. 10-57. Lieutenant.**

A lieutenant of the Police Department shall assist the chief of police as directed by him in accordance with the regulations. His duty will be performed by day or night. Officers in command, whether on a regular tour of duty, or in the continued absence of the chief will be held

to a full responsibility for the conduct of affairs. A lieutenant shall carefully note and impartially report to the chief of police the case of every sergeant or police officer absent from his route during his tour of duty. (3-14-55, Art. 1, Sec. 14; 4-4-77)

**Sec. 10-58. Police Sergeant.**

A police sergeant shall assist the chief of police, as directed by him in accordance with the police regulations, and shall perform his duties by day or night. Such duties may include patrol or station house service. He shall perform such other duties as may be required by the law, the police regulations of the town and such duties as may be assigned to him from time to time by the chief of police. (3-14-55, Sec. 14)

**Sec. 10-59. Police Officer.**

A police officer shall conform to the rules and regulations of the department and observe and enforce the laws and bylaws and shall perform the duties prescribed by law and such duties as may be assigned to him from time to time by the chief of police and his superior officers. (3-14-55, Art. 1, Sec. 14; 4-4-77, Art. 14)

**Sec. 10-60. Police Matron.**

In a police station, a police matron's duties shall include searching, escorting and caring for women prisoners, taking care of lost children, giving first aid treatment to injured persons and keeping the quarters, etc., in a sanitary and presentable condition. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-61. Safety Officer.**

It shall be the duty of a safety officer to be in charge of safety education in all schools and in charge of school patrol boys and all types of safety recommendations as to crosswalks, intersections, etc. (3-11-57, Art. 9)

**Sec. 10-62. Investigating Officer.**

It shall be the duty of an investigating officer to be assigned to investigate major crimes and to follow up on incomplete investigations on all types of crimes. (3-11-57, Art. 9)

**Sec. 10-62.1 Police Photographer.**

The duties of the police photographer are to take photographs of accidents, crime scenes, investigations, persons arrested for crimes, as required by law, and any other photographs pertaining to law enforcement.

**Sec. 10-63. School Traffic Directors.**

School traffic directors shall be under the supervision of the chief of police and the Board of Selectmen and shall have the power and authority, only while on duty, of regular police officers in all enforcement of Chapter 90, Section 17 of the General Laws and of all other laws and bylaws of the town relating to the operation, standing or use of vehicles. (3-8-65, Art. 7)

**Sec. 10-64. Police Records Coordinator.**

The police records coordinator shall be under the supervision of the chief of police and shall keep records of all persons arrested or summoned into court, including motor vehicle violations; keep records of all complaints which are entered in the police journal; keep statistics for the annual town report, the monthly Federal Bureau of Investigation report, the annual Federal Bureau of Investigation report and the commonwealth reports; compile and coordinate all reports, log entries, court dispositions and all other pertinent information and file them in a case folder for immediate availability. (3-14-66, Art. 6)

**Sec. 10-65. Juvenile Officer.**

The juvenile officer shall be a permanent member of the town Police Department and hold a minimum of an associate degree in law enforcement. He shall be responsible for the investigation and prosecution of all criminal offenses involving minors between the ages of seven and seventeen years; shall establish a close liaison with parents, probation officers, school guidance counselors, the courts and the Eastern Middlesex Guidance Center; and shall have such other duties as may be assigned to him by the chief of police or any other superior officer designated by the chief of police. (3-10-69, Art. 7)

**Sec. 10-65.1 Civilian Police Dispatcher.**

Under the general supervision of the Officer in charge, on an assigned shift at Police Headquarters, receives, refers and records emergency and non-emergency requests for services. Receives radio-telephone calls; relays messages by phone or radio; transfers calls to other services (fire or ambulance) and to other cities and towns. Dispatches mobile units; operates TWX teletypewriter receiving and dispatching messages; enters and receives information; types

pertinent reports relative to the dispatching service. Completes detailed incident report cards using NCIC codes; prepares reports for dispatching over the "LEAPS" system; monitors fire alarm signals to dispatch a police vehicle; completes appropriate report cards on each call received to insure accurate information in dispatching vehicles and maintaining the daily log; processes requests for information such as record checks, stolen car listing, street locations and related duties as required.

*Qualifications:* Graduate of High School with fundamental skills in written and verbal business English and basic Mathematics; a working knowledge of dispatching procedures and practices; proficient in the operation of TWX Teletypewriter and office typewriter; capable of qualifying as an Emergency Medical Technician as described under Chapter 111C of the Mass. General Laws within 1 year of appointment as Dispatcher; able to handle emergency situations effectively; accurate, neat, mentally alert and able to get along well with the public and Police Department personnel. (4-22-76, Art. 28)

*Subdivision V. Health Department.*

**Sec. 10-66. Public Health Nurse.**

(a) *Level.* The level of a public health nurse shall be a graduate registered nurse with education and experience in the principles and practices of public health or a graduate registered nurse able to take public health courses.

(b) *Duties generally.* Public health nursing may include all of the following services: Maternal and child health, school health, tuberculosis, orthopedics, communicable disease control, industrial health, cancer and chronic diseases, any public health work necessary to prevent disease, prolong life and promote physical and mental health, assisting in organizing medical and nursing services for the early diagnosis and preventive treatment of disease, education of the individual in principles of personal hygiene and contagious disease work. Home visits in case findings of tuberculosis and other contagious disease work. Health supervision of children from ages one to six years and all other children not included in existing programs. Consultation services available through the Northeast Regional Health Office in Tewksbury, Mass. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-67. Assistant Public Health Nurse.**

The assistant public health nurse shall be under supervision of the public health nurse and the Board of Health. The assistant public health nurse shall be a registered nurse in the commonwealth, have had some public health training and experience and be public health oriented. Such assistant shall share in school and clinic work and, on some occasions, may be required to make home visits; shall be authorized by the commonwealth to do vision and audio

screening testing in schools; must be able to work with preschool and school children in a quiet, effective manner. When the full-time public health nurse is ill or on vacation, such assistant shall fill in and take over special cases requiring treatment, and shall perform any other related duties required or assigned by the public health nurse or Board of Health. (3-8-65, Art. 8)

**Sec. 10-68. Dental Hygienist.**

It shall be the duty of the dental hygienist to: Plan, make the necessary arrangements and keep records of examinations and oral prophylaxis as required for all school children, grades one through six; make occasional home calls when required and deliver talks on dental health at school registration-orientation meetings; clean and apply fluoride to children's teeth when requested by parents and as time allows. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-69. Sanitarian or Health Officer.**

The sanitarian or health officer shall be licensed as a sanitarian or certified as a health officer by the commonwealth or have at least five years experience in Health Department work and shall be qualified in all branches of health sanitation. Such officer's duties are numerous. Inspections for cleanliness and sanitary conditions are made of the following: Restaurants, drug stores, ice cream manufacturers, bakeries, grocery and variety stores, bottling concerns, candy manufacturers, fish and meat markets, homes for the aged, nursing homes, hospitals, girl scout camps, motels, semi-public swimming pools, kindergartens and day care centers, milk plants, gas stations for methyl alcohol licenses, apartment houses, etc., and to see that all are properly licensed that are required to be. Such officer shall investigate complaints consisting of cesspool and septic tank overflows; keeping of rabbits, horses, chickens in restricted areas; odors from factories, brooks, drains, etc.; smoke and soot nuisances from factories; burning of trash, garbage, and other articles; unsanitary conditions in public places and homes; garbage complaints and dog bites. Such officer shall be qualified to evaluate soil and percolation tests in preparing a sanitary system and to inspect such systems before final covering. Such officer shall also inspect all sewer connections and work with the exterminators on mosquito and rodent control and shall also be qualified to inspect for lead paint. (3-14-55, Art. 1, Sec. 14; 3-12-62, Art. 3; 3-11-68, Art. 2; 3-74)

**Sec. 10-70. Animal Inspector.**

The animal inspector shall comply with and enforce all orders and regulations of the division of animal health pertaining to the health and care of animals within the town. He shall examine all cattle, horses, sheep and goats within the town to make sure they are free from contagious disease. If he finds an animal he suspects of being infected with a contagious disease he shall immediately quarantine the animal and notify the division of animal health. He inspects

the places animals are kept for cleanliness, light, ventilation, water supply and general condition, as well as the cleanliness of the animals and makes a detailed report with names and addresses of owners of animals to the director of animal health.

