The Commonwealth of Massachusetts

Division of Civil Service

MUNICLASS MANUAL

A Municipal Classification Plan for Massachusetts
containing
Civil Service Job Titles and Definitions
Authorized by
Director of Civil Service
and Approved by
Civil Service Commission

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MUNICLASS MANUAL

BOOK I

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I – INTRODUCTORY MATERIAL

A. Introduction

As part of his responsibility for establishment of and continuing revisions of classification plans for positions in every city and town in the Commonwealth which are subject to the provisions of Civil Service Laws and Rules, the Director of Civil Service with the approval of the Civil Service Commission authorizes job titles for official use by cities and towns.

In order to carry out this responsibility efficiently and to assist municipal appointing authorities, the Civil Service Division is publishing this **"Municlass Manual"** which is a master state-wide municipal classification plan to which individual municipal classification plans must conform for Civil Service purposes. The manual contains job titles which are authorized by the Director of Civil Service and approved by the Civil Service Commission for use by cities and towns whose positions are under the classified civil service. The occupational and title definitions are for mutual application by the cities and towns and the Classification Bureau of the Division of Civil Service in selecting titles for positions. Towns not under Civil Service may find the manual helpful when titling new positions, making wage and salary surveys or for other personnel purposes.

The definitions of occupational series and authorized job titles in the **"Municlass Manual"** are based upon existing positions in the municipalities in Massachusetts. They were developed as a result of an intensive review of position descriptions, requisitions, examination announcements and documents on file in the Civil Service Division supporting municipal positions plus input from municipal officials. The review was for the purpose of standardizing titles of municipal positions subject to Civil Service and to develop classification criteria in the form of a manual for the mutual use of municipal appointing authorities and the Civil Service Division. In most cases, the authorized job title is the title that is already in use in the greatest number of municipalities.

The project was funded by grants to the Commonwealth of Massachusetts by the U. S. Civil Service Commission under the Intergovernmental Personnel Act of 1970 and was a joint effort of the Regional Office of the U. S. Civil Service Commission, the Massachusetts League of Cities and Towns and the Massachusetts Civil Service Division. Uniformity of job titles in the municipal civil service, which will result

from a master state-wide municipal classification plan, is desirable since a standard job titling system can speed up and increase accuracy in all personnel matters pertaining to jobs, particularly the classification, examination and certification processes.

Ultimately the authorized job titles will be the narrowest band or level for which separate examinations will be held or certifications for labor service jobs made. In this connection it is important for appointing officials and employees to remember that examinations are held to determine that individuals meet the primary requirements of a job. The secondary aspects of the job or the narrow specialty within a field can be learned in a normal on-the-job training period after appointment of an individual who has met the primary requirements for the job.

The probationary period for municipal employees is 6 months, with the exceptions of the police officers in all municipalities in which cases the probationary period lasts 9 months. This period serves as orientation for new employees, a time when specialized aspects of the new job are learned. For example, a junior accountant knows general accounting procedures and methods when hired; however, it takes some on-the-job training for him to become familiar with the particular accounting system to which this generalist knowledge is applied. The probationary period also allows time for supervisors and/or appointing officers to observe the new employee's performance and determine if it is satisfactory. In some respects, the probationary period is an extension of the examining system.

Each user of the manual must remember that there is not a common classification system for pay purposes for all municipalities under the state civil service and, therefore, there is no uniformity of grade levels or pay. Because each city and town has its own classification system, for pay purposes, the same job may be in different grades and pay rates in different municipalities. The intent of this manual is uniformity of job titles with the particular purpose of speeding up the examining and classification processes. Eventually the manual may be the basis for delegating authority to cities and towns to select authorized titles for new positions without prior approval of the Civil Service Division, subject to post audit by the Division.

In standardizing authorized job titles the following factors are considered:

1. All individuals doing essentially the same work should be under the same job title and should meet the same qualification requirements.

2. A title should reflect the major or primary duties which the position is established to perform; duties which are secondary or incidental to the primary occupation are not incorporated into the job titles.

3. Titles should:

   a. Be brief as possible;

   b. Be set up in natural form, i.e., Electrical Lineman, *not* Lineman Electrical;

   c. Be similar or identical to titles commonly used in government and industry or traditional titles where uniformly accepted and used;

   d. Indicate where possible the skill level and supervisory level of jobs;

   e. Avoid use of hyphens, commas or parentheses.

4. Specializations are added to basic titles only when they serve a useful purpose in distinguishing between positions on the basis of qualifications and other special requirements.

No attempt has been made or will be made to try to reflect in a job title the variety of duties included in a job. There is a misunderstanding by some employees that they do not have to perform duties included in their job if the duties are not covered in the title. This is not so. It is very important to recognize that the title itself does not define the job. A job description does, and it should include all the major duties of a job. However, duties which occupy only a minor portion of time (e.g. 10%) and do not affect the salary or wage level of the job, nor have qualification requirements which are significantly different from the major duties of the job, need not be included in a position description.

Inasmuch as an employee may be required, as part of his regular duties, to perform duties of a higher level within the same series on a temporary basis, any extra compensation for the performance of such duties for a temporary period not exceeding thirty days shall be considered compensation for the performance of regular duties for Civil Service purposes.

The series definitions do not usually include qualification requirements, i.e., the education, experience, training and/or licenses needed to perform the jobs.

Municipalities may wish to use organizational or other titles for positions. The Civil Service Division has no objection to this as long as the official job title is that title authorized by the Civil Service.

B. Make-up of Manual

The Manual is divided into two books. The first book includes labor, maintenance, trades and crafts occupations or

those jobs which are frequently designated as "blue collar" and which are in most cases equivalent to the Labor Service under the Civil Service Division. However, some jobs which are treated as Official Service jobs by the Civil Service Division for examining purposes are included in Book I because they are trades and crafts occupations. Each such job is so identified in the Manual. Book II includes the occupations frequently designated as "white collar", e.g., clerical, administrative, technical and professional occupations.

Within each category there are a number of occupational groups which contain occupations in which some job knowledge, work methods and procedures are related. Each occupational group is given a four digit number of which the last two digits are zeros. For example, the Woodwork Group is 4600. Individual occupations or series within the group are identified by replacing the zeros with the two appropriate digits assigned to the series. Again, as an example, the Woodwork Group is 4600, and the Carpentry Series is 4607. In addition to the four digit series number, an alphabetical suffix is added to specifically identify individual titles within the series. In the case of the Woodwork Group, 4600, the Carpentry Series is 4607 and a Carpenter is designated by 4607A and Carpenter Helper is designated by 4607B. The use of the alphabetical suffix allows every title within a series and occupational group to be coded.

Part II of this book (Book I) is an outline of Occupational Groups and Series in the Labor, Maintenance, Trades and Crafts Occupations arranged numerically by Occupational Group and then numerically by occupational series within the Occupational Group.

C. Use of Manual

In selecting a job title, the appointing officer should look at the Outline of Occupational Groups and Series (Part II) to find the series in the manual which includes the kind of work for which he is establishing a position. He then compares the description of the new position with the definition for an authorized title within the series which most closely fits that description. This title and series number is entered on the Massachusetts Civil Service Requisition Blank (Form 13) which is then sent to the Civil Service Division for review and approval.

Classification Bureau personnel will be available to advise municipal officials on use of the **"Municlass Manual."**

Since neither job classification nor municipal government is a static function, new jobs will occur that will not be adequately covered by one of the authorized titles or series

definitions. This manual in no way impinges upon management's prerogative to group duties and responsibilities into positions in any way it feels is best for the municipality. An appointing officer, who, after *carefully* comparing a new position with the **"Municlass Manual,"** *determines* a new job title and/or series is required, must send a new, complete Position Description, Form 30, to the Division of Civil Service. Personnel from the Classification Bureau will contact the appointing official to discuss the position, obtain supplementary occupational information, if necessary, and determine whether a new title is warranted. If so, when the new title is authorized, a definition of the job title will be forwarded to all **"Municlass Manual"** holders by the Director of Civil Service.

A municipality which employs consultants or a consulting firm to revise its present classification plan or to develop a new one should instruct them to use this **"Municlass Manual"** in titling jobs.

D. Maintenance of Manual

When changes in the Manual occur, i.e., definitions are revised, new titles are authorized, titles are deleted, the Director of Civil Service will forward new or revised sheets to all **"Municlass Manual"** holders with accompanying directions. These issuances will be made quarterly.

E. General Definitions

The following titles are used frequently in the body of the Manual for constructing job titles.

Helper

Performs laboring duties in direct support of a journeyman in a particular trade or craft. Journeyman Helpers are *not* apprentices working toward journeyman status in a particular trade. Examples of the duties performed by a helper are the following:

supplies journeyman with tools and materials during the course of a job; holds wood, metal or other materials in place while journeyman works on them; moves tools, equipment, materials and other supplies to and from the worksite; mixes, stirs, compounds and prepares paint, cement, mortar, lime and sand mix; cleans, polishes, sharpens, makes minor adjustments or otherwise restores to good operating condition tools of the trade; cleans up work area and stores materials and supplies when completed.

Titles are constructed by prefixing the word "Helper" by the title of the journeyman trade, e.g., Carpenter Helper,

Electrician Helper.

Apprentice

Performs a variety of duties of progressively higher skill level as assistant to a journeyman craftsman for the purpose of learning the journeyman trade. Attends related classes which are part of the established apprenticeship program.

Working Foreman

Supervises *and* works with a small group (normally ranging from 3-10) of journeyman craftsmen, workers at a lower skill level and/or laborers. Makes work assignments, enforces safety regulations, maintains discipline, orders supplies and equipment, and reviews work of the crew assigned to him during progress and upon completion for compliance with instructions and conformance with accepted trade practices. The working foreman of journeymen must be skilled in the trade being supervised. In all cases performs the same type of work as individuals supervised.

The title is derived either from the occupation supervised, e.g., Working Foreman Carpenter, Working Foreman Laborer, or from the operation supervised where different occupations are supervised and none predominates, e.g., Incinerator Working Foreman.

The following terms are defined for general information purposes:

**Class:* 4607A	Includes all positions which are sufficiently similar in (1) kind or subject matter of work, (2) level of difficulty and responsibility, and (3) the qualification requirements of the work, to warrant similar treatment in personnel and pay administration.
***Occupation:* or *Series* 4607	Consists of one or more classes of positions similar as to specialized line of work but differing in difficulty or responsibility.
Occupational Group: 4600	Includes several series of occupations subdivided into classes of positions in associated or related occupations, trades, professions or activities.

*Is equivalent to the term "Grade" as used in Chapter 31 of the General Laws.