The inspector is required to investigate all reports of contagious or infectious disease affecting animals.

The inspector shall investigate all reports of injuries inflicted to persons by the biting or scratching of dogs or other animals, quarantine the animal responsible for a period of ten days. At the end of the quarantine period he is required to check the condition of the animal and if found to be in good health release him, sending a report to the local Board of Health and to the Division of Animal Health stating his findings.

#### **Sec. 10-71. Clerk-Agent.**

It shall be the duty of the clerk-agent to: Prepare budgets, payrolls and bill schedules and perform related bookkeeping assignments, keeping financial accounts of the department; certify vaccination certificates for international travel; process contagious disease cases reported to the Health Department; process dog bites and record in permanent record book, also report to animal inspector for quarantine of animal; report tuberculosis cases to nurse and state and regional offices and arrange for admittance and treatment at county sanatorium when necessary; notify health nurse and regional health office of premature births reported to the office; record and mail monthly milk, ice cream, and flavored soft drink reports to local stores, milk companies and school after samples have been analyzed by milk and ice cream analyst; notify the kindergartens and day care centers of state and local regulations and expiration dates of their licenses; also notify gas stations, stores and persons keeping animals and fowl when their licenses are due and any new state or local regulations concerning their particular service; keep adequate inventory of biological products and diagnostic kits to serve the Board of Health clinics, to dispense to local doctors and to the New England Memorial Hospital emergency room; issue miscellaneous licenses, make up board agendas, keep minutes of meetings and perform related and routine office work requiring care and accuracy. In addition to the above, the clerk-agent shall have the authority to perform the duties as outlined in Section 30, Chapter 111 of the General Laws of the Commonwealth of Massachusetts. (3-12-62, Art. 4)

#### **Sec. 10-72. Milk Collector and Analyst.**

It shall be the duty of the milk collector and analyst to pick up monthly samples of milk and ice cream from various milk companies, vehicles, schools and stores in town, analyze all such samples and make a detailed report to the Board of Health. He shall make thorough laboratory examinations of all milk and dairy products; have knowledge of all dairy laws and regulations of the milk regulation board; have a license for testing and operating a state-approved laboratory for milk analysis. (3-11-63, Art. 5)

*Subdivision VI. Public Works Department.***Sec. 10-73. Superintendent of Public Works.**

(a) *Duties generally.* It shall be the duty of the superintendent of public works, under general direction, to perform work of considerable technical difficulty and supervisory responsibility in the construction, maintenance and repair of the highway, water and sewer systems of the town and to do related work as required.

(b) *Examples of duties.* The following are examples of the duties of the superintendent of public works: Being responsible for the town highway system, water system and sewer system; planning and directing the work of construction, maintenance and operation of such systems; determining the need for and purchasing materials, supplies and equipment; preparing the department budget and directing the expenditure of funds; keeping records and making reports. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-74. Assistant Superintendent of Public Works.**

It shall be the duty of the assistant superintendent of public works to perform such duties as are delegated to him by the superintendent of public works, to be qualified by education, training and experience in all phases of public works, including civil engineering; and to be qualified administratively to be capable of taking charge of any or all phases of the Public Works Department when so directed by the superintendent of public works. (3-11-68, Art. 1)

**Sec. 10-74.1 Office Manager.**

(a) *Duties generally.* Under general supervision, the office manager coordinates office and staff functions and supervises clerical help in routine administrative duties; performs related duties as required by the Public Works Superintendent/Assistant Superintendent.

(b) *Examples of work.* The office manager:

- (1) Has knowledge of and familiarity with all standard office machines including computers and word processors;
- (2) Oversees office personnel;
- (3) Requisitions supplies, materials and equipment;
- (4) Is familiar with laws, rules and regulations affecting his/her office;
- (5) Answers more difficult inquiries of the public;
- (6) Composes correspondence and prepares complex reports on administrative programs for approval and issuance by a higher authority;
- (7) prepares and administers the budget and prepares monthly summaries of the budget;

- (8) is responsible for the efficient operation of the office.
- (c) *Desirable qualifications.* The office manager:
- (1) Must be thoroughly trained in all aspects of office procedures and correct secretarial practices, as gained through completion of a two-year post high school secretarial school. College degree preferred;
  - (2) Must have at least five years of office experience including at least two of these with the particular administrative functions for which this classification is applicable;
  - (3) Must have demonstrated outstanding secretarial and administrative capabilities;
  - (4) Must have maturity, tact, poise, ability to handle personnel and interact with other department heads and the general public. (10-24-88, Art. 25)

#### **Sec. 10-74.2 Clerk.**

(a) *Duties generally.* A clerk performs a wide variety of clerical tasks, under general supervision, which require familiarity with the particular records and procedures of the office and does routine office work requiring care and accuracy; operates typewriters, computers, word processors, calculators and other office machines in connection with such work; does related work as required.

(b) *Examples of work.* The clerk:

- (1) Performs work relating to all the financial accounting records and files of the department, under the direction of the office manager;
- (2) Locates and gathers information or records within the office as requested, provides routine information to authorized individuals and returns records to their appropriate storage location after use;
- (3) Processes/prepares invoices, purchase orders, forms, bills, documents, and any other routine paper work appropriate to the department;
- (4) Shall be required to type letters and reports;
- (5) Answers telephone inquiries for general information and refers other inquiries to the appropriate senior employee.

(c) *Desirable qualifications.* High school graduate including or supplemented by courses in typing or an equivalent combination of education and experience; ability to deal with the public and to get along well with others; accuracy, neatness and mental alertness. (10-24-88, Art. 25)

#### **Sec. 10-74.3 Part-Time Clerk.**

See Department of Public Works "Clerk" job description. (10-24-88, Art. 25)

**Sec. 10-75. Town Engineer.**

(a) *Duties generally.* The town engineer shall: Perform field and office work and be responsible for the construction, maintenance, repair of highways, water and sewer systems of the town, calling for the application of considerable engineering training and judgment and do related work under the direct supervision of the superintendent.

(b) *Examples of duties.* The following are examples of the duties of the town engineer: To have local charge of an engineering project; to investigate maintenance complaints and draft plans for repairs of highways, water and sewer systems; to supervise and inspect work; to enforce adherence to plans and specifications, and act as assistant to the superintendent of public works when so directed. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-76. Assistant Town Engineer.**

(a) *Duties generally.* The assistant town engineer shall: Perform field and office work of a professional and supervisory nature requiring proven education and experience in the various civil engineering branches of land surveying, water distribution, sewerage, drainage, road construction and maintenance.

(b) *Examples of duties.* The following are examples of the duties of the assistant town engineer: To have charge of a project from the design stage to the completed construction work in the field; to function in a supervisory manner over departmental personnel; to be responsible for inspection of utilities installed by others; plus additional functions as directed by the superintendent of public works or the town engineer. (3-12-62, Art. 5)

**Sec. 10-77. Senior Engineer.**

(a) *Duties generally.* It shall be the duty of the senior engineer, under supervision, to work in the preparation of drawings and the making and checking of computation for engineering projects involving knowledge of and training in technical engineering routines, but not full professional rank or responsibility and to do related work.

(b) *Examples of duties.* The following are examples of the duties of the senior engineer: Under supervision of engineer, to do routine work of a high degree of difficulty or individual responsibility calling for skill in the use of engineering instruments and knowledge of higher mathematics and of engineering routines. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-77.1. Master Mechanic.**

(a) *Desirable qualifications.* Must have a good mechanical understanding of mechanized equipment used in municipal operations including, but not limited to, gasoline and

diesel engines, automatic and standard shift transmissions, stationary power plants, mobile power plants, pumps, generators and construction equipment; must be capable of operating a sound maintenance program, must demonstrate supervisory capability and ability to train personnel with respect to mechanic's duties; must possess the following:

- (1) High school education.
- (2) Minimum of ten year's experience. Courses in technical schools beyond high school may be substituted for experience, at the discretion of the Public Works Department.
- (3) Massachusetts Class I driver's license.
- (4) Massachusetts Department of Public Safety hoisting engineer's license.
- (5) Capable of being certified to operate a Massachusetts motor vehicle inspection station.