**Is equivalent to the term "Class" as used in Chapter 31 of the General Laws.

II. — OUTLINE OF LABOR, MAINTENANCE, TRADES AND CRAFTS OCCUPATIONAL GROUPS AND SERIES

	Group	Series	Page No.
Wire Communications Equipment Installation and Maintenance Group	*2500*		15
Signal Maintaining Series		2549	15
Electronic Equipment Installation and Maintenance Group	*2600*		16
Radio Repairing Series		2654	16
Electrical Installation and Maintenance Group	*2800*		17
Electrical Installing and Maintaining Series		2805	17
Electrical Line Working Series		2806	17
Electric Station Equipment Repairing Series		2808	19
Electrical Cable Splicing Series		2810	19
Electric Meter Repairing and Installing Series		2843	20
Electrical Equipment Repairing Series		2854	22
Electrical Equipment Operation Group	*2900*		22
Public Address Equipment Operating Series		2902	22
Fabric and Leather Work Group	*3100*		23
Sewing Series		3110	23
Glass Work Group	*3200*		24
Glazing Series		3203	24
Instrument Maintenance Group	*3300*		24
Gas Meter Repairing Series		3302	24
Parking Meter Repairing Series		3305	25
Timekeeping Instrument Repairing Series		3309	26
Machine Tool Work Group	*3400*		26
Machining Series		3414	26
Manual Labor Group	*3500*		27
General Laboring Series		3502	27
Houseworking Series		3503	28
Grounds Maintenance Series		3504	29

	Group	Series	Page No.
Masonry, Plastering, and Roofing Group	*3600*		30
Cement Finishing Series		3602	30
Masonry Series		3603	31
Plastering Series		3605	31
Roofing Series		3606	32
Stone Cutting Series		3640	33
Metal Processing Group	*3700*		33
Welding Series		3703	33
Blacksmith Series		3704	34
Metal Work Group	*3800*		35
Sheet Metal Working Series		3806	35
Painting and Paperhanging Group	*4100*		36
Painting Series		4102	36
Sign Painting Series		4104	37
Street Designating and Marking Series		4142	37
Pipe Fitting Group	*4200*		38
Pipe Fitting Series		4204	38
Plumbing Series		4206	38
Steam Fitting Series		4207	39
Gas Fitting Series		4208	40
Water Meter Repairing and Installing Series		4240	41
Water and Sewer System Construction and Maintenance Series		4243	42
Printing and Reproduction Group	*4400*		45
Printing Press Operating Series		4406	45
Bookbinding Series		4441	45
Woodwork Group	*4600*		46
Cabinet Making Series		4605	46
Carpentry Series		4607	47
Saw Mill Operating Series		4608	47
Furniture Repairing Series		4613	48
General Maintenance and Operations Work Group	*4700*		48
Highway Construction and Maintenance Series		4707	48
Public Works Construction and Maintenance Series		4742	50
Handyman Series		4749	51
Building Maintenance Series		4752	52
Airport Maintenance Series		4759	53

	Group	Series	Page No.
General Equipment Maintenance Group	*4800*		54
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Recreation Machinery Operation and Maintenance Series		4871	55
Agriculture, Forestry, and Kindred Occupations Group	*5000*		56
Farming Series		5002	56
Gardening Series		5003	57
Cemetery Maintenance Series		5004	57
Park Maintenance Series		5005	58
Forestry Working Series		5021	59
Tree Culture Working Series		5042	61
Greenhouse Attending Series		5043	61
Miscellaneous Occupations Group	*5200*		62
Dump Caretaking Series		5209	62
Fixed Industrial Equipment Maintenance Group	*5300*		63
Air Conditioning and Refrigeration Equipment Repairing Series		5306	63
Heating Equipment Repairing Series		5309	64
Locksmith Series		5311	65
Millwright Series		5315	65
Flood Control Equipment Repairing Series		5318	66
Oiling and Greasing Series		5323	67
Power Plant Machinery Repairing Series		5327	67
Pumping Equipment Repairing Series		5348	68
Reservoir Maintenance Series		5350	69
Fixed Industrial Equipment Operations Group	*5400*		70
Boiler Plant Operating Series		5402	70
Incinerator Operating Series		5403	72
Gas Systems Operating and Maintaining Series		5404	74
Power Plant Operating Series		5407	74
Treatment Plant Operating Series		5409	75
Draw Bridge Operating Series		5430	77
Elevator Operating Series		5438	77
Pumping Plant Operating Series		5449	78

	Group	Series	Page No.
Mobile Industrial Equipment Operations Group	*5700*		79
Motor Equipment Operating Series		5703	79
Hoisting Machinery Operating Series		5710	81
Rigging Series		5722	82
Motor Equipment Maintenance Group	*5800*		82
Motor Equipment Maintaining Series		5806	82
Motor Equipment Electrical Systems Repairing Series		5818	83
Motor Equipment Repairing Series		5841	84
Motor Equipment Body Working Series		5867	85
Fire Apparatus Repairing Series		5877	86
Warehousing Group	*6900*		86
Tool Room Attending Series		6904	86
Warehousing Series		6907	87
Stock Handling Series		6959	88
Stores Delivery Series		6990	88
Laundry and Dry Cleaning Group	*7300*		89
Laundry Working Series		7304	89
Food Preparation and Service Group	*7400*		90
Baking Series		7402	90
Cooking Series		7404	90
Meat Cutting Series		7407	91
Cafeteria Working Series		7408	91
Medical Services Group	*7500*		93
Laboratory Working Series		7502	93
Medical Working Series		7504	93
Personal Services Group	*7600*		94
Barbering Series		7603	94
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School Bus Attending Series		7690	96
Animal Caretaking Group	*7700*		96
Animal Room Attending Series		7706	96
Zoo Caretaking Series		7707	97

III — DEFINITIONS OF LABOR, MAINTENANCE, TRADES AND CRAFTS OCCUPATIONS AND SERIES

WIRE COMMUNICATIONS EQUIPMENT INSTALLATION AND MAINTENANCE GROUP 2500

Signal Maintaining Series

Occupational Code: 2549

This series includes all positions the duties of which are to perform and/or supervise work in the installation, maintenance, modification, adjustment or repair of traffic signals, fire alarm and/or police signal systems.

The following are job titles authorized for use in the Signal Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

2549A **Signal Maintainer**

Installs, maintains, modifies, adjusts and repairs fire alarm signals, police signal systems or other emergency signal systems; repairs fire and/or police signal systems consisting of boxes, registers, switches, relays, lights, switchboards, bells, sirens, circuits and cables; maintains storage batteries, performs scheduled tests and troubleshooting of circuits; installs and repairs underground or aerial wiring of fire and/or police signal systems. May also perform maintenance of traffic signals and circuits. Performs other routine manual work related to signal maintenance work. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

2549B **Signal Maintainer Helper**

See general definition of Helper.

2549C **Traffic Signal Repairman**

Installs, maintains, adjusts and repairs traffic lights, signals

and control devices including aerial or underground circuits; performs tests and troubleshooting of circuits and equipment; locates and replaces faulty parts, switches, fuses, wiring and other components. Performs other manual work related to traffic signal maintenance. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

2549D **Working Foreman Signal Maintainer**

2549E **Working Foreman Traffic Signal Repairman**

See general definition of Working Foreman

ELECTRONIC EQUIPMENT INSTALLATION AND MAINTENANCE GROUP 2600

Radio Repairing Series

Occupational Code: 2654

This series includes all positions the duties of which are to perform and/or supervise work in troubleshooting, repair, installation, modification, and calibration of radio communication equipment.

The following job titles are authorized for use in the Radio Repairing Series. The title definitions include illustrative duties and are not all inclusive.

NOTE: If positions include the regular operation of radio equipment or if an FCC First Class Radiotelephone License is required to work on the equipment, the positions belong in the Electronic Technician Series, 0856, in Book II.

2654A **Radio Repairman**

Performs skilled technical work in the installation, maintenance, and repair of mobile and fixed two-way communications equipment of vehicles and base stations. Installs, repairs, operationally tests, maintains and adjusts transmitters, receivers, and related equipment. Operates radio equipment according to FCC regulations. Performs tests of equipment, keeps necessary records of equipment, tests, maintenance, and station operation, and performs related duties. FCC Class 2 or 3 Radiotelephone license required.

ELECTRICAL INSTALLATION AND MAINTENANCE GROUP 2800

Electrical Installing and Maintaining Series

Occupational Code: 2805

This series includes all positions the duties of which are to perform and/or supervise work involved in the trouble-shooting, installation, repair, alteration, maintenance and testing of electrical wiring, fixtures, equipment and apparatus on all types of systems and circuits.

The following are job titles authorized for use in the Electrical Installing and Maintaining Series. The title definitions include illustrative duties and are not all inclusive.

2805A ***Electrician**

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common handtools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters, and other test equipment. May remove, replace, and repair electrical parts. May maintain storage batteries. Performs supervision over helpers and apprentices.

2805B **Electrician Helper**

See general definition of Helper.

Electrical Line Working Series

Occupational Code: 2806

This series includes all positions the duties of which are to perform and/or supervise work involved in the installation, repair, replacement, or extension, or overhead and underground electrical distribution systems and street lighting equipment including stringing transmission lines and making ground connections. Included also are positions which perform manual labor duties in electrical line work and the erection of poles.

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*Official Service

The following are job titles authorized for use in the Electrical Line Working Series. The title definitions include illustrative duties and are not all inclusive.

2806A **Lineman**

Performs skilled manual and electrical work in the erection, installation, repair, and maintenance of electric lines for light, heat, and power, including poles, cables, and auxiliary equipment. Work includes climbing poles, nailing, connecting insulators, transformers, or other equipment to poles or buildings; strings electrical wires and cables to poles and buildings; performs tests of circuits. May also perform related duties such as installing light fixtures or electric meters.

2806B **Apprentice Lineman**

Performs electrical line work and manual labor duties in learning the lineman trade. Performs pole climbing, handling live wires, installing hardware, digging holes, and other manual duties related to electrical line work.

2806C **Groundman**

Performs manual labor tasks for a municipal light department; digs trenches and assists in placing electrical conduits in them; digs holes for electric light poles and guide lines; tests for condition of underground portion of poles by digging around the poles; may handle and transfer tools to the lineman; mows grass and trims shrubbery at Light Department substations.

2806D **Street Light Maintenance Man**

Performs a variety of manual labor tasks in the maintenance of street lights; replaces bulbs on street lights and traffic signals; checks circuits for blown fuses or broken wiring; replaces fuses in manholes or on poles; replaces street light globes; answers service calls or may patrol street lights on regular basis; may operate a small truck and perform other duties related to maintenance of street lights.

2806E **Working Foreman Lineman**

2806F **Working Foreman Groundman**

See general definition of Working Foreman.

Electric Station Equipment Repairing Series

Occupational Code: 2808

This series includes all positions the duties of which are to perform and/or supervise work in the installation and maintenance of power generating equipment and related systems and circuits, such as generators, motors, transformers, control equipment and similar equipment. Positions in this series may also operate electrical power equipment as a secondary function.

NOTE: Excluded from this series are positions the duties of which are to operate electrical power equipment as a primary function.

The following are job titles authorized for use in the Electric Station Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

2808A **Electric Station Equipment Repairman**

Installs, maintains, repairs, tests and adjusts electrical equipment and machinery for the purpose of generating electrical power; installs and wires motors, switchgears, controls, relays, transformers, circuit breakers and indicating meters; tests and maintains storage batteries and charging equipment; locates and clears short circuits; makes electrical tests as to load, power factor, voltage; tags and closes power lines. Performs periodic inspection and maintenance as well as emergency repairs and related duties such as maintaining logs, starting or stopping generators, and other equipment and circuits. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

2808B **Working Foreman Electric Station Equipment Repairman**

See general definition of Working Foreman.

Electrical Cable Splicing Series

Occupational Code: 2810

This series includes all positions the duties of which are to perform work in the installation, maintenance, repair and testing of aerial, ground and/or underground electrical cables. Also included in this series are positions which perform semi-skilled and routine manual duties related to cable splicing work.

The following are job titles authorized for use in the Electrical Cable Splicing Series. The title definitions include illustrative duties and are not all inclusive.

2810A **Cable Splicer**

Performs skilled work in the maintenance and repair of aerial, underground cables for power, lighting, communications and signals. Connects, splices and insulates multiple conductor cables; tests circuit continuity and insulation; pulls cables through pipes and ducts; uses a variety of regular and specialized tools and equipment necessary to perform work. Performs other manual duties related to cable splicing such as opening manholes and hanging platforms.

2810B **Apprentice Cable Splicer**

Performs duties in the installation and maintenance of electrical cables for the purpose of learning the cable splicing trade. Splices cables and installs hardware, performs testing of cables. Performs other manual duties related to cable splicing.

2810C **Cable Splicer Helper**

See general definition of Helper.

2810D **Working Foreman Cable Splicer**

See general definition of Working Foreman.

Electric Meter Repairing and Installing Series

Occupational Code: 2843

This series includes all positions the duties of which are to perform and/or supervise manual and electrical work in the repair, installation, removal, replacement and testing of electric meters of all types used in public, private, and industrial establishments.

The following are job titles authorized for use in the Electric Meter Repairing and Installing Series. The title definitions include illustrative duties and are not all inclusive.

2843A Electric Meter Repairman

Performs skilled work in the testing, overhaul, and repair of all types of electric meters; maintains voltmeters, ammeters, watt-hour meters, power factor meters and other electrical measuring devices; examines and operates meters to check accuracy and locate irregularities; disassembles, cleans and adjusts electric meters; repairs or replaces broken or worn parts. Performs other manual work necessary in repairing electric meters. May also perform work in the installation of meters as a secondary function. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

2843B Electric Meter Installer

Performs skilled work in the installation, testing, adjustment, or replacement of all types of electric meters on industrial, public or private premises; tests meters for proper operation; disconnects and removes meters; fastens meters to floors or walls; connects wires to meter terminals; seals meter terminals; connects and disconnects power. Performs other manual work related to electric meter installations. May perform minor repair of electric meters.