Certification as a General Truck Mechanic by National Institute for Automotive Service Excellence is preferable.

*Duties.* Under supervision, to maintain in good working order the mechanical equipment of a municipality; to make regular inspections of equipment; to supervise personnel as directed, and to perform related duties as required. (4-4-77, Art. 2)

#### **Sec. 10-78. Engineer Aide.**

(Deleted 10-24-88)

#### **Sec. 10-79. Student Engineer and Rodman.**

It shall be the duty of the student engineer and rodman to do field and office work on surveys and plans under general supervision, involving technical working knowledge; to assist in engineering routines involving use of mathematics, drafting instruments, tapes, plumb bobs and leveling rods, inspection of construction work in the field but not of professional rank; and to do related work. (3-12-56, Art. 78)

#### **Sec. 10-80. Public Works Foreman. (Water, Highway, Tree, Sewer, Park, Cemetery)**

(a) *Duties generally.* A Public Works foreman performs responsible tasks assisting the Public Works Superintendent/Assistant Superintendent in the administration and supervision of the activities of the Department and does related work as required. A foreman is responsible for planning and supervising the work of employees under him engaged in Public Works activities and operations. The work of the department includes, but is not limited to, the functions

contained within the following divisions: Water, Sewer, Highway, Cemetery, Park, Tree. Considerable leeway is granted within those areas for the exercise of independent judgment.

The Highway foreman directs snow and ice control operations throughout the Town and participates in coordinating efforts of Town employees and private contractors in fighting all snow and ice storms.

(b) *Examples of work.* A Public Works foreman:

- (1) Inspects work projects in progress and at completion;
- (2) Evaluates performance of manpower and equipment;
- (3) Assists in the preparation of equipment replacement program by recommending various types of equipment and writing specifications;
- (4) Makes recommendations and decisions with respect to new work programs or modifications of current programs;
- (5) Makes inspections in areas assigned and makes recommendations concerning work to be done;
- (6) Dispatches men and equipment to job sites;
- (7) Determines materials needed for each job and authorizes the use of materials and orders materials or requisitions materials to be purchased;
- (8) Gives safety instructions to employees;
- (9) Interviews citizens on routine complaints or requests and answers questions concerning work in progress or scheduled;
- (10) Refers unprecedented or controversial problems to the Public Works Superintendent/Assistant Superintendent.

(c) *Desirable qualifications:*

- (1) Considerable experience in the administration of public works projects, some of which shall have been in a supervisory capacity and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- (2) Comprehensive knowledge of the principles and practices of public works maintenance and repair activities; ability to supervise the work of others on a large scale over a wide area; good physical condition.
- (3) The Tree foreman must be licensed and certified by the State Pesticide Board or other analogous agency for the spraying and handling of controlled substances (pesticides, herbicides, etc.). (10-24-88, Art. 25)

#### **Sec. 10-81. General Foreman.**

(a) *Duties generally.* A general foreman performs supervisory work, which involves assigning and directing the work of semi-skilled or unskilled personnel of the department in the performance of a wide variety of jobs which require some technical knowledge. Supervision

may be provided by the Public Works Superintendent/Assistant Superintendent or higher classified foreman. A general foreman performs related work as required.

(b) *Examples of work.* The general foreman:

- (1) Works under general supervision following departmental rules, regulations and policies, requiring the ability to plan and perform operations, to complete assigned task or tasks according to prescribed time schedule, but referring unusual problems to superiors;
- (2) Supervises the work of lower classified personnel in all phases of Public Works work;
- (3) Discusses job requirements with and receives detailed instructions from higher classified personnel;
- (4) Inspects work in progress to ensure conformance with instructions;
- (5) Makes and adjusts work assignments; requisitions necessary equipment and materials; prepares simple work reports; performs or assists in performing more difficult or skilled tasks; trains and instructs subordinates.

(c) *Desirable qualifications.* High school graduate and two years of technical or vocational training or the equivalent period of on-the-job training plus five years paid experience in Public Works construction and maintenance activities or any equivalent combination of education and experience. A general foreman has a demonstrated skill in the supervision of subordinates. (10-24-88, Art. 25)

The general foreman shall work under general direction of appointing authority and supervise the work of laborers engaged in the activities of that particular department. (3-14-55, Art. 1, Sec. 14)

### **Sec. 10-81.1 Master Craftsman.**

(a) *Duties generally:* Performs journeyman level skilled labor duties, under intermittent supervision, in the construction, repair and maintenance of all Public Works infrastructure and buildings, building maintenance and similar Public Works projects. Performs related work as required.

(b) *Examples of work:*

- (1) Installs and maintains water and sewer services;
- (2) Installs and maintains water and sewer mains and drainpipes;
- (3) Installs water gates and packs and repairs gates;
- (4) Connects house services;
- (5) Taps, seals and caulks piping;
- (6) Installs and repairs hydrants and other fittings;
- (7) Installs water meters;

- (8) May direct emergency repair crews working on water or sewer leaks or breaks;
- (9) May perform concrete work in the installation or repair/replacement of sidewalks or other structures;
- (10) Shall finish cement concrete;
- (11) Shall rake hot top;
- (12) Operates power tools and tapping machines, rodding or flushing machines;
- (13) Shall perform limited carpentry and masonry work;
- (14) Performs incidental building maintenance tasks;
- (15) May supervise a small crew of workers at a lower skilled level.

(c) *Desirable qualifications:* Knowledge of materials and equipment used in general maintenance work. Ability to perform heavy manual labor. Ability to follow written or oral instructions. Massachusetts Class II driver's license required. Considerable knowledge of departmental operations, ability to perform duties of other than those of assigned position with minimal instructions; skill in performing work at the journeyman level. (10-24-88, Art. 25)

#### **Sec. 10-81.2 Mason.**

(a) *Duties generally:* Under general supervision a mason applies journeyman skills and knowledge in laying bricks, stone, concrete blocks and tiles in the construction or alteration of brick work in sewers, catch basins, manholes, walls and other related structures; places and finishes cement concrete sidewalks; lays and sets cut stone; does all phases of cement work; supervises a helper or tender who performs semi-skilled or unskilled labor tasks relating to masonry. Performs related work as required.

(b) *Examples of work:*

- (1) Constructs manholes and catch basins;
- (2) Installs and finishes cement concrete ;
- (3) Installs block and brick walls;
- (4) Installs and finishes concrete floors;
- (5) Lays and sets granite curbing;
- (6) Lays and sets granite walls;
- (7) Repairs all of the work defined above;
- (8) Does all phases of cement work.

(c) *Desirable qualifications:* Must be a master craftsman. Must have two years' experience in all phases of masonry work relating to the department or any equivalent combination of experience and training. Must have knowledge of the materials and tools used in general masonry work. Must possess the ability to perform heavy manual labor.(10-24-88, Art. 25)

**Sec. 10-82. Tree Climber.**

(a) *Duties generally:* Performs varied and skilled manual work in the maintenance of public trees, shrubbery and other forms of flora and fauna; also performs related work as required.

(b) *Examples of work:*

- (1) Trims and tops trees, removing branches and limbs; prunes trees and shrubbery. Fertilizes all species and varieties of trees, shrubs and vines;
- (2) Performs cabling, bolting and bracing operations and incidental cavity work;
- (3) Removes trees and stumps; burns diseased wood, clears chips and removes brush;
- (4) Plants young trees and other nursery stock, or related matter;
- (5) Digs trenches or holes or other alterations to the ground as required;
- (6) Sprays for control and eradication of poison ivy and other noxious weeds, for Dutch Elm and other disease, for moth and insect control;
- (7) Operates spraying equipment, power saws, wood chipper and miscellaneous other tools and equipment pertinent to forestry and plant pest operations;
- (8) Frequently performs strenuous physical effort required in climbing, working at dangerously high levels and in precarious positions;
- (9) Climbs trees and outdoor structures in all weather conditions with the aid of such devices as ropes, clamps, straps and ladders to cut tree branches or to perform maintenance tasks;
- (10) Uses and operates mechanical or hydraulic devices for lifting workers into high or awkward locations where work must be performed;
- (11) Under the direction of the tree foreman, mixes chemicals and sprays public areas with insecticides and herbicides;
- (12) Participates in the installation, maintenance and repair of park facilities such as fences, swings, ball diamonds and tennis courts.;
- (13) Performs scheduled preventative maintenance by completing checklists before operating trucks and large power tools such as wood chippers;
- (14) Performs general manual work such as digging, shoveling, sweeping and carrying heavy objects as season and conditions warrant.

(c) *Desirable qualifications:* High school graduate; two years' experience in general public works activities, preferably including experience in tree culture, pruning or nursery operations; or any equivalent combination of education and experience. Must be qualified by Civil Service, having passed the Civil Service Practical test. Must possess a Class II driver's license and must possess a hoisting license as issued by the Commonwealth of Massachusetts Department of Public Safety. (10-24-88, Art. 25)

**Sec. 10-82.1 Tree Climber II.**

(a) *Duties generally:* Performs semi-skilled manual labor in connection with the general care of trees where climbing is required. Under general supervision of tree foreman. Performs related tasks in the repair, maintenance and care of trees and shrubs.

(b) *Examples of work:*

- (1) Operates spraying equipment, power saws, wood chipper and miscellaneous other tools and equipment pertinent to forestry and plant pest operations;
- (2) Removes trees and stumps; burns diseased wood, clears chips and removes brush;
- (3) Plants young trees and other nursery stock, ore related matter;
- (4) Digs trenches or holes or other alterations to the ground as required;
- (5) Participates in the installation, maintenance and repair of park facilities such as fences, swings, ball diamonds and tennis courts;
- (6) Performs general manual work such as digging, shoveling, sweeping and carrying heavy objects as season and conditions warrant.

(c) *Desirable qualifications:* High school graduate with two years' experience in general public works activities or any equivalent combination of education and experience. Must possess a Class II driver's license. Must possess the ability to perform heavy, manual labor. (10-24-88, Art. 25)

**Sec. 10-82.2 Laborer I.**

(a) *Duties generally.* Performs a wide range of manual tasks, under supervision, which require generalized training and experience involving the use of hand tools and certain motorized tools and equipment. Performs all other related work as required.

(b) *Examples of work:*

- (1) Performs all forms of laboring duties;
- (2) Performs minor maintenance on equipment;
- (3) Operates grass mowers and cutters, pavement breakers and rock drills; operates tractors and trucks, plows and sanders and other incidental equipment;
- (4) Makes repairs and paints street signs and poles;
- (5) Maintains pumping stations daily;
- (6) Assists the more skilled maintenance personnel in the less skilled aspects of their work.

(c) *Desirable qualifications:* High school graduate or any equivalent combination of education and experience. Knowledge of materials and equipment used in general maintenance work. Ability to perform heavy manual labor. Ability to follow written or oral instructions. Massachusetts Class II driver's license required. (10-24-88, Art. 25)

### **Sec. 10-83. Laborer II.**

(a) *Duties generally:* Performs simple and varied tasks requiring strength, endurance and ability, under direct supervision, which involve the use of acquired skills. Performs related work as required.

(b) *Examples of work:*

- (1) Performs a variety of semi-skilled Public Works maintenance and construction work;
- (2) Acts as helper to mechanics, carpenters, masons and master craftsmen where special skills are not usually required, including building maintenance functions;
- (3) Digs, shovels, moves, backfills, grades earth and materials for all trench work, paving, planting, interment, with the use of such tools as picks, shovels, pavement breakers, rock drills, wheelbarrows, etc.;
- (4) Operates chain saws, grass mowers, leaf blowers, grass trimmers and all similar equipment;
- (5) Operates pickup trucks, small dump trucks, automobiles and other motorized equipment requiring a Massachusetts Class III driver's license;
- (6) Aids and assists in all forms of snow and ice work;
- (7) Assists the more skilled maintenance personnel in the less skilled aspects of their work.

(c) *Desirable qualifications:* High school graduate or any equivalent combination of education and experience. Ability to lift heavy materials and to perform assigned work under varying weather conditions. Ability to understand and follow instructions. Some knowledge of tools, equipment and materials used in general Public Works construction and maintenance as required. (10-24-88, Art. 25)

### **Sec. 10-84. Temporary, Seasonal Laborer.**

(a) *Duties generally:* Performs simple and varied tasks requiring strength, endurance and ability, under direct supervision, which involve the use of limited skills. Performs related work as required.

(b) *Examples of work:* Performs a variety of unskilled public works maintenance and construction work; may operate pickup trucks.

(c) *Desirable qualifications:* Ability to lift heavy materials and to perform assigned work under varying weather conditions. Ability to understand and follow instructions. Some knowledge of tools, equipment and materials used in general public works construction and maintenance as required. (10-24-88, Art. 25)

### **Sec. 10-85. Motor Equipment Repairman.**

(a) *Duties generally:* Performs a variety of mechanical work of a complex nature requiring the use of considerable judgment in the repair and maintenance of municipal vehicles and equipment including stationary power plants. Functions under the direction of Public Works Superintendent/Assistant Superintendent and master mechanic. Performs all other related work as required.

(b) *Examples of work:*

- (1) Repairs and maintains municipal vehicles and equipment including stationary power plants and other standard and specialized equipment;
- (2) Performs body work, welding, painting, and mechanical, electric, hydraulic and metal work in repairing municipal vehicles and equipment;
- (3) Operates various tools including electric welders, oxygen and acetylene welders, air drills, hoists and torches; operates engine tune-up and diagnostic equipment; operates related equipment as required;
- (4) Performs preventable maintenance operations and maintains necessary records to permit scheduling equipment for prescribed maintenance procedures. May be required to assume the responsibilities of the master mechanic in his absence. Intermittently operates all motor equipment units for maintenance purposes;
- (5) Performs other related duties as required, subject to emergency recall as required.

(c) *Desirable qualifications:* High school graduate supplemented by vocational training in automotive repair, training as a mechanic to the journeyman level; three years' experience in the repair and maintenance of light and heavy automotive equipment, or any equivalent combination of education and experience. Possession of required licenses. Considerable knowledge of the tools, equipment and procedures used in motor equipment repair and adjustment. Ability to follow oral instructions. (10-24-88, Art. 25)

**Sec. 10-86. Blacksmith.**

(Deleted 10-24-88, Art. 25)

**Sec. 10-87. Special Motor Equipment Operator.**

(a) *Duties generally:* Performs work of a responsible nature requiring specialized skills in the operation of heavy and complex construction, maintenance or stationary equipment. Under the general and direct supervision of the Public Works Superintendent/Assistant Superintendent and Public Works Foreman and does related work as required. May exercise occasional supervision over employees on related projects.

(b) *Examples of work:* A special motor equipment operator operates all equipment of the department. May be required to perform tasks normally assigned to a lower classification. Services and performs daily maintenance work on the equipment used. Performs labor incidental to the work of operating assigned equipment. Participates in snow and ice operations as required.

(c) *Desirable qualifications:* High school graduate and three years' experience in the operation of heavy equipment, or any equivalent combination of training and experience. Possession of required licenses. Considerable knowledge of the mechanics of the varied equipment involved. Demonstrated skill in operation. (10-24-88, Art. 25)

**Sec. 10-88. Meter Reader and Repairman.**

(a) *Duties generally.* A meter reader and repairman removes, tests, repairs, reassembles, resets, reads meters and does related work as required.

(b) *Examples of work:*

- (1) Reads water meters and records readings;
- (2) Checks to see that meters are functioning properly;
- (3) Investigates and reports on customer complaints;
- (4) When not reading meters, repairs meters and turns water on and off;
- (5) Installs and removes meters;
- (6) Assists in Water Department emergency repair work as necessary;
- (7) Tests meters for proper operation;
- (8) Maintains records of meters repaired.