2843C Electric Meter Tester

Tests electric meters to insure accurate operation and registration; tests meters with calibrating devices, voltmeters, wattmeters, ammeters and adjusts meter for proper operation; inspects meter and wiring, makes minor repairs and recommends overhaul of meters. Performs other manual duties in testing electric meters.

2843D Electric Meter Repairman Helper

See general definition of Helper.

2843E Working Foreman Electric Meter Repairman

2843F Working Foreman Electric Meter Installer

See general definition of Working Foreman.

Electrical Equipment Repairing Series

Occupational Code: 2854

This series includes all positions the duties of which are to perform and/or supervise work in the troubleshooting, maintenance, disassembly and repair of electrically-powered tools, appliances and equipment. Work requires practical application of a knowledge of electric circuitry as well as operating characteristics of the equipment maintained.

The following are job titles authorized for use in the Electrical Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

2854A **Electrical Appliance Repairman**

Maintains and repairs electrically-powered appliances such as vacuum cleaners, drills, mowers, lamps, heaters, stoves, refrigerators, fans and other miscellaneous electrical appliances and instruments; tests, locates malfunctions, disassembles and repairs and/or replaces faulty parts and wiring. May also perform related duties such as ordering and inventorying necessary parts and materials.

2854B **Working Foreman Electrical Appliance Repairman**

See general definition of Working Foreman.

ELECTRIC EQUIPMENT OPERATION 2900 GROUP

Public Address Equipment Operating Series

Occupational Code: 2902

This series includes all positions the duties of which are to perform and/or supervise work involved in setting up, testing, adjusting and operating public address sound equipment systems either indoors or outdoors. Work also includes adjusting and operating related power supply equipment or generators.

The following are job titles authorized for use in the Public Address Equipment Operating Series. The title definitions include illustrative duties and are not all inclusive.

2902A **Amplifier Operator**

Sets up, operates and tests a public address system; sets up equipment for best sound; performs operational tests of equipment and regulates volume control and advises speakers on system operation for best sound delivery.

FABRIC AND LEATHER WORK GROUP 3100

Sewing Series

Occupational Code: 3110

This series includes all positions the duties of which are to perform and/or supervise work in the fabrication and repair of cloth articles by hand or machine.

The following are job titles authorized for use in the Sewing Series. The title definitions include illustrative duties and are not all inclusive.

3110A **Sewer**

Performs skilled manual work in the fabrication and repair of cloth articles of linen, cotton, wool, or other material. Performs cutting, sewing and repairing of such articles as sheets, pillow cases, table linen, clothing articles and other projects requiring sewing by hand or machine. Performs necessary cutting of material to complete work.

3110B **Senior Sewer**

Performs duties described for Sewer; supervises a group of Sewers; performs other duties such as scheduling and inspecting work.

3110C **Principal Sewer**

This title is authorized when the operation is sufficiently large to warrant two or more Senior Sewers.

GLASS WORK GROUP 3200

Glazing Series

Occupational Code: 3203

This series includes all positions the duties of which are to perform and/or supervise duties involved in the installation, repair, and finishing of window, plate, skylight or structural glass. Positions included in this series perform other miscellaneous semi-skilled and manual duties related to glass repair and installation.

The following are job titles authorized for use in the Glazing Series. The title definitions include illustrative duties and are not all inclusive.

3203A **Glazier**

Performs skilled work involved in the installation, repair, or removal of glass in windows, doors, transoms, etc. Cuts, smooths, polishes and sets glass as well as puttying and doing other finishing work; prepares necessary patterns for work. May perform other related tasks such as painting, attaching hardware, reputtying windows and changing cords and weights.

3203B **Glazier Helper**

See general definition of Helper.

3203C **Working Foreman Glazier**

See general definition of Working Foreman.

INSTRUMENT MAINTENANCE GROUP 3300

Gas Meter Repairing Series

Occupational Code: 3302

This series includes all positions the duties of which are to perform and/or supervise work in the testing, repair, adjustment, and replacement of gas meters of all types in public, private, and industrial establishments.

The following are job titles authorized for use in the Gas Meter Repairing Series. The title definitions include illustrative duties and are not all inclusive.

3302A **Gas Meter Repairman**

Performs skilled manual work in the testing, repair, and calibration of all types of gas meters; repairs positive displacement, rotary, orifice, or other type gas meters. Disassembles, cleans, inspects, and tests gas meters to detect leaks and verify accuracy of registration; tests, repairs, and maintains gas service regulators. Performs other work related to gas meter repair. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

3302B **Senior Gas Meter Repairman**

Performs all duties described for Gas Meter Repairman as well as duties requiring a higher degree of skill such as testing, maintenance, repair, and installation of gas service telemetering devices, and the performance of administrative duties such as posting meter sets and listing periodic meter changes.

3302C **Working Foreman Gas Meter Repairman**

See general definition of Working Foreman.

Parking Meter Repairing Series

Occupational Code: 3305

This series includes all positions the duties of which are to perform and/or supervise manual work in the repair, inspection, installation, and maintenance of parking meters on streets and in parking lots.

The following are job titles authorized for use in the Parking Meter Repairing Series. The title definitions include illustrative duties and are not all inclusive.

3305A **Parking Meter Repairman**

Installs, maintains, and repairs parking meters and meter posts; removes and replaces defective parking meters; disassembles, cleans, adjusts, and repairs parking meter heads;

replaces worn or broken parts. Performs other routine manual labor tasks in parking meter installation and repair. May also collect cash from parking meters.

3305B **Working Foreman Parking Meter Repairman**

See general definition Working Foreman.

Timekeeping Instrument Repairing Series

Occupational Code: 3309

This series includes all positions the duties of which are to perform and/or supervise work in the regulation, maintenance and repair of clocks, watches and time-recording instruments and devices.

The following are job titles authorized for use in the Timekeeping Instrument Repairing Series. The title definitions include illustrative duties and are not all inclusive.

3309A **Clock Repairman**

Repairs and regulates clocks and time-recording instruments; removes and replaces clocks and time-recording instruments such as wall clocks, outdoor clocks, master clock systems, timers, bell-ringing devices, watchman's clocks, time clocks and time stamps; disassembles, cleans, oils and overhauls clocks; replaces worn or broken parts. Performs other manual work related to clock repair and adjustment and keeps records of work performed.

MACHINE TOOL WORK GROUP 3400

Machining Series

Occupational Code: 3414

This series includes all positions the duties of which are to perform and/or supervise work involved in setting up and operating various types of machine tools such as engine lathes, shapers, and drill presses, to make or repair metal parts and equipment by a variety of machine processes. Also included are related layout duties working from blueprints and specifications and fitting and assembling parts into complete units.

The following are job titles authorized for use in the Machining Series. The title definitions include illustrative duties and are not all inclusive.

3414A **Machinist**

Sets up and operates a variety of machine tools such as engine lathes, milling machines, drill presses and planers to cut and shape metal and plastic parts. Uses micrometers, verniers, calipers and similar precision instruments to set up and check work. Fits and assembles parts into complete unit. Works to close tolerances. Machinery work may be performed in connection with the repair, construction, assembling, or installation of machinery and equipment such as power plant equipment, engines, elevator machinery, boilers, pumps, and compressors.

3414B **Working Foreman Machinist**

See general definition of Working Foreman.

MANUAL LABOR GROUP 3500

General Laboring Series

Occupational Code: 3502

This series includes all positions the duties of which are to perform and/or supervise a variety of manual tasks requiring no specialized skill and which can be learned in a few days. Duties range from light physical to heavy laborious tasks and do not require prior experience.

NOTE: When laboring duties are sufficiently difficult or specialized that special experience or training is required the positions are classified in a different series.

The following are job titles authorized for use in the General Laboring Series. The title definitions include illustrative duties and are not all inclusive.

3502A **Laborer**

Performs a variety of unskilled labor duties of which the following are typical examples: digging holes, trenches, and other excavations; shoveling materials and leveling areas; cleaning out sewers and catch basins; loading and unloading supplies; moving furniture; cleaning litter and debris from

streets, runways, parking lots; assisting in placing and holding heavy items in place; mowing grass using hand or powered equipment; trimming shrubs and lower parts of trees along sidewalks and highways; removing snow and ice using manual or small powered equipment; spreading sand on icy areas; performing laboring duties for skilled craftsmen but not as a Helper or Apprentice nor for the purpose of learning the trade. Uses standard hand tools, i.e., shovels, picks, axes, saws, heavy wrenches and small power tools.

NOTE: If a municipality wishes to designate the area in which a Laborer job is located it may do so by placing the location after the title, e.g. Laborer, Airport or Laborer, Highway. However, for classification purposes all such positions will be considered Laborer by the Civil Service Division.

3502B **Working Foreman Laborer**

See general definition of Working Foreman.

House Working Series

Occupational Code: 3503

This series includes positions the duties of which are to perform and/or supervise manual housekeeping tasks and to maintain household supplies and light cleaning materials and equipment.

The following are job titles authorized for use in the House Working Series. The title definitions include illustrative duties and are not all inclusive.

3503A **House Worker**

Performs tasks such as sweeping, scrubbing, waxing, oiling floors and vacuuming carpets; dusts and washes walls; washes windows, woodwork, furniture and performs other cleaning tasks to keep treatment areas, living quarters, rest rooms, laboratories, corridors and other areas, clean and orderly; receives, unloads, stacks and delivers housekeeping supplies, equipment, linens and other materials; operates small electric or manual tools in the performance of the above tasks; carries out refuse, waste and/or garbage; may collect, wash, sterilize and replace vessels and utensils in wards or laboratories; also may collect and deliver linens, towels, bedclothes, and other wearing apparel. Work may be performed in a municipal institution, hospital, or school.

3503B **Senior House Worker**

Works with and incidentally supervises a small crew performing the above duties; trains new employees; assigns, schedules, and checks the work of House Workers. May work in either municipal institutions, hospitals, or schools and may be in charge of the manual housekeeping in a particular section, ward, wing, or floor.

Grounds Maintenance Series

Occupational Code: 3504

This series includes positions the duties of which are to perform manual tasks in the general care of soil, plants, lawns, shrubbery, trees, flowers, and grass, in public parks, recreation areas, golf courses, and building grounds.

NOTE: Excluded from this series are positions which determine care required by plants, flowers, trees, shrubbery, and lawns see Gardener Series-5003A.

The following are job titles authorized for use in the Grounds Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

3504A **Grounds Maintenance Man**

Performs gardening work and other manual duties in the care of lawns, gardens, golf courses, shrubbery, and flower beds; plants and transplants flowers; prunes trees; sprays for control of insects; weeds and waters flower beds. Performs other related manual tasks such as cutting grass, digging, clearing snow, and raking leaves. Cuts greens, trees, fairways, and performs other related work. Uses equipment, tools, and vehicles necessary to perform grounds maintenance work.

3504B **Grounds Worker**

Cuts grass with hand or power mowers; rakes, burns, or packs leaves; trims hedges, shrubs, bushes, and small trees; picks up trash, litter, and other discarded materials; delivers supplies and may install equipment, ornaments, statues and other materials; shovels, plows, or otherwise removes snow from walkways and streets in public parks or at municipal buildings; does rough painting of fences, benches, and other objects; does pick and shovel labor in landscaping and performs other tasks related to maintaining public grounds.

3504C **Working Foreman Grounds Worker**

3504D **Working Foreman Grounds Maintenance Man**

See general definition of Working Foreman.

MASONRY, PLASTERING AND ROOFING GROUP 3600

Cement Finishing Series

Occupational Code: 3602

This series includes all positions the duties of which are to perform and/or supervise work involved in finishing, leveling and smoothing of fresh concrete in various construction projects such as roads, sidewalks, and other concrete surfaces.

The following job titles are authorized for use in the Cement Finishing Series. The title definitions include illustrative duties and are not all inclusive.