(c) *Desirable qualifications:* High school graduate with good knowledge of water meter reading, installation and repair practices; ability to keep records and make reports; good physical condition or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. (10-24-88, Art. 25)

**Sec. 10-89. Equipment Operator, Light.**

(a) *Duties Generally:* Performs work of a responsible nature requiring specialized skills in the operation of heavy construction equipment and performs related work as required.

(b) *Examples of work:* Operates heavy construction or maintenance equipment exclusive of road graders, crawler-mounted backhoes and equipment whose gross vehicle weight exceeds 34,000 pounds. May be required to perform tasks normally assigned to a lower classification.

(c) *Desirable qualifications:* High school graduate and one year's experience in the operation of heavy equipment; or any equivalent combination of training and experience. Possession of required licenses. Considerable knowledge of the mechanics of the varied equipment involved. Demonstrated skills in operation. (10-24-88, Art. 25)

**Sec. 10-90. Heavy Motor Equipment Operator.**

(a) *Duties generally:* Performs work of a responsible nature requiring specialized skills in the operation of heavy construction and maintenance equipment. Does not operate or maintain large road graders or crawler-mounted backhoes in excess of 20,000 pounds. Functions under the general and direct supervision of the Public Works Superintendent/Assistant Superintendent and Public Works Foreman and does related work as required. May exercise occasional supervision over employees on related projects.

(b) *Examples of work:* Operates all of the heavy and specialized construction and maintenance equipment of the Public Works Department, with the exception of large road graders or crawler-mounted backhoes in excess of 20,000 pounds. May be required to perform tasks normally assigned to a lower classification. A heavy motor equipment operator services and follows prescribed maintenance procedures with respect to assigned equipment units. Performs labor incidental to the work of operating assigned equipment. Participates in snow and ice operations as required.

(c) *Desirable qualifications:* High school graduate and three years' experience in the operation of heavy equipment; or any equivalent combination of training and experience. Possession of required licenses. Considerable knowledge of the mechanics of the varied equipment involved. Demonstrated skill in operation. (10-24-88, Art. 25)

**Sec. 10-91. Licensed Blaster.**

A licensed blaster shall be an employee of the town Public Works Department; licensed by the commonwealth department of public safety, in handling, storage, transportation and use of explosives and shall perform all blasting functions related to the work of the Public Works Department where explosives are used. (3-10-69, Art. 8)

**Sec. 10-91.1 Time and Construction Clerk.**

(a) *Duties generally.* The time and construction clerk performs timekeeping, clerical, bookkeeping and inventory control work under the direct supervision of the Office Manager; performs all other related work as required.

(b) *Examples of work.* A time and construction clerk:

- (1) Records time worked and attendance of employees; calculates, monitors and maintains records of overtime, fringe benefits and leaves; prepares payroll for all divisions, processes new hires and terminations;
- (2) Maintains file of contracted and standby hired equipment;
- (3) Files and maintains records of correspondence and other material; types letters and other material from copy or rough draft; compiles statistics and prepares variety of reports;
- (4) Receives inquiries and complaints from public, handles injury reports directly or refers to proper source or supervisor as required;
- (5) Performs duties related to the negotiation and awarding of contracts including gathering information for bid material, assisting with bid opening and contacting contractors;
- (6) Is responsible for assessing inventory and stock and making reports on same.

(c) *Desirable Qualifications:* High school graduate with courses in business and office procedures and two years of experience in secretarial, payroll, bookkeeping or related work—preferably in a public works department—or any equivalent combination of education and experience. Must possess typing skills and be able to operate a calculator, computer and other related office machines. (10-24-88, Art. 25)

**Sec. 10-91.2 Motor Equipment Maintenance Man.**

(a) *Duties generally:* Performs servicing of all motor equipment including minor repairs, under general supervision of the Master Mechanic. Also performs miscellaneous related labor duties.

(b) *Examples of work:* A motor equipment maintenance man adjusts brakes, replaces fan belts, hose connections and light bulbs; inspects, tests, charges, fills and replaces batteries; flushes and fills radiators; changes oil and lubricates vehicles; changes and repairs tires; keeps vehicles filled with fuel and oil. May also perform related unskilled duties such as cleaning, washing, waxing and other such duties.

(c) *Desirable qualifications:* High school graduate and two years' experience in performing similar or related duties or any equivalent combination of training and experience.

Possession of Class II driver's license required. Must possess the ability to perform heavy, manual labor. (10-24-88, Art. 25)

*Subdivision VII. Public Library.*

**Sec. 10-92. Library Director.**

(a) *Generally.* It shall be the duty of the Library Director under the general supervision of the Board of Trustees to have responsible charge of the town library and to do related work as required by the Trustees.

(b) *Duties.* The following are examples of the duties of the Library Director: To plan and administer the program of library services. To submit recommendations of library policies and services to Board of Trustees and implement policy decisions. To analyze, select and execute recommendations of personnel, such as department chiefs. To coordinate activities of departmental collections. To analyze and coordinate departmental budget estimates and control expenditures and to administer the approved budget. To examine trade publications and materials, and review and evaluate orders for books and audio-visual materials. To interview and recommend the appointment of job applicants, rate staff performance, and recommend the promotion and discharge of employees to the Board of Trustees. To oversee the maintenance and repair of the library building and upkeep of the library grounds. To plan and conduct staff meetings and participate in community and professional meetings concerning the library.

(c) *Qualification Requirements.* The Library Director shall have a master's degree in library science from an American Library Association accredited school and three years of supervisory and/or administrative experience. (3-14-55, Art. 1, Sec. 14; 4-23-79, Art. 21)

**Sec. 10-93. Assistant Library Director.**

(a) *Generally.* It shall be the duty of the Assistant Library Director to perform such duties as delegated by the Library Director. The Assistant Library Director shall be qualified administratively to take charge of any and/or all phases of the town library in the absence of the Library Director.

(b) *Duties.* The following are examples of the duties of the Assistant Library Director: To act as principle readers' advisory librarian in the adult services division. To review, select and maintain book collections, serial publications and other print materials in the adult services division. To review, select and maintain the audio-visual collection including films, records, tapes and slides. To plan and direct or carry out special projects involving library promotion and outreach activity. To train and direct library assistants in performance of such duties as acquisition work, bookkeeping and payroll accounting.

(c) *Qualification Requirements.* The Assistant Library Director shall have a master's degree in library science from an American Library Association accredited school. (3-14-55, Art. 1, Sec. 14; 4-23-79, Art. 21)

**Sec. 10-94. Cataloguer.**

It shall be the duty of the cataloguer, under the general supervision of the Library Director, to be responsible for the proper cataloguing of all books and to perform such other duties as may be assigned by the Library Director. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-95. Children's Librarian.**

It shall be the duty of the children's librarian, under the general supervision of the Library Director, to be responsible for the children's room and to perform such duties as may be assigned by the librarian. (3-14-55, Art. 1, Sec. 14)

**Sec. 10-96. Reference Librarian.**

Reference work includes the direct personal aid within the library to persons in search of information for whatever purpose and also various library activities especially aimed at making information as easily available as possible. The reference librarian shall be responsible for carrying out reference policies and service including book selection and interlibrary loans; shall direct client to source of information and indicate procedures for securing the answer to his question, as well as locate the information in some instances; shall compile bibliographies for the library; and shall assist individuals and perform such duties as may be assigned by the Library Director. (11-21-55, Art. 10; 3-9-64, Art. 7)

**Sec. 10-97. Circulation Supervisor.**

The circulation supervisor shall be in charge of circulation procedures and execution of such procedures. Such procedures include a well planned routine of loaning library materials, recovering overdue items, following through for lost books, etc., registration of borrowers, reserves, fines and circulation statistics. The duties of such supervisor shall include training staff at circulation desk and training and scheduling of pages and performing such duties as may be assigned by the Library Director. (11-21-55, Art. 10; 3-9-64, Art. 7)

**Sec. 10-98. Building Custodian, Library.**

It shall be the duty of the building custodian, library, under general supervision of the Library Director, to be responsible for the maintenance of the library building and grounds and to

do related work as assigned by the Library Director, in accordance with the policies of the Trustees. (3-14-55, Art. 1, Sec. 1; 3-10-75, Sec. 2; 4-23-79, Art. 21)

**Sec. 10-98.1 Building Custodian, Library, Part-time.**

(a) *Generally.* It shall be the duty of the part-time library custodian, under the immediate supervision of the building custodian, to do ordinary routine cleaning chores and custodial duties of the library building and grounds and to do related work as required. The part-time library custodian shall be in charge of library custodial duties in the absence of the building custodian. (4-23-79, Art. 21)

**Sec. 10-99. Library Assistant.**

It shall be the duty of the library assistant, under the general supervision of the Library Director, to assist in the work of any department of the library and to perform such duties as may be assigned by the Library Director. (3-11-57, Art. 11)

**Sec 10-99.1 Library Page.**

(a) *Generally.* It shall be the duty of a library page under the general supervision of the Library Director to shelve library materials and to do related work as required by the Library Director.