3602A **Cement Finisher**

Surfaces and finishes all types of cement work such as sidewalks, steps, floors, curbs, and other cement projects; assists in the operation of a portable mixing machine (which mixes sand, gravel, cement, and water to produce concrete), or in the operation of a large cement mixing plant; shovels materials into mixing drum or controls the feeding of materials into a plant drum; operates the rotation of the drum and the discharging of cement; cleans drums; pours concrete into forms, or on subgrade or other surface areas; spreads, smoothes and finishes the cement surface; and removes the equipment from the job site.

3602B **Working Foreman Cement Finisher**

See general definition of Working Foreman.

Masonry Series

Occupational Code: 3603

This series includes all positions the duties of which are to perform and/or supervises work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles, such as walls, floors and other structural projects; and the performance of related cement work.

The following are job titles authorized for use in the Masonry Series. The title definitions include illustrative duties and are not all inclusive.

3603A **Mason**

From drawings, specifications or blueprints, applies journeyman skills and knowledge in laying bricks, stone, concrete blocks and tiles in the construction, alteration, or repair of walls, floors, passageways or other structures; constructs and repairs brick work in sewers, catch basins and manholes; lays and sets cut stone; does all phases of cement work; supervises a helper or tender who performs semi-skilled or unskilled labor tasks related to masonry.

3603B **Mason Tender**

See general definition of Helper

3603C **Working Foreman Mason**

See general definition of Working Foreman.

3603D **Bricklayer**

Lays brick, tile, concrete, terra cotta and similar building blocks on masonry construction, alteration, and repair projects; performs brick repair work on walls, floors, and other structures; cuts and shapes brick to size; lays bricks in horizontal rows, designs and shapes; lays mortar; and performs related cement finishing duties. Performs other manual duties related to bricklaying work.

Plastering Series

Occupational Code: 3605

This series includes all positions the duties of which are to perform and/or supervise work involved in the finishing or repairing of walls and ceilings by the application of plaster.

The following are job titles authorized for use in the Plastering Series. The title definitions include illustrative duties and are not all inclusive.

3605A **Plasterer**

Performs skilled manual work in plastering walls and ceilings. Prepares and plasters newly constructed walls and ceilings. Mixes, applies and smoothes plaster. Removes and repairs old plaster. Repairs cracks and performs manual duties related to plastering as necessary.

3605B **Working Foreman Plasterer**

See general definition of Working Foreman.

Roofing Series

Occupational Code: 3606

This series includes all positions the duties of which are to perform and/or supervise duties involved in the construction and repair of tile, tar and gravel, and asphalt roof coverings of buildings and other types of structures. Included are manual duties related to installation or repair of roofs.

The following are job titles authorized for use in the Roofing Series. The title definitions include illustrative duties and are not all inclusive.

3606A **Roofer**

Performs a variety of duties in the construction and repair of roofs. Covers roofs with roofing materials such as shingles, asphalt or gravel. Cuts, lays, and fastens roofing paper and tiles. Cuts and fastens flashing to roof. Applies tar and gravel to roofs. Erects stagings, derricks and hoists for elevating materials. Performs other duties related to roof construction and repair.

3606B **Roofer Helper**

See general definition of Helper.

3606C **Working Foreman Roofer**

See general definition of Working Foreman.

Stone Cutting Series

Occupational Code: 3640

This series includes all positions the duties of which are to perform and/or supervise work involved in cutting, shaping, and preparing granite, marble, or other hard stone by hand or with pneumatic chisels and other stone working tools.

The following job titles are authorized for use in the Stone Cutting Series. The title definitions include illustrative duties and are not all inclusive.

3640A **Paving Cutter**

Cuts and shapes granite or other hard paving materials using hand or pneumatic chisels and other stone cutting tools; lays the paving blocks or bricks on a sand or mortar bed as a base for highway and street paving; lays out grade line and spreads sand over subgrade surface; verifies alignment with straightedge or level; and performs other paving, stone cutting and laying duties.

3640B **Stone Worker**

Cuts, shapes, drills and finishes stone by using hand and power tools and equipment; drills holes in stone which are used to fasten and mount stones in place; trims, polishes and otherwise finishes surfaces of stone; cuts stone lot and grave markers; does cement work; sharpens and keeps in good repair all tools of the trade.

3640C **Stone Cutter**

In addition to performing duties of a Stone Worker, also performs decorative cutting and lettering on surfaces of stone work such as grave markers and monuments.

METAL PROCESSING GROUP 3700

Welding Series

Occupational Code: 3703

This series includes all positions the duties of which are to perform and/or supervise work involving electric and/or acetylene welding. Also included is the performance of soldering,

brazing, cutting and miscellaneous metal working operations in the repair or fabrication of metal parts or articles.

The following are job titles authorized for use in the Welding Series. The title definitions include illustrative duties and are not all inclusive.

3703A **Welder**

Performs gas and/or electric welding and related metal working duties. Lays out, cuts and fits materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications, using oxyacetylene or electric arc welding equipment. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles. May also perform flamecutting.

3703B **Welder Helper**

See general definition of Helper.

3703C **Electric Welder**

Performs duties similar to Welder as described but uses only electric arc welding equipment.

3703D **Working Foreman Welder**

See general definition of Working Foreman.

Blacksmith Series

Occupational Code: 3704

This series includes all positions the duties of which are to perform and/or supervise skilled work involved in the fabrication and repair of metal tools, parts, and equipment by forging, shaping, and tempering.

The following are job titles authorized for use in the Blacksmith Series. The title definitions include illustrative duties and are not all inclusive.

3704A **Blacksmith**

Fabricates and repairs tools, parts, and equipment by forging, shaping, and tempering metal into the required shape;

works from blueprints, sketches, and/or piece to be repaired; bends, draws, forges, and welds metals; may also perform welding, cutting, and brazing using electrical and acetylene welding equipment; work is done in connection with the repair of trucks, engineering equipment machinery, and other mechanical equipment.

3704B **Blacksmith Helper**

See general definition of Helper.

3704C **Working Foreman Blacksmith**

See general definition of Working Foreman.

METAL WORK GROUP 3800

Sheet Metal Working Series

Occupational Code: 3806

This series includes all positions the duties of which are to perform and/or supervise work involved in the fabrication, installation, and repair of sheet metal products and equipment including layout work. Work is performed from specifications and blueprints and requires use of shears, crimpers, brakes, mallets, soldering equipment, fabricating machines, and miscellaneous hand tools.

The following are job titles authorized for use in the Sheet Metal Working Series. The title definitions include illustrative duties and are not all inclusive.

3806A **Sheet Metal Worker**

Performs work in the fabrication, repair, assembly, installation, alteration, of metal structures, equipment, and articles. Works from drawings, blueprints, specifications, in accordance with standard trade practices. Performs marking, bending, cutting, grinding, hammering and soldering of sheet metal parts, equipment, structures and materials. Uses power tools, machines and hand tools. Performs other miscellaneous manual tasks related to metal working.

3806B **Working Foreman Sheet Metal Worker**

See general definition of Working Foreman.

PAINTING AND PAPERHANGING GROUP 4100

Painting Series

Occupational Code: 4102

This series includes all positions the duties of which are to perform and/or supervise work in the painting of interior and exterior surfaces by brush, roller, and spray painting. Included is the painting of buildings, structures, equipment, machinery, vehicles and other painting tasks. Included also is work in preparation of surfaces for painting when performed in combination with painting. Duties also include preparation of paints or stains for painting, and other manual duties related to painting.

The following are job titles authorized for use in the Painting Series. The title definitions include illustrative duties and are not all inclusive.

4102A **Painter**

Performs skilled work in the application of paint, varnish, stain, enamel, or lacquer on interior or exterior surfaces and fixtures of buildings, structures, vehicles, equipment, and other surfaces. Prepares surfaces for painting by washing, sanding, smoothing, removing old paint, filling cracks or holes with putty, plaster, or other fillers. Uses brushes, rollers, or spray guns. Mixes, blends and prepares paints for proper color match. Erects stagings and scaffoldings for painting. Performs other manual duties related to painting.

4102B **Painter Helper**

See general definition of Helper.

4102C **Working Foreman Painter**

See general definition of Working Foreman.

4102D **Spray Painter**

Performs skilled work in applying paint to surfaces of machinery, vehicles, equipment and other surfaces by operating a spray gun. Duties include preparation of surfaces, mixing paints, masking work area, and connecting spray painting equipment. Paints area using spray gun to apply sufficient coating. May also use brushes to reach inaccessible areas.

Sign Painting Series

Occupational Code: 4104

This series includes all positions the duties of which are to perform and/or supervise skilled decorative painting and lettering in the making of signs and other similar work, including layout and related manual duties.

The following are job titles authorized for use in the Sign Painting Series. The title definitions include illustrative duties and are not all inclusive.

4104A **Sign Painter**

Performs skilled painting, lettering, design and layout work in making signs and lettering surfaces of vehicles, doors, walls, machinery, and equipment. Performs free hand and stencil lettering, decorative and gold leaf lettering. Mixes paints, enamels and varnishes. Repaints signs and incidental repair and manual tasks.

4104B **Sign Painter Helper**

See general definition of Helper.

4104C **Working Foreman Sign Painter**

See general definition of Working Foreman.

Street Designating and Marking Series

Occupational Code: 4142

This series includes positions the duties of which are to perform and/or supervise work in the installation, repair and maintenance of traffic signs, markings, and painted traffic lines.

The following are job titles authorized for use in the Street Designating and Marking Series. The title definitions include illustrative duties and are not all inclusive.

4142A **Traffic Maintenance Man**

Performs skilled labor duties in the construction and periodic maintenance of traffic signs and other aids to traffic; repairs or replaces signs damaged by accidents; operates painting machines for painting traffic lines on highways,

crosswalks and curb markings; erects supports for attaching signs; places portable traffic signs when needed and collects them; replaces burnt bulbs in traffic signal lights; erects barriers for parades or other events; and operates related motor equipment.

4142B **Working Foreman Traffic Maintenance Man**

See general definition of Working Foreman.

PIPE FITTING GROUP 4200

Pipe Fitting Series

Occupational Code: 4204

This series includes all positions the duties of which are to perform and/or supervise work involved in the fabrication, installation, or repair of water, oil or air pipe and fittings by cutting, bending, and related work. Excluded are positions which perform gas fittings.

The following are job titles authorized for use in the Pipe Fitting Series. The title definitions include illustrative duties and are not all inclusive.

4204A **Pipe Fitter**

Fabricates and installs water piping, fittings and systems; cuts, bends, threads, assembles, and joins water piping and fittings made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; joins piping and fixtures by means of threaded, caulked, wiped, soldered, brazed, or cemented joints; braces and secures piping to structures; tests piping systems for leaks; installs valves, check-valves, hydrants and other water system accessories. Performs other manual work related to pipe fitting.

Plumbing Series

Occupational Code: 4206

This series includes all positions the duties of which are to perform and/or supervise work in the installation and repair of heating, water supply, drainage and disposal systems.

The following are job titles authorized for use in the Plumbing Series. The title definitions include illustrative duties and are not all inclusive.

4206A **Plumber**

Installs and repairs water pipes and makes necessary connections; maintains plumbing systems; repairs and replaces defective and leaky water and drain pipes; repairs and replaces valves, faucets, sinks, bubblers, tanks, and fixtures; replaces gaskets, washers; opens clogged drains; attaches pipe assemblies to walls; assembles, bolts, or solders valves, couplings, pipe sections and other parts; connects plumbing fixtures to outlets and seals connections. Performs other manual duties related to plumbing work.

4206B **Plumber Helper**

See general definition of Helper.

4206C **Working Foreman Plumber**

See general definition of Working Foreman.

Steam Fitting Series

Occupational Code: 4207

This series includes all positions the duties of which are to perform and/or supervise work involved in the fabrication, installation, and repair of piping, fittings, fixtures, and equipment in steam systems.

The following are job titles authorized for use in the Steam Fitting Series. The title definitions include illustrative duties and are not all inclusive.