(b) *Duties.* The following are examples of the duties of a library page: To sort books, publications, and other items according to a classification code and return them to shelves, files or other designated storage areas. To locate library materials and publications for library users.

(c) *Qualification requirements.* A library page shall be enrolled in or a graduate of an accredited secondary school program. (10-29-80, Art. 7)

*Subdivision VIII. Town Hall.*

**Sec. 10-100. Senior Building Custodian.**

It shall be the duty of a senior building custodian to be in charge of buildings and work under the general direction of the board of selectmen; to have responsible charge of the care, cleaning, operating, heating and maintenance work of the physical plant of the town hall, police station and town hall annex(es) and to do related work as required. (3-14-55, Art. 1, Sec. 14; 3-10-75, Art. 7, Sec. 2.; 4-10-78, Art. 39)

**Sec. 10-101. Building Custodian.**

It shall be the duty of a building custodian, under immediate supervision of the senior custodian, to do ordinary routine cleaning chores and custodial duties of the buildings and grounds and to do related work as required. (3-14-55, Art. 1, Sec. 14; 3-10-75, Art. 7, Sec. 2)

*Subdivision IX. Inspection Department.***Sec. 10-102. Building Inspector.**

It shall be the duty of the building inspector, under general direction of the Board of Selectmen, to be responsible for the securing of compliance with the general laws of the Commonwealth and the bylaws and regulations of the town. He shall inspect all buildings under application to raise, enlarge or alter upon and make records of such inspection; inspect all buildings which are to be moved and certify that the building can be moved safely; issue permits to erect any dwelling house, stable, shop, store, chimney or other structure or building in the town; provided that the plans and specifications thereof conform to the building regulations of the town. (3-14-55, Art. 1, Sec. 14; 3-11-63, Art. 6)

**Sec. 10-102.1 Building Department Coordinator.**

(a) *General statement of duties.* Under the general supervision of Inspector of Buildings and the Board of Selectmen, to gather necessary information such as measuring, listing of liability coverage, facts relevant to construction and zoning, to establish and maintain a comprehensive record-keeping system for all documents received or issued by the Building Department, review and maintain all publications related to the laws or administrative ruling concerning the building code; to perform related work as required.

(b) *Qualifications.* The coordinator shall have at least two years of formal education beyond high school or five (5) years experience in business or trades plus aptitude toward construction and safety standards, and must be able to meet the public effectively. (6-20-77, Art. 4)

**Sec. 10-103. Inspector, Wires.**

Under general direction of the Board of Selectmen, the inspector of wires shall supervise every wire over or under streets or buildings in the town and every wire within a building designed to carry electric light, heat or power current and shall see that all laws and regulations relative to wires are strictly enforced. (3-14-55, Art. 1, Sec. 14; 3-11-63, Art. 6)

**Sec. 10-104. Plumbing Inspector.**

It shall be the duty of the plumbing inspector, under general supervision of the Board of Selectmen, in compliance with the various laws, ordinances, codes, specifications and regulations, to inspect plumbing in buildings and structures under construction and alteration. (3-14-55, Art. 1, Sec. 14)

*Subdivision X. Veterans' Services.***Sec. 10-105. Veterans' Agent.**

The duties of the veterans' agent shall include: Processing of applications for assistance from needy veterans and their dependents; home visits to determine living conditions and financial need; collecting information relative to discharges, vital records, facts relating to residence, checking with insurance companies, banks, employers, physicians, police records, and other sources to determine eligibility for assistance; determining legal settlements; preparing budgets of family needs and disbursing assistance as circumstances justify in accordance with provisions of Chapter 115 of the General Laws of the Commonwealth and the directives of the commissioner of veterans' services; furnishing information, advice and assistance to veterans as may be necessary to enable them to obtain the benefits to which they are entitled relative to employment, vocational or other educational opportunities, hospitalization, medical care, compensation, pensions and other veterans' benefits. (3-12-62, Art. 6)

*Subdivision XI. Unicorn Recreational Area.***Sec. 10-106. Golf Course Superintendent.**

(a) *Generally.* The golf course superintendent shall work under the general supervision of the Unicorn Recreational Manager and assist him in the efficient and profitable operation of the golf course.

(b) *Duties.* The golf course superintendent shall be directly responsible for the supervision of the personnel, making work assignments and to perform all maintenance practices necessary to keep the golf course in optimum condition. He shall also be responsible for recording all work performed on the golf course. He shall perform other maintenance work on the golf course and throughout the recreational area as assigned by the Recreational Area Manager.

(c) *Qualifications.* He shall be a graduate of an accredited school of horticulture, agriculture or agronomy with at least an associate's degree or equivalence, or he may qualify for this position by virtue of his past training and experience. Such experience shall consist of no

less than three years full-time employment as an assistant golf superintendent at a recognized golf course. (3-13-72, Art. 8; 4-10-80, Art. 18)

**Sec. 10-107. Unicorn Recreational Area Manager.**

(a) *Generally.* The Unicorn Recreational Area Manager shall work under the general supervision of the Unicorn Recreational Area Committee and shall be directly responsible for the efficient and profitable operations of the golf course, arena and all other recreational facilities whether developed or undeveloped on the Unicorn acreage.

(b) *Duties.* It shall be the duty of the Recreational Area Manager to schedule and promote all events at the arena, and opening and closing dates at the arena and golf course. The scheduling requires exercising a high degree of diplomacy as well as a good knowledge of linear scheduling techniques.

He shall be responsible for the accuracy of all receipts, including ticket sales, which go into the town general fund and responsible for preparing an annual budget which will be reviewed and accepted by the Unicorn Recreational Area Committee. He shall maintain constant liaison with the Unicorn Recreational Area Committee, supervise the work performance of all recreational area employees and direct maintenance requirements. He must assure the general upkeep and cleanliness of facilities, property, buildings, equipment and real estate on the Unicorn Acreage. He shall assure compliance with safety regulations both for employees and the general public, obtain required licenses and permits, maintain liaison with other similar operations in the New England Area and maintain contact with other arenas and golf courses to insure that his operation is up to date.

He shall be responsible for recommendations regarding purchases of major equipment for the recreational area and authorize expenditures, within his budget limits, of other supplies and equipment.

The Recreational Area Manager shall perform as required, all related duties associated with the operation of the Unicorn Recreational Area (working manager).

(c) *Qualifications.* The Recreational Area Manager must have graduated from college with a major, preferably, in business administration, or agronomy, or recreation, or physical education and have five years responsible supervisory experience. Actual management experience may be substituted on a calendar year's experience for each year of college; provided that it is in excess of five year's responsible supervisory experience. At least two years of the before-mentioned experience should be in some form of public relations. The Recreational Area Manager must be able to deal effectively with the public. Experience in Recreational Management, budgeting, horticulture and refrigeration is desirable. (4-10-80, Art. 19)

**Sec. 10-108. Golf Course Laborer I.**

(Deleted 10-29-80, Art. 8)

**Sec. 10-109. Golf Professional.**

It shall be the duty of the golf professional, under general direction of the Unicorn Golf Course Committee, to promote the game through public and personal relations; to give lessons, arrange tournaments, supervise starting procedures, maintain and operate concessions and facilities as mutually agreed upon and perform such other duties as may be required by the Unicorn Golf Course Committee. He shall be a member in good standing of the Professional Golfers Association. (3-13-72, Art. 8)

**Sec. 10-110. Arena Manager.**

(a) *Generally.* The Arena Manager shall work under the general supervision of the Unicorn Recreational Area Manager and assist him in the efficient and profitable operation of the Arena.

(b) *Duties.* The Arena Manager shall be directly responsible for the supervision of the personnel, making work assignments, maintaining a good ice surface and cleanliness of the facility.

He shall perform and record all types of general maintenance in and around the skating arena which includes, but not necessarily is limited to, maintenance of refrigeration and other equipment, painting and carpentry, etc.

He shall operate the Zamboni ice resurfacing machine and make ice as required. He shall perform other maintenance work within the arena and throughout the recreational area as assigned by the Recreational Area Manager.

(c) *Qualifications.* The Arena Manager shall be a high school graduate with at least two years of formal education beyond high school, plus a minimum of three years of experience in general arena operations, maintenance, and repairs. Additional years of experience may be substituted for two years of formal education beyond high school. He must be able to deal effectively with the public. (4-13-78, Art. 47; 4-10-80, Art. 20)

**Sec. 10-111. Same—Assistant Arena Manager.**

(a) *Generally.* The Assistant Arena Manager works under the general supervision of the Arena Manager, who periodically checks work for effectiveness and adherence to operating and administrative policies. The manager assigns priorities and advises of administrative and technical changes.

He must demonstrate a high degree of tact and diplomacy to maintain effective relationships with fellow employees and with the public.

(b) *Duties.* It shall be the duty of the Assistant Arena Manager to assist, and in his absence, act for the Arena Manager in his entire scope of responsibility which includes efficient and profitable operation of the arena, maintaining and repairing equipment, making work assignments and otherwise supervising subordinates, etc.

He shall perform all types of general maintenance in and around the skating arena which includes, but not necessarily is limited to, maintenance of refrigeration and other equipment, painting and carpentry, etc.

He shall operate Zamboni ice resurfacing machine and make ice as required. He shall perform other related work as assigned or required.

(c) *Qualification requirements.* The Assistant Arena Manager shall be a high school graduate with at least two years of formal education beyond high school, plus a minimum of four years of experience in general maintenance and repair of equipment and facilities, not less than one year of which should have been in a supervisory or administrative capacity. Additional years of experience may be substituted for two years of formal education beyond high school. He must be able to deal effectively with the public.

#### **Sec. 10-112. Same—Arena Assistant.**

##### **Sec. 10-112.1 Golf Course/Arena Assistant.**

(a) *Generally.* The Golf Course/Arena assistant shall work under the general supervision of the Arena Manager or the Golf Superintendent. The Golf Course/Arena Assistant may be assigned to work at any location within the Unicorn Recreational Area, must demonstrate a high degree of tact and diplomacy, and maintain an effective working relationship with fellow employees and the public.

(b) *Duties.* It shall be the duty of the Golf Course/Arena assistant to assist, and in their absence, act for the Arena Manager, or the Golf Course Superintendent in their entire scope of responsibilities.

1. When assigned to the Arena, shall be responsible for the renting of ice time, performance of employees, and proficient operation of the Arena. Shall operate the Zamboni ice resurfacing machine and, when required, perform minor repairs and maintenance.
2. When assigned to the Golf Course, will be required to perform any maintenance task which is necessary in the operation of the Golf Course.

(c) *Qualifications.* The Golf Course/Arena Assistant shall have at least two years of formal education beyond high school or at least two years experience related to the maintenance required within the Unicorn Recreational Area. Must possess an aptitude towards maintenance and equipment repair and must be able to meet the public effectively. (10-29-80, Art. 8)

**Sec. 10-113. Same—Clerk-Bookkeeper.**

(a) *Generally.* The clerk-bookkeeper works under the general supervision of arena manager and golf course superintendent who furnish oral and written instructions. Work shall be performed on own initiative with "spot-check" review for accuracy, completeness and compliance with procedures and instructions.

(b) *Duties.* The clerk-bookkeeper may perform one or more, in any combination, of the following duties: Perform a wide variety of clerical, stenographic, recording, bookkeeping, accounting, financial and collection operations requiring extreme accuracy; collect and compile data for reports, meetings, memoranda and other material. Prepare and maintain required financial records for the town; assist all departments by providing them with necessary notices, records and information in compliance with laws, rules and regulations; check, classify, bill and post to various accounts and records by machine or manually; compose and type correspondence; take telephone calls and meet the public providing information from assigned records; and perform other related duties.

(c) *Qualifications requirements.* The clerk-bookkeeper shall be a high school graduate with experience, two years minimum, in typing and bookkeeping.

**Sec. 10-114. Same—Arena Laborer.**

**Sec. 10-114.1 Golf Course/Arena Laborer.**

(a) *Generally.* A golf course/arena laborer works under the direct supervision of the golf superintendent or the arena manager and/or the golf course/arena assistants who issues oral and written instructions. The work of the golf course/arena laborer is subject to review for accuracy, completeness and compliance with instructions during and following projects with the frequency varying with level of skill required on project. The golf course/arena laborer may be assigned to work at any location within the Unicorn Recreational Area.

(b) *Duties.* It shall be the duty of a golf course/arena laborer to perform a wide variety of unskilled and semi-skilled tasks which may involve, but not necessarily limited to:

1. When assigned at the golf course, duties will include mowing, raking, shoveling and all other related golf course maintenance practices.

2. When assigned at the arena, duties will include shoveling snow, chipping ice, spreading sand, policing of grounds, custodial work within the building, maintenance work such as painting, minor carpentry and perform other related varied duties as assigned. Will also maintain control of skaters on the ice at public skating sessions following established rules.

(c) *Qualifications.* Completion of a standard grade school with the ability to read and understand oral and written instructions and ability to learn the use of miscellaneous hand and power tools shall be required of a laborer. Must be in good physical condition to perform duties under varying weather conditions and must have some knowledge about the game of golf and must demonstrate an ability to deal with the public. (10-29-80, Art. 9)

**Sec. 10-115. Same—Arena Cashier.**

(a) *Generally.* An arena cashier works under the direct supervision of the arena manager and the assistant arena manager. Detailed instructions are given on assignments or non-routine nature and supervisor is available for advice and assistance when needed. Work is reviewed for accuracy, completeness and compliance with procedures and instructions and for tact and diplomacy demonstrated for effective relationships with the public.

(b) *Duties.* It shall be the duty of an arena cashier to sell admission tickets to the arena maintaining accurate tally of daily receipts and maintain appropriate records in accordance with procedures outlined by the supervisor; answer inquiries received by telephone or in person regarding arena operation hours, rates, events, etc.; and perform other duties as assigned.

(c) *Qualification requirements.* An arena cashier shall be a high school graduate with at least two year's experience in office clerical work and must be able to perform simple arithmetic computations and calculate and give change at ticket booth at a satisfactory rate of speed and with accuracy.

**Sec. 10-116. Same—Refrigeration Supervisor. (Deleted)**

**Sec. 10-117. Same—Rink Guard.**

(a) *Generally.* The rink guard shall work under the general supervision of the arena manager who will periodically check the individual's performance for effectiveness and adherence to the various rules and regulations of the skating arena.

(b) *Duties.* The rink guard:

- (1) Must be responsible for the safety of all skaters while in attendance at the arena.