4207A **Steam Fitter**

Installs and repairs steam systems and related equipment; installs steam piping, valves, traps, fittings, connections, fixtures and equipment; installs and repairs high and low pressure steam lines, expansion joints, radiators, dryers, washers and steam tables; replaces boiler castings and plates; installs and repairs steam plant piping and fixtures; cuts, threads and bends pipe. Performs other manual work related to steam fitting.

4207B **Steam Fitter Helper**

See general definition of Helper.

4207C **Working Foreman Steam Fitter**

See general definition of Working Foreman.

Gas Fitting Series

Occupational Code: 4208

This series includes all positions the duties of which are to perform and/or supervise work involved in the installation, adjustment, repair or replacement of gas appliances of all types, and in the installing and maintaining of gas distribution systems.

The following are job titles authorized for use in the Gas Fitting Series. The title definitions include illustrative duties and are not all inclusive.

4208A **Gas Fitter**

Performs pipefitting and related work in the installation and repair of gas distribution systems, piping, equipment and fixtures; cuts, threads, bends, and joins pipe; uses threading machine, pipe bending machine and other tools; tests piping systems for leaks. May also connect and disconnect gas appliances, and perform manual work related to gas fitting.

4208B **Gas Service Repairman**

Installs, repairs, adjusts and replaces gas appliances of all types such as gas ranges, water heaters, furnaces, dryers, incinerators, refrigerators, and other gas appliances; detects and repairs leaks on appliances and piping; performs piping and connecting of appliances; installs and removes gas meters; performs emergency maintenance on gas appliances and piping. Performs other manual work related to installation of gas appliances. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

4208C **Gas Distribution Maintenance Man**

Performs work in the maintenance of equipment, fixtures and piping utilized in the control and distribution of gas; maintains equipment such as valves, regulators, gas holders and other equipment used in the distribution of gas.

Water Meter Repairing and Installing Series

Occupational Code: 4240

This series includes all positions the duties of which are to perform and/or supervise work in the installation, removal, repair, replacement and testing of water meters of all types used in public, private or industrial establishments. Also included is the troubleshooting of faulty water meters and related systems and piping.

The following are job titles authorized for use in the Water Meter Repairing and Installing Series. The title definitions include illustrative duties and are not all inclusive.

4240A Water Meter Repairman

Performs skilled manual work in the repair, testing, and maintenance of water meters for accurate operation and registration; disassembles, cleans, adjusts, repairs, and overhauls all types of water meters; examines and operates meters to locate difficulties; dismantles meters and repairs or replaces parts; makes adjustments to correct inaccuracies. May also install or replace water meters, as a secondary function. Performs related work. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

4240B Water Meter Repairman Helper

See general definition of Helper.

4240C Water Meter Installer

Performs skilled manual work in the installation, testing, adjustment, repair or replacement of water meters in public, private or industrial establishments; checks piping and meters for possible defects causing fluctuation of water consumption; installs or replaces water meters; makes minor repairs and adjustments to water meters; tests meters for accuracy of registration. Performs other manual work related to water meter installation. Shuts off water supply.

4240D Water Meter Tester

Tests water meters for accuracy of registration; operates water meter testing equipment; checks for leaks and other defects; tests meter prior to installation and meters already in

operation; adjusts and seals meter. May perform minor repairs and recommend overhaul.

4240E **Working Foreman Water Meter Repairman**

4240F **Working Foreman Water Meter Installer**

See general definition of Working Foreman.

Water and Sewer System Construction and Maintenance Series

Occupational Code: 4243

This series includes positions the duties of which are to perform and/or supervise work in the construction, maintenance and operation of water systems and/or sewer systems.

The following are job titles authorized for use in the Water and Sewer System Construction and Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

4243A **Water System Maintenance Craftsman**

4243B **Sewer System Maintenance Craftsman**

4243C **Water and Sewer System Maintenance Craftsman**

Performs skilled manual work in the construction, operation and maintenance of either water and/or sewer systems including work on reservoirs, water gates, sewers, side sewers, drains, mains and connectors; lays and connects service pipes with street mains and meters; lays and connects sewer pipes; locates and repairs water or sewer leaks; installs fire hydrants; operates water gates; turns on water for new service; inspects work of laborers and maintenance men to see that it conforms with specifications and blueprints; installs, repairs and tests water meters on a part-time basis; operates related motor equipment. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

4243D **Water System Maintenance Man**

4243E **Sewer System Maintenance Man**

4243F Water and Sewer System Maintenance Man

Performs semi-skilled manual work in the construction, operation and maintenance of either water and/or sewer systems including work on reservoirs, water gates, sewers, side sewers, drains, mains, and connectors; cuts, lays and caulks water, sewer or drain pipes using machine or hand tools to force sealing compound into joints to make them watertight; performs masonry duties in the construction of catch basins and other system brickwork structures; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes; on a part-time basis, reads water meters and checks them for over and/or under registration; replaces worn and broken parts in water and sewer systems; may work with private contractors to help them avoid hitting water or sewer mains and boxes during construction and excavation.

4243G Hydrant and Valve Maintenance Man

Takes apart and reassembles hydrants and valve mechanisms for the purpose of repairing worn or broken parts that cause leaks or other malfunctions; lubricates valves and adjusts their settings; inspects hydrant rods, thrust plates, nozzles, packing and glands and other parts on a regular basis; after fires, inspects hydrants to insure the water level is such that freezing will not occur and if freezing does occur, thaws out hydrant; repairs and replaces gates and curb boxes and performs routine maintenance work on them.

4243H Manhole and Catch Basin Builder

Builds manholes and catch basins in water and sewer systems; raises and lowers manhole covers; sets up guidelines for setting brick in mortar, spreads mortar and places brick or cement blocks in place and checks to see work is in accordance with specifications or blueprints; repairs and maintains manholes, catch basins and other water and sewer structures; estimates equipment, materials and supplies needed to complete a job and may supervise a laborer.

4243I Sewer Cleaner

In locations where Laborers do not perform a majority of the sewer cleaning duties, the Sewer Cleaner cleans out sludge, trash and muck from sewers on a full-time basis; removes lids or gratings, climbs down into catch basin and removes and

disposes of solid substances from sewer and removes such substances from all parts of the sewer and water systems.

4243J **Pipe Layer**

Prepares ditches and excavations for laying pipes; lays glazed or unglazed clay, concrete or iron or other metal pipes; does pick and shovel work in smoothing bottom of trenches; receives pipe being lowered from above the trench and makes the connection with the pipeline; caulks the joints and seals all connections; taps water mains; may replace broken or leaking pipes and perform pipe maintenance tasks; performs masonry and concrete work and may paint pipe bridges. A Pipe Layer performs many of the duties of a Water and Sewer Maintenance Man but only as far as laying pipe is concerned; he does not work in reservoirs, gates or other water and sewer system locations.

4243K **Working Foreman Pipelayer**

4243L **Working Foreman Water System Maintenance Craftsman**

4243M **Working Foreman Sewer System Maintenance Craftsman**

4243N **Working Foreman Water and Sewer System Maintenance Craftsman**

4243O **Working Foreman Water System Maintenance Man**

4243P **Working Foreman Sewer System Maintenance Man**

4243Q **Working Foreman Water and Sewer System Maintenance Man**

4243R **Working Foreman Sewer Cleaner**

See general definition of Working Foreman.

PRINTING AND REPRODUCTION GROUP 4400

Printing Press Operating Series

Occupational Code: 4406

This series includes all positions the duties of which are to perform and/or supervise work involved in the operation of presses in the reproduction of all types of printed matter in a print shop or plant using letterpress, offset or similar printing equipment. Also included is related work such as layout and setting up equipment, minor repair to equipment and other duties related to the printing process.

The following are job titles authorized for use in the Printing Press Operating Series. The title definitions include illustrative duties and are not all inclusive.

4406A Printer

Sets up and operates printing presses and related equipment, including letterpress, offset and other printing equipment. Performs planning duties such as estimating operating time and quantity of materials needed. Performs minor maintenance of equipment. Performs layout work and setting type. Does other related work such as cutting paper, storing materials, conducting inventories, ordering supplies, operating cameras, cutters, collators, developing plates and similar duties related to the printing operation.

4406B Apprentice Printer

Performs duties assisting a printer in the operation of presses. Estimates costs, orders and stores supplies, sets type and other duties related to printing process. Duties are performed for the purpose of learning the printing trade.

Bookbinding Series

Occupational Code: 4441

This series includes all positions the duties of which are to perform and/or supervise skilled manual work involved in hand binding and repairing of books and other bound printed material.

The following are job titles authorized for use in the Bookbinding Series. The title definitions include illustrative duties and are not all inclusive.

4441A **Bookbinder**

Binds and repairs various types of books. Takes apart, sews and resews books. Performs cutting, trimming and gluing of pages. Constructs and repairs bookcovers. Performs other minor repairs such as taping and reinforcing damaged books.

4441B **Assistant Bookbinder**

Assists in performing duties as described for Bookbinder under direct supervision.

4441C **Apprentice Bookbinder**

See general definition of Apprentice.

4441D **Working Foreman Bookbinder**

See general definition of Working Foreman.

WOODWORK GROUP 4600

Cabinet Making Series

Occupational Code: 4605

This series includes positions the duties of which are to perform and/or supervise skilled carpentry work in the construction, alteration or repair of precisely finished wooden articles such as cabinets and furniture.

The following are job titles authorized for use in the Cabinet Making Series. The title definitions include illustrative duties and are not all inclusive.

4605A **Cabinet Maker**

Performs skilled carpentry work necessary to fabricate and assemble high grade furniture. Makes and repairs cabinets, cornices, bookcases, and furniture. Operates woodworking machines and power tools. Performs hard finishing carpentry work of a highly skilled nature. Uses a variety of carpentry tools and performs such activities as measuring, sawing, squaring, sanding, fitting and fastening.

4605B **Working Foreman Cabinet Maker**

See general definition of Working Foreman.

Carpentry Series

Occupational Code: 4607

This series includes all positions the duties of which are to perform and/or supervise skilled wood working duties in construction, alteration and repair of structures, buildings, fixtures, equipment and other articles made of wood and similar material. Work also involves performance of routine manual duties necessary to carpentry work.

The following are job titles authorized for use in the Carpentry Series. The title definitions include illustrative duties and are not all inclusive.

4607A **Carpenter**

Constructs, alters and repairs structures, buildings, furniture, equipment and fixtures made of wood or similar materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structual wood work, floors, stairways, and fixtures. Performs such activities as measuring, sawing, squaring, drilling, sanding, fitting, and fastening. Performs repair of such equipment as desks, chairs, tables, shelves, and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames, and screens. Performs other carpentry duties as required.

4607B **Carpenter Helper**

See general definition of Helper.

4607C **Working Foreman Carpenter**

See general definition of Working Foreman.

Saw Mill Operating Series

Occupational Code: 4608

This series includes all positions the duties of which are to perform and/or supervise work involved in the preparation of logs and/or wooden stock for cutting and storing of lumber in a sawmill.

The following are job titles authorized for use in the Saw Mill Operating Series. The title definitions include illustrative duties and are not all inclusive.

4608A **Saw Mill Operator**

Operates a saw mill for the purpose of cutting wooden stock to size. Saws lumber using machines and hand saws. Examines lumber for defects such as splits and decay. Loads, unloads and moves lumber and/or logs. Sharpens or adjusts saws. Performs manual duties in the storing of lumber and other routine duties necessary to sawmill operations.

Furniture Repairing Series

Occupational Code: 4613

This series includes all positions the duties of which are to perform and/or supervise work involved in the repairing of furniture such as desks, chairs, tables and cabinets.

The following are job titles authorized for use in the Furniture Repairing Series. The title definitions include illustrative duties and are not all inclusive.

4613A **Furniture Refinisher**

Performs furniture refinishing duties in the repair and resurfacing of desks, chairs, tables and cabinets. Repairs and reinforces furniture. Removes old finishes and paint. Mixes and applies stains, varnishes, shellacs, and paints. May use various power tools such as sanders and drills. Performs other manual duties necessary in refinishing furniture.

GENERAL MAINTENANCE AND OPERATIONS WORK GROUP 4700

Highway Construction and Maintenance Series

Occupational Code: 4707

This series includes positions the duties of which are to perform and/or supervise the performance of unskilled, semi-skilled and skilled work in the repair, maintenance and construction of roads, streets, and sidewalks.

The following are job titles authorized for use in the Highway Construction and Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

4707A **Highway Maintenance Craftsman**

Performs skilled manual work requiring journeyman level skills in the construction and repair of roads, streets, and sidewalks; and journeyman level work in masonry, carpentry, and other related construction work; does excavating, bracing, and grading; spreads stone; rakes asphalt; constructs cement and brick sidewalks; sets edgestones; repairs manholes and drains; and performs other semi-skilled and unskilled manual tasks necessary for performance of work. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

4707B **Highway Maintenance Man**

Performs semi-skilled manual work requiring skills of less than journeyman grade in the construction and repair of roads, streets, and sidewalks; does excavating, bracing, and gradings; assists in the construction of cement and brick sidewalks; sets edgestones; repairs manholes; and does other manual duties related to highway maintenance work.

4707C **Asphalt Raker**

Spreads hot asphalt material evenly by raking material to predetermined thickness; flattens surface with heated roller; checks the evenness of the asphalt surface and assures that it is flat.

4707D **Blaster**

Drills holes in stones and large rocks; clears dust away and inserts explosive charges; covers the charges with logs and mats; sets off explosive charges; and is responsible for seeing that safety precautions are adhered to in the blasting areas.

4707E **Bracer**

Digs trenches and other excavations for sewer and water pipe and other underground installation, repair, and maintenance; measures and cuts wood to be used for sidewalls in these trenches; secures sheathing, braces and timber in place during the construction of bracing walls; and for lengthy projects, makes periodic checks and repairs of bracing.

4707F **Curb Setter**

Excavates and prepares trenches for the installation of curbstones and cornerstones; sets curbstones and cornerstones made of stone, granite, precast concrete and other materials along highways, streets or walks; prepares trenches with beds of concrete; and performs other manual work related to the setting of curbstones and cornerstones.

4707G **Drillman**

Drills stone for the purpose of breaking it up; and helps remove it in relation to highway construction.

4707H **Working Foreman Asphalt Raker**

4707I **Working Foreman Highway Maintenance Man**

4707J **Working Foreman Highway Maintenance Craftsman**

4707K **Working Foreman Curb Setter**

See general definition of Working Foreman.

Public Works Construction and Maintenance Series

Occupational Code: 4742

This series includes positions the duties of which are to perform and/or supervise skilled, semi-skilled and unskilled labor tasks of construction, maintenance, operation, and repair in connection with public works projects and services.

The following are job titles authorized for use in the Public Works Construction and Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

NOTE: This series is used for positions which are concerned with a variety of public works projects. If employees work only on water and/or sewer systems see Code 4243. If employees work only on maintenance and repair of public buildings and structures, including their utility systems, see Code 4752. If employees work only on the repair, maintenance, and construction of roads, streets and sidewalks, see Code 4707.

4742A **Public Works Maintenance Craftsman**

Performs journeyman level skilled labor duties in the construction, repair, and maintenance of water and sewer systems, highway and traffic systems, building maintenance and similar public works projects; installs and maintains water and sewer services; lays main pipes; puts in water gates; packs and repairs gates; connects house services; tap, seals, and caulks piping; installs and repairs water meters and hydrants; directs emergency repair crews working on water leaks and breaks; may perform cement work in putting in sidewalks or other structures; when working on highway projects, places curbs; sets catch basins; builds manholes and drains; sets up forms, spreads cement and/or asphalt for roads and walkways; operates power tools, tapping machines, rodding machines; performs blacksmith, welding, carpentry, and building maintenance tasks. Checks for satisfactory completion. Incidentally may supervise a small crew of workers at a lower skill level as laborers, helpers, and maintenance men.

4742B **Public Works Maintenance Man**

Under direction, performs semi-skilled tasks involving manual labor in the maintenance of public works; excavates, braces, grades, spreads stone, and rakes asphalt; assists a craftsman on masonry work and in repairing and building manholes and catch basins; assists in laying and adjusting water and sewer pipes; caulks and seals water pipe connections; assists in the installation, replacement, repair and testing of water meters; surfaces, resurfaces and patches streets, sidewalks, parking areas and bridges. Occasionally is assisted by laborers.

4742C **Working Foreman Public Works Maintenance Craftsman**

4742D **Working Foreman Public Works Maintenance Man**

See general definition of Working Foreman.

Handyman Series

Occupational Code: 4749

This series includes all positions the duties of which are to perform a variety of trade or craft duties at less than the jour-

neyman level and considered to be of a "handyman" nature in the upkeep, construction, repair, and maintenance of buildings, facilities and other projects. Maintenance work is involved which calls for a limited knowledge of skills associated with a variety of trades or crafts such as carpentry, electrical work, painting, plumbing, and plastering. Also involved is the moderately skilled use of general and some specialized tools and equipment normally employed in various trades. Excluded from this series are all positions requiring a predominant knowledge of any one trade or craft.

The following are job titles authorized for use in the Handyman Series. The title definitions include illustrative duties and are not all inclusive.

4749A **Construction Handyman**

May be assigned to any job to perform semi-skilled labor duties but not at the journeyman level; assists skilled tradesmen in masonry, painting, cementing, carpentry, or other types of work; makes miscellaneous repairs on buildings, roadways or other structures; patches plaster; repairs brick or block foundations, manholes and catch basins; repairs doors and locks; sets window panes; builds concrete forms; repairs pavement and stone linings; mixes mortar and cement. This job differs from a Journeyman Helper in that this individual can be assigned anywhere whereas a Journeyman Helper works with one craftsman or tradesman.

4749B **Mechanical Handyman**

May be assigned to any job to perform semi-skilled labor duties but not at the journeyman level; assists skilled tradesman in machine shop work, power plant repairs, boiler repairs, repairing and sharpening tools, automotive repairs and other miscellaneous mechanical repair work. This job differs from a Journeyman Helper in that this individual can be assigned anywhere whereas a Journeyman Helper works with one craftsman or tradesman.

Building Maintenance Series

Occupational Code: 4752

This series includes positions the duties of which are to perform inspection and maintenance repair of buildings and other structures including the electrical, plumbing, and heating sys-

tems of the buildings. Positions in this series include working on either a scheduled maintenance program or handling emergency repair problems.

The following are job titles authorized for use in the Building Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

4752A **Building Maintenance Craftsman**

Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skill in at least two of the following areas: carpentry, painting, plumbing, plastering, and other trades. Performs such duties as repairing and painting roofs, doors, locks, furniture, cabinets, shelves, stairs, and sinks. Performs some electrical work not requiring a licensed electrician such as replacing cords, fuses, and light fixtures. Maintains and repairs motors, fans, and furnaces. Replaces pipe and performs other plumbing maintenance or replacement duties. May spend a small portion of his time working on the grounds cutting grass, trimming shrubs, and doing other grounds maintenance duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

4752B **Building Maintenance Man**

Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring a variety of skills of less than journeyman level in carpentry, painting, plumbing, plastering, welding, sheet metal work, and other skilled trades. Performs other miscellaneous work such as repairing window screens, keeps grounds in order. Performs other manual duties such as receiving and storing supplies.

4752C **Working Foreman Building Maintenance Craftsman**

4752D **Working Foreman Building Maintenance Man**

See general definition of Working Foreman.

Airport Maintenance Series

Occupational Code: 4759

This series includes all positions the duties of which are to

perform and/or supervise work involved in maintenance and repair of airport facilities and grounds, including paved areas, runways, buildings, and lighting systems and the operation and maintenance of airport motor equipment.

The following job titles are authorized for use in the Airport Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

4759A **Airport Maintenance Man**

Maintains and repairs airport grounds, structures, and facilities; repairs and maintains runways, taxiways, and other paved areas; paints lines and numbers; inspects, maintains, and repairs runway and taxiway lights; operates and maintains a variety of airport motor equipment including snow plows, jeeps, fire trucks, cars, trucks and other equipment; performs building maintenance duties such as painting, cleaning, repairing locks, and grounds-keeping duties such as cutting grass, removing snow, and other related duties.

4759B **Working Foreman Airport Maintenance Man**

See general definition of Working Foreman.

GENERAL EQUIPMENT MAINTENANCE GROUP 4800

Mechanical Repairing Series

Occupational Code: 4801

This series includes all positions the duties of which are to perform and/or supervise repair and maintenance of miscellaneous mechanical equipment requiring knowledge of the functioning of the particular equipment repaired and sufficient journeyman skills to accomplish the repair of the equipment.

The following job titles are authorized for use in the Mechanical Repairing Series. The title definitions include illustrative duties and are not all inclusive.

4801A **Hospital Mechanical Repairman**

Repairs a variety of non-surgical hospital equipment such as hospital beds, cribs, wheel chairs, food trucks, litters and

other equipment and furniture used in hospital. Excluded are x-ray equipment and operating room equipment and other complex equipment.

4801B **Mechanical Equipment Repairman**

Maintains and repairs mechanical tools and equipment such as power saws, hand mowers, power mowers, playground equipment, farm machinery; repairs pumps in swimming pools and other equipment not of a complex nature requiring less than journeyman metal working skills to accomplish repairs. Excluded also are repairs of equipment which requires an extensive knowledge of electric circuitry.

4801C **Working Foreman Mechanical Equipment Repairman**

4801D **Working Foreman Hospital Mechanical Repairman**

See general definition of Working Foreman.

Recreation Machinery Operation and Maintenance Series

Occupational Code: 4871

This series includes all positions the duties of which are to perform and/or supervise work involved in operating and maintaining machinery and equipment at skating rinks, ski areas and other facilities such as ice resurfacing equipment, ice-making equipment, ski tows, and lifts; and performing related building and grounds maintenance at the recreation area.

The following job titles are authorized for use in the Recreation Machinery Operation and Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

4871A **Skating Rink Equipment Operator and Repairman**

Operates and repairs Zamboni ice resurfacing machine and other equipment in a skating rink; performs complete maintenance and repair of Zamboni machines, refrigeration, and heating units; resurfaces ice with Zamboni machine during an assigned shift; performs other manual duties necessary in repair of Zamboni machines and skating rink equipment. In-

cidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

4871B **Skating Rink Equipment Operator**

Operates a Zamboni ice resurfacing machine in a skating rink during assigned shifts to prepare ice surfaces for skating; repairs ice surface if necessary; performs other manual duties assigned pertaining to efficient ice skating rink operation.

4871C **Skating Rink Maintenance Man**

Performs general ice skating rink maintenance duties; repairs damaged boards, broken seats or benches; maintains restrooms; replaces lights; performs janitorial duties; checks ice making equipment gauges for proper temperature; secures protective wire barriers; performs other manual duties assigned necessary to efficient ice skating rink operation. May also incidentally operate a Zamboni ice resurfacing machine.

4871D ***Ski Tow Operator**

Operates and maintains all types of ski tows and lifts including rope tows, J-bar lifts, chair lifts and other types; maintains mechanical parts and motors of the lifts; performs other related maintenance duties at the ski area.

AGRICULTURAL, FORESTRY AND KINDRED OCCUPATIONS GROUP 5000

Farming Series

Occupational Code: 5002

This series includes positions the duties of which are to perform manual labor tasks in the operation and maintenance of a farm.

The following are job titles authorized for use in the Farming Series. The title definitions include illustrative duties and are not all inclusive.

5002A **Farm Hand**

Performs manual labor tasks in the operation of a farm; assists in the planting, plowing, and harvesting of crops; does related pick and shovel work; operates some uncomplicated

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types of farm equipment; attends to livestock; under supervision sprays crops to protect them from insect damage; may perform repair and maintenance tasks on barns and other farm structures.

5002B **Working Foreman Farm Hand**

See general definition of Working Foreman.

Gardening Series

Occupational Code: 5003

This series includes all positions the duties of which are to perform and/or supervise work involved in care and maintenance of trees, lawns, shrubs, flowers, and other plants, requiring a knowledge of horticulture and having responsibility for determining care required by plants.

NOTE: Excluded from this series are positions the duties of which are primarily physical and have no responsibility for determining care required by plants.

The following are job titles authorized for use in the Gardening Series. The title definitions include illustrative duties and are not all inclusive.

5003A **Gardener**

Performs work involved in planting, caring for, and maintaining gardens, shrubs, lawns, flowers, trees, and other plants; seeds lawns and gardens; prunes trees and shrubs; plants and transplants flowers; performs weeding and watering; sprays for insects and plant diseases; cares for lawns and ornamental gardens. Determines care needed by plants, trees, flowers, shrubs, lawns; performs related manual tasks such as cutting grass, removing snow, raking, and digging. Uses equipment, tools, and vehicles necessary to gardening work.

5003B **Working Foreman Gardener**

See general definition for Working Foreman.

Cemetery Maintenance Series

Occupational Code: 5004

This series includes positions the duties of which are to perform manual duties at all skill levels in the preparation and maintenance of a cemetery.

The following are job titles authorized for use in the Cemetery Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

5004A **Cemetery Maintenance Craftsman**

Performs a variety of skilled tasks in the care and maintenance of a cemetery. Plans and measures new lots. Performs journeyman level masonry skills in putting in cement foundations for monuments. Straightens tipped stones and fills in sunken graves. Performs skilled duties in the care and maintenance of lawns, flower beds, trees, shrubbery, and performs other related manual tasks. Uses power mowers and hand machines. Performs other related unskilled tasks such as raking, watering and weeding, painting, cleaning, and snow removal; and minor maintenance of mechanical equipment and apparatus. Repairs mechanical equipment and apparatus. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

5004B **Cemetery Maintenance Man**

Performs a variety of semi-skilled tasks in the care and maintenance of a cemetery. Plans and measures new lots. Excavates site and puts in cement foundations for monuments. Straightens tipped stones and fills in sunken graves. Grades and seeds lots. Plants and trims shrubbery and trees. Maintains flower beds and lawns. Uses power mowers and hand machines. Performs raking, watering, and weeding and other related manual tasks. May also perform some other general duties such as painting, cleaning, and snow removal. May also perform minor maintenance of mechanical equipment and apparatus.

5004C **Working Foreman Cemetery Maintenance Craftsman**

5004D **Working Foreman Cemetery Maintenance Man**

See general definition of Working Foreman.

Park Maintenance Series

Occupational Code: 5005

This series includes positions the duties of which are to per-

form and/or supervise the performance of labor tasks in the preparation and maintenance of a park or recreation area.

The following are job titles authorized for use in the Park Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

5005A **Park Maintenance Craftsman**

Performs miscellaneous manual tasks requiring the highest degree of skill in the maintenance and care of recreation areas, athletic fields, parks and playgrounds; performs journeyman level carpentry and masonry duties; performs grounds maintenance duties: plants, seeds, rakes, fertilizes and grades, cuts, waters and trims fields and park areas; performs skilled mechanical repair of power mowers, tractors, and other equipment; constructs and repairs chain link fences, benches, grandstands, playground apparatus such as see-saws, slides, and swings. Performs other general duties such as painting, flooding skating areas, trimming trees and bushes, setting up and lining athletic fields, operating motor equipment in connection with such duties and other related manual duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

5005B **Park Maintenance Man**

Performs miscellaneous skilled and unskilled manual duties in the maintenance and care of recreation areas, athletic fields, parks and playground equipment; lines playing fields; floods grounds for skating; plants trees, shrubs, and flowers; replaces grass, repairs fences, water fountains, drainage systems, swings, slides, and other playground equipment; does painting and other maintenance work. Performs other related unskilled labor duties such as cleaning debris and shoveling snow. May also operate motor equipment in connection with such duties.

5005C **Working Foreman Park Maintenance Man**

5005D **Working Foreman Park Maintenance Craftsman**

See general definition of Working Foreman.

Forestry Working Series

Occupational Code: 5021

This series includes all positions the duties of which are to perform and/or supervise manual work in the maintenance

and care of trees and shrubs, such as cutting, trimming and other work assisting tree surgeons and tree climbers not requiring a knowledge of tree culture. Positions in this series also may perform repair and preventive maintenance of power tools and equipment used in forestry work.

The following job titles are authorized for use in the Forestry Working Series. The title definitions include illustrative duties and are not all inclusive.

5021A **Forestry Maintenance Man**

Performs miscellaneous semi-skilled duties in the care of trees; operates power saws, chain saws, and other power tools as well as motor equipment in the cutting, removal, and trimming of trees, brush, and shrubs; assists Tree Surgeons and Tree Climbers by holding lines and lowering limbs and in pest control spraying. Maintains and repairs power saws, chain saws, brush cutters, and other tools and equipment; grinds and sharpens tools and cutting blades; performs other related work necessary.

5021B **Forestry Worker**

Performs a variety of manual labor tasks in the care of trees; assists Tree Surgeons and/or Tree Climbers by handling ropes and guiding tree limbs to the ground; does not climb trees; assists in tree surgery by cleaning, preparing, sterilizing, and trimming areas of trees and aids in cutting and clearing foliage away from overhead utility facilities; assists in searching out and spraying for insect control; prunes trees and shrubs; cuts down trees and shrubs, chops and saws limbs; cleans up after work is completed and keeps tools clean, sharp, and in operational condition.

5021C **Sprayer Operator**

Mixes various tree sprays, weed killers, and pesticides. Operates spraying equipment and motor vehicles in the spraying of trees, shrubbery, flowers, lawns, and plants.

5021D **Working Foreman Forestry Maintenance Man**

5021E **Working Foreman Forestry Worker**

See general definition of Working Foreman.

Tree Culture Working Series

Occupational Code: 5042

This series includes all positions the duties of which are to perform and/or supervise planting, transplanting, cultivating and general propagation and care of trees and shrubbery. Included in this series are positions which perform manual duties requiring a knowledge of tree culture.

The following are job titles authorized for use in the Tree Culture Working Series. The title definitions include illustrative duties and are not all inclusive.

5042A **Tree Surgeon**

Performs a variety of skilled and semi-skilled tasks in the maintenance, repair, and care of trees and shrubbery. Climbs trees and performs maintenance work such as preventing or repairing limb or trunk fractures by wiring or placing tree rods as needed. Performs trimming, shaping and cutting of trees and shrubbery. Treats, sprays, and fertilizes trees. Operates power saws, spray equipment, and other miscellaneous tools and equipment.

5042B **Tree Climber**

Performs semi-skilled manual labor in connection with the general care of trees where climbing is required. Cuts trees, repairs, and trims trees and shrubs; performs related tasks in the repair, maintenance, and care of trees and shrubs. Uses a variety of tools necessary to perform tree care and maintenance.

5042C **Working Foreman Tree Surgeon**

5042D **Working Foreman Tree Climber**

See general definition of Working Foreman.

Greenhouse Attending Series

Occupational Code: 5043

This series includes all positions the duties of which are to perform and/or supervise skilled and semi-skilled work requiring the knowledge of horticulture in a greenhouse in-

cluding duties involved in cultivation and planting of flowers, shrubs, and related manual duties.

The following are job titles authorized for use in the Greenhouse Attending Series. The title definitions include illustrative duties and are not all inclusive.

5043A **Greenhouse Gardener**

Performs miscellaneous tasks involved in the growing of annuals, perennials, and other plants. Pot plants for decorative use. Cultivates and tends flower beds. Performs other miscellaneous tasks such as fertilizing, outlining, and weeding. Maintains temperature and humidity of the greenhouse. Performs other related manual tasks in the greenhouse.

5043B **Greenhouse Attendant**

Performs manual work in the care and maintenance of a greenhouse; checks functioning of equipment; maintains temperature and humidity; cares for plants and shrubbery; performs watering, fertilizing, transplanting, and other manual labor tasks in a greenhouse.

5043C **Working Foreman Greenhouse Gardener**

5043D **Working Foreman Greenhouse Attendant**

See general definition for Working Foreman.

MISCELLANEOUS OCCUPATIONS GROUP 5200

Dump Caretaking Series

Occupational Code: 5209

This series includes positions the duties of which are to perform and/or supervise work, primarily of a manual character in the operation of dumps or landfills for the disposal of waste materials.

The following are job titles authorized for use in the Dump Caretaking Series. The title definitions include illustrative duties and are not all inclusive.

5209A **Dump Caretaker**

Oversees dumping at an area approved as dumping grounds; checks dump truck operators to see that they have a proper permit to dump and directs these trucks to particular areas of the dump; operates bulldozer for organizing dump area and burying and plowing under refuse; may keep records of number of refuse trucks unloaded; disposes of dead animals; keeps the dump in an orderly and clean condition and sees that dumping and refuse disposal laws and policies are adhered to; opens and closes gates at operating hours at the dump.

5209B **Working Foreman Dump Caretaker**

See general definition for Working Foreman.

FIXED INDUSTRIAL EQUIPMENT MAINTENANCE GROUP 5300

Air Conditioning and Refrigeration Equipment Repairing Series

Occupational Code: 5306

This series includes all positions which perform skilled work involved in the installation, repair, and maintenance of refrigeration and air conditioning equipment. Included also are positions which require the performance of duties of a less skilled nature in the trade.

The following are job titles authorized for use in the Air Conditioning and Refrigeration Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5306A **Air Conditioning and Refrigeration Repairman**

Installs, maintains, checks for malfunctioning, and repairs air conditioning and refrigeration equipment, including controls, related fixtures, and piping. Maintains and repairs motors, fans, air compressors, and cooling towers. Adjusts air conditioning dampers, control, and safety valves. Replaces filters and other system components when necessary. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

5306B **Air Conditioning and Refrigeration Repairman Helper**

See general definition of Helper.

5306C **Electric Refrigeration Repairman**

Operates, maintains, and cares for electric refrigerators, freezing and cold storage equipment; makes repairs to other miscellaneous electrical machinery. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

Heating Equipment Repairing Series

Occupational code: 5309

This series includes positions the duties of which are to perform and/or supervise skilled work in the installation, repair, and maintenance of oil or gas fired heating units, steam boilers, hot air furnaces and other similar heating equipment. Positions also include routine manual duties related to repair or preventive maintenance. Positions which require an electrician's licenses are not included.

The following are job titles authorized for use in the Heating Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5309A **Oil Burner Repairman**

Installs, repairs, and maintains oil burners. Checks fuel draft and makes necessary adjustments to damper. Inspects and maintains controls, draft inducers, smoke stacks, chimneys, and piping. Performs preventive maintenance and necessary cleaning of all component parts. Troubleshoots oil burner; repairs and replaces parts, and returns oil burner to operating condition. Incidentally may supervise a small crew of workers at a lower level such as a laborer, helpers, and maintenance men.

5309B **Oil Burner Repairman Helper**

See general definition of Helper.

5309C **Boiler Maintenance Man**

Performs maintenance and repair of steam boilers; changes filter; repairs brick work in fire boxes; makes minor

mechanical repairs; cleans and paints boilers, piping, and fixtures and performs other manual work related to boiler maintenance.

5309D **Working Foreman Oil Burner Repairman**

See general definition of Working Foreman.

5309E **Oil Burner Maintenance Man**

Services and maintains oil burners; observes flame and determines cause of faulty operation; cleans sediment bowl and strainer; checks flue draft and adjusts damper. Performs other work related to oil burner maintenance.

Locksmith Series

Occupational Code: 5311

This series includes all positions the duties of which are to perform and/or supervise work in the repair and installation of locks of all types. Included is the making of keys and other manual duties related to lock repair and installation.

The following are job titles authorized for use in the Locksmith Series. The title definitions include illustrative duties and are not all inclusive.

5311A **Locksmith**

Installs and repairs locks in doors, desks, and filing cabinets. Disassembles and repairs locks. Repairs or replaces worn or defective tumblers or other parts. Changes lock combinations. Cuts new or replacement keys. Uses hand tools and special equipment needed to perform work. Performs manual duties related to lock repair and installations.

Millwright Series

Occupational Code: 5315

This series includes all positions the duties of which are to perform and/or supervise work in dismantling, moving, assembling and installing industrial machinery, and the repair and maintenance of such machinery.

The following job titles are authorized for use in the Millwright Series. The title definitions include illustrative duties and are not all inclusive.

5315A **Millwright**

Maintains and sets up various types of machinery and equipment such as pumps, boilers, power generating machinery, or other related equipment; performs tooling necessary to repair and maintain machinery and equipment and performs related duties as required.

Flood Control Equipment Repairing Series

Occupational Code: 5318

This series includes all positions the duties of which are to perform and/or supervise work involved in repairing and maintaining flood control machinery and equipment such as pumps, engines, locks, dams and gates, as well as the repair of concrete dikes, buildings, structures, and grounds of flood control sites.

The following job titles are authorized for use in the Flood Control Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5318A **Flood Control Equipment Repairman**

Repairs, maintains, and tests flood control pumping equipment and related machinery; takes down, cleans, repairs and reassembles pumps, engines, and other machinery; performs maintenance of pumps, engines, and other equipment; repairs concrete walls and dikes; fills in cave-ins; operates pumps, gates, motors, and valves. Performs other related manual duties.

5318B **Flood Control Equipment Maintenance Man**

Maintains and tests flood control pumping equipment and related machinery and performs repair of concrete dikes; repairs gasoline engines driving flood pumps; performs scheduled or periodic maintenance of engines; repairs concrete walls and dikes; re-caulks expansion joints; fills in cave-ins at dikes; maintains gates and dams; operates pumps, gates, motors, and valves. Performs other related manual duties.

5318C **Working Foreman Flood Control Equipment Maintenance Man**

See general definition for Working Foreman.

Oiling and Greasing Series

Occupational Code: 5323

This series includes all positions the duties of which are to perform and/or supervise work involved in lubricating the moving parts or wearing surfaces of mechanical equipment such as power plant equipment.

The following are job titles authorized for use in the Oiling and Greasing Series. The title definitions include illustrative duties and are not all inclusive.

5323A ***Oiler**

Under supervision of a power plant engineer, maintains proper lubrication of equipment and machinery in a power plant; assists in operating and repairing equipment; records gauge readings; cleans engines and work areas; maintains proper oil and lubrication levels and performs other related work.

Power Plant Machinery Repairing Series

Occupational Code: 5327

This series includes all positions the duties of which are to perform and/or supervise work in the maintenance, repair, testing, overhaul, and modification of power plant mechanical equipment of all types. Excluded from this series are positions the duties of which are related to repair of electrical equipment.

The following job titles are authorized for use in the Power Plant Machinery Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5327A **Power Plant Equipment Repairman**

Maintains, tests, repairs, overhauls, and modifies power station mechanical equipment or similar equipment such as turbines, pumps, compressors, engines, valves, and auxiliary equipment or other power plant machinery; replaces parts of equipment; adjusts equipment and performs periodic maintenance. May also operate machine tools and power tools necessary in repair work, and performs related manual duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

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5327B **Working Foreman Power Plant Equipment Repairman**

See general definition of Working Foreman.

5327C **Power Plant Equipment Maintenance Man**

Performs maintenance work on diesel engines and auxiliaries, switch gears, pumps, motors, air compressors, filters, heat exchangers; inspects, cleans and lubricates equipment; changes filters, gaskets; operates machinery and equipment as required.

5327D **Working Foreman Power Plant Equipment Maintenance Man**

See general definition of Working Foreman.

Pumping Equipment Repairing Series

Occupational Code: 5348

This series includes all positions the duties of which are to perform and/or supervise work involved in installing, maintaining, and repairing all types of pumps, motors, generators, compressors, valves, piping, and other equipment used in water distribution systems, sewage disposal systems and flood control pumping stations, and any other types of similar systems.

The following job titles are authorized for use in the Pumping Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5348A **Water Machinery Repairman**

Installs, repairs, and maintains water distribution machinery such as pumps, motors, generators, valves, chlorinating equipment, engines, gates, piping, and other equipment involved in water and/or sewage pumping, distribution or treatment systems; performs periodic preventive maintenance and emergency troubleshooting and repair of equipment; maintains portable pumps and conveyors, booster pumps, filter bed equipment, and related systems. May perform pipefitting, welding or other skilled duties necessary in repair works, as well as other related duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

5348B **Water Machinery Maintenance Man**

Maintains and performs minor repairs to water distribution machinery, such as pumps, motors, engines, valves, chlorinating equipment, piping, valves, and other equipment involved in water and/or sewage pumping, distribution or treatment systems; oils and greases equipment; cleans screens; maintains pumps and tightens lines; changes chlorine cylinders and performs other related labor duties.

5348C **Sewage Plant Repairman**

Repairs various units of machinery and equipment used in sewage disposal or treatment facilities; repairs and maintains pumps, piping, valves, motors, chlorinating equipment, filter beds; greases, oils, and repacks pumps and other machinery; replaces bearings, worn parts, and components of specialized equipment. Operates machinery and equipment as necessary in connection with maintenance and repair and in emergency situations. Performs other work related to repair and maintenance of machinery and equipment. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

5348D **Sewage Plant Maintenance Man**

Maintains and assists in repairing machinery and equipment used in sewage disposal and treatment facilities, cleans sludge beds and other equipment; oils and greases equipment; maintains and assists in repair of pumps, filter beds, mixers, and other equipment. Performs other duties related to maintenance and repair of machinery and equipment used in sewage disposal and treatment facilities.

5348E **Working Foreman Sewage Plant Repairman**

5348F **Working Foreman Sewage Plant Maintenance Man**

See general definition of Working Foreman.

Reservoir Maintenance Series

Occupational Code: 5350

This series includes all positions the duties of which are to supervise and/or perform work involved in maintaining a

reservoir in sanitary condition by operating and making repairs to chlorine equipment and associated machinery, regulating the water supply in the reservoir and by guarding the reservoir and its watershed grounds from contamination by visitors.

The following job titles are authorized for use in the Reservoir Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

5350A **Reservoir Caretaker**

Operates chlorine equipment; takes daily residual tests, weighs chlorine and ammonia and adds proper amount as indicated; observes operation of chlorine machines to detect leaks or faulty operations and stops one machine and starts another if necessary; makes repairs such as changing cylinders, replacing faulty valves, adjusting hydraulic pumps, cleaning screws, and lubricating motors; reports need for major overhaul of equipment. Reads meter and water gauges, measures and records rainfall, and closes and opens gates to keep water in the reservoir at measured levels; makes daily and monthly reports for municipal and state agencies. Guards the reservoir and watershed from contamination by bathers, fishermen, picnickers, and other visitors.

5350B **Working Foreman Reservoir Caretaker**

See general definition of Working Foreman.

FIXED INDUSTRIAL EQUIPMENT OPERATIONS GROUP 5400

Boiler Plant Operating Series

Occupational Code: 5402

This series includes all classes of positions the duties of which are to supervise and/or perform work involved in the operation of one or more types of automatic or hand fired, high pressure boilers for heating or industrial purposes.

The following are job titles authorized for use in the Boiler Plant Operating Series. The title definitions include illustrative duties and are not all inclusive.

5402A *First Class Stationary Engineer

This is supervisory and skilled stationary engineering work as engineer in a first class steam plant. Work involves responsibility for supervising and participating in the operation, maintenance, and repair of high pressure boilers and auxiliary machinery and equipment as engineer-in-charge of a first class steam plant. Work is performed with technical independence in accordance with accepted trade practices, safety regulations, pertinent laws and ordinances, and requires the exercise of considerable initiative and judgement in determining operating condition of equipment, making repairs, and meeting emergency situations. Work is reviewed through inspection by state boiler inspectors. Supervision is exercised over stationary engineers and firemen assigned to the plant on any shift.

5402B *Second Class Stationary Engineer

This is skilled and responsible stationary engineering work, frequently involving supervisory responsibility. Work involves responsibility for the operation, maintenance, and repair of high pressure boilers and auxiliary machinery and equipment as engineer-in-charge of a second class plant, or as watch engineer of a first class plant on an assigned shift during which the services of a Second Class Stationary Engineer are required by state law. Work is performed with considerable technical independence in accordance with accepted trade practices, safety regulations, pertinent laws and ordinances, and requires the exercise of considerable initiative and judgement in determining operating condition of equipment, making repairs, and meeting emergency situations. Work is reviewed through reports and inspections. Supervision is exercised over assigned Steam Firemen.

5402C *Third Class Stationary Engineer

This is skilled and responsible stationary engineering work. Work involves the responsibility for the operation, maintenance, and repair of high pressure boilers and auxiliary machinery and equipment as engineer-in-charge of a third class steam plant, or as watch engineer of a higher class plant on an assigned shift during which the services of a Third Class Stationary Engineer are required by state law. Work is performed with considerable technical independence in ac-

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cordance with accepted trade practices, safety regulations, pertinent laws and ordinances, and requires the exercise of considerable initiative and judgement in determining operating condition of equipment, making repairs, and meeting emergency situations. Work is reviewed through reports and inspections. Supervision is exercised over assigned Steam Firemen.

5402D ***First Class Steam Firemen**

This is skilled work in firing boilers and operating auxiliary equipment. Work involves responsibility for supervising and participating in the operation and maintenance of boilers and auxiliary equipment for which state law requires a First Class Steam Fireman as fireman-in-charge, or for operating a higher pressure steam plant as watch fireman on an assigned shift during which the services of a First Class Steam Fireman are required by state law. Work is performed under supervision in accordance with standard trade practices, safety regulations, and pertinent laws and ordinances with review through reports and inspections. Supervision may be exercised over Second Class Steam Fireman.

5402E ***Second Class Steam Fireman**

This is semi-skilled and manual work in firing boilers and operating auxiliary equipment. Work involves the performance of semi-skilled and manual tasks in firing high pressure boilers and operating auxiliary boiler room equipment on an assigned shift during which the services of a Second Class Steam Fireman are required by state law. Work is performed under supervision in accordance with well established procedures or prior instructions, with review for conformance with accepted work standards and safety regulations.

Incinerator Operating Series

Occupational Code: 5403

This series includes all positions the duties of which are to perform and/or supervise the performance of manual tasks in the operation and maintenance of a municipal incinerator.

The following are job titles authorized for use in the Incinerator Operating Series. The title definitions include illustrative duties and are not all inclusive.

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5403A Ash Floor Attendant

Operates and controls the ash conveyor; skims residue from water surface in settling basin and at weir of ash pit conveyor; keeps ash floor area and ash collection area clean by shoveling, sweeping, or otherwise clearing ash and residue; removes noncombustible objects from charging hopper; assures, by directing them into position, that ash trucks are at the end of the conveyor to collect residue; may maintain operation logs of various incinerator equipment and perform general manual cleaning duties.

5403B Incinerator Utility Man

Drives and parks ash truck under ash hopper under the guidance of the ash floor attendant; drives filled ash truck from the ash collection area to the sanitary land fill area and unloads it; segregates refuse into predetermined classes; controls the disposal of bulky or noncombustible materials; assists in cleaning the ash collection and ash floor areas and performs other general manual cleaning duties.

5403C Incinerator Stoker

Maintains proper combustion in the incinerator furnaces; keeps furnaces properly charged, discharged, and regularly stoked; agitates fires and keeps them burning clean; cleans gates and grates; adjusts drafts; fans and dampers, and controls fires to insure maximum combustion and a minimum amount of smoke; checks the water level and flows in the ash removal system and performs routine adjustments and anti-plugging operation; assists in the cleaning of ash collection and ash floor areas and performs other general manual cleaning duties.

5403D Incinerator Machinery Repairman

Performs skilled mechanical and electrical repair work in the maintenance of incinerator machinery and appurtenances; disassembles equipment to replace broken or worn parts; greases and oils mechanical equipment; cleans grates or other areas where a build-up of materials would slow or halt the operation of the incinerator; performs general building maintenance and grounds keeping duties such as caring for lawns and shrubs and removing snow.

5403E **Incinerator Crane Operator**

At an incinerator, operates a crane and shovel and attachment equipment including clam-shell bucket, backhoe, scoop and dipper; operates crane to pick up, transport and deposit materials and refuse to be burned; makes minor repairs to the equipment and keeps it in good running condition.

5403F **Incinerator Working Foreman**

Works with and incidentally supervises the work of incinerator stokers, laborers, ash floor attendants, and utility men; works under the general supervision of the Incinerator