- (2) Must be familiar with and capable of enforcing all rink rules and regulations.
- (3) Must be alert at all times for conditions that make the ice unsafe, such as cracks, holes or debris and take the necessary action.
- (4) Must be alert during an accident, to assist the injured if so directed and to control the other skaters.
- (5) Must be capable of handling complaints or suggestions that are to be referred directly to the arena manager. (3-10-75, Art. 12)

*Subdivision XII. Data Processing.*

**Sec. 10-118. Municipal Applications Data Processing Coordinator.**

(a) *Duties and responsibilities.* The municipal applications data processing coordinator:

- (1) Provides over-all direction and coordination for day-to-day operation of municipal applications data processing systems (the term "municipal" as used herein excludes school department).
- (2) Is responsible for preparation of long- and short-range plans, for recommendations for the operation and control of hardware relating to municipal data processing systems.
- (3) Maintains personal contact with all town departments that would be recipients of the computer facility's services; acts as liaison with school department EDP personnel to ensure that all municipal computer needs are met.
- (4) Maintains financial and workload records of municipal data processing operations.
- (5) Coordinates municipal applications scheduling and control.
- (6) Advises appropriate departments as to the ordering and controlling of EDP related consumable supplies.
- (7) Determines basic municipal objectives of the computer facility in accordance with the needs of the town.
- (8) Considers all aspects of the system to ensure that the resulting system represents a proper balance between departments and procedure and data processing functions.
- (9) Determines basic objectives of the system.
- (10) Assists departments in the conversion from manual to data processing systems.
- (11) Plans and directs conversion effort.
- (12) Develops the logic for and prepares computer programs for the solution of systems problems by means of automatic data processing equipment.

- (13) Develops the data processing approach to be used in satisfying the content of the system.
- (14) Responsible for the testing of individual programs and the linking together of all programs which comprise the system.
- (15) Defines the necessary security and departmental priorities.
- (16) Ensures that there is complete documentation describing the computer programs and all other data processing aspects of the system.
- (17) Modifies and maintains purchased application programs.
- (18) Is responsible for major municipal systems program coordination such as five-year planning and capital budgeting and for any related functions as may be designated by the Board of Selectmen.

(b) *Qualifications.* The following qualifications are required of the municipal applications data processing coordinator: Four years of college education preferably in business administration with a bachelor of arts or bachelor of science degree or three to five years of directly related experience in data processing; considerable initiative and sound technical judgment in order to solve varied specialized programming and systems problems; thorough knowledge of programming techniques plus the ability to use the minimum of two programming languages, namely COBOL and FORTRAN.

(c) *Supervision.* The municipal applications data processing coordinator shall be responsible to the Board of Selectmen. (3-10-75, Art. 16)

*Subdivision XIII. Fence Viewer.*

**Sec. 10-119. Fence Viewer.**

The fence viewer works under the general supervision of the Board of Selectmen. Recommendations and decisions of a major nature are reviewed for soundness, feasibility and fairness. He performs varied and responsible duties requiring judgment in applying state laws and local regulations to frequently changing conditions and problems.

He shall provide and perform functions in connection with matters, which are the subject of citizen complaints. He shall be called upon to determine whether a partition fence is required in accordance with General Laws of the Commonwealth of Massachusetts, Chapter 49, Sections 1 through 20. He shall record the writings of disputes in the office of the town clerk and bill the parties in dispute. (3-11-74, Art. 7)

*Subdivision XIV. Assessors.***Sec. 10-120. Assistant Assessor.**

(a) *General Statement of Duties.* Under general direction of the Board of Assessors, to gather necessary information such as measuring, listing, etc., to appraise Real and Personal Property for tax purposes; to attend all meetings of the Board and to perform related work as required.

(b) *Qualifications.* Shall be a high school graduate and preferably a college graduate. Should have some experience in assessing or appraising work. Shall have a basic knowledge of building construction and be familiar with state laws regarding assessing values for tax purposes. Shall have some previous experience in office management and the keeping of records. Shall be of good moral character, with references as to integrity and honesty. Must be familiar with the three approaches for property value determination. Shall be familiar with the processes of setting tax rates. Shall have a basic knowledge of computer operations. (4-4-77, Art. 11)

*Subdivision XV. Civil Preparedness.***Sec. 10-121. Director, Civil Preparedness.**

(a) *Duties.* Under the supervision of the Board of Selectmen, responsible for contingency planning required to counteract the effects of emergency situations resulting from natural or war created disasters. Upon the declaration by federal, state or local executive officials of the existence of emergencies within the boundaries of the Town of Stoneham, the Director shall have the authority to coordinate the activity of all required facilities and services.

(b) *Salary.* The wage provided for this position and shall be listed under Annually Rated Employees in the Wage, Salary and Classification Plan. This wage shall be the gross salary paid and shall include any funds that are reimbursable to the Town for maintaining this position.

(c) *Qualifications.* Individual must possess a comprehensive knowledge of the facilities and services available within the Town. Shall have administrative skills and be able to communicate and work effectively with others. (4-4-77, Art. 15)

*Subdivision XVI. Other.***Sec. 10-122. Council on Aging Social Outreach Clerical Worker.**

**Duties.** Under the supervision of the Director of the Council on Aging shall catalogue and maintain directory of Stoneham senior citizens. When requested, shall provide assistance to individuals so classified by furnishing information on therapeutic counseling services available, by referral to local, state and federal assistance programs, and generally any other like aid which does not require professional involvements of a confidential nature.

**Qualifications.** Must possess the maturity and sensitivity required to work with individuals of advanced age. Shall be knowledgeable of public assistance programs at all levels. (4-10-78, Art. 9) (5-7-12, Art. 7)

**State law reference** - Council on Aging, G L. c. 40, sec. 8B.

**Cross reference** - Council on Aging, generally, Secs. 2-63, 2-64.

**Sec. 10-123. Council on Aging Director.**

**Duties generally.** It shall be the duty of the Director, under the direct supervision of the Town Administrator, to have responsible charge of the senior center and to do related work as required by the Town Administrator.

**Qualifications.** Shall have at least a bachelor's degree from an accredited institution of higher learning. Shall have a minimum of two years experience at supervisory level, directly related experience may be substituted on a year to year basis. Shall have the desire and ability to work effectively with seniors and to serve their needs. (4-7-80, Art. 13)(5-7-12, Art. 7)

**State law reference** - Council on Aging, G L. c. 40, sec. 8B.

**Cross reference** - Council on Aging, generally, Secs. 2-63, 2-64.

**Sec. 10-124. Youth Commission—Supervisor of Youth Program.***Qualifications.*

- (1) Demonstrated experience and training in either athletic or cultural areas.
- (2) Experience in youth program development.
- (3) Leadership ability.
- (4) College degree desirable.
- (5) Prior experience in a youth related position. Experience will be considered.
- (6) Basic First Aid Course (where applicable).

*Responsibilities.*

- (1) Directly responsible to Stoneham Youth Commission.
- (2) Develop and conduct programs in cooperation with SYC.
- (3) Supervision of youth workers, coordination of work schedules, and work evaluation.
- (4) Must be present when program is conducted.
- (5) Maintain a safe environment and insure safety of program participants.
- (6) Supervise area where program is conducted and insure maintenance and protection of premises.
- (7) Be available prior to the start of the program and at its termination to meet with the SYC.
- (8) Provide regularly scheduled reports to SYC. Maintain statistics. Write news releases and insure accountability to the SYC and the community.
- (9) Maintain current inventory and report to SYC condition of equipment and projected needs.
- (10) Conduct staff meetings.
- (11) Cooperate with community agencies when indicated.
- (12) Act as a role model for the youth of the community. (4-10-80, Art. 16)

**Sec. 10-125. Youth Commission—Youth Worker.**

*Qualifications.*

- (1) Demonstrated experience and training in either athletic or cultural areas.
- (2) Leadership ability.
- (3) College education desirable.
- (4) Basic First Aid Course desirable (where applicable).

*Responsibilities.*

- (1) Directly responsible to the SYC and the program supervisor.
- (2) Work with the program supervisor and the SYC, when indicated in the developing and conducting of the program.
- (3) Provide to participants individual, as well as group supervision.
- (4) Organize, teach and conduct activities directly related to the specific program.
- (5) Act as a role model for the youth of the community.
- (6) Under the direction of the supervisor, insure the safety of participants and the premises where program is conducted.
- (7) Participate in staff meetings.
- (8) Become involved in outreach, when indicated.
- (9) Perform specific duties upon the request of the program supervisor and/or the SYC. (4-10-80, Art. 16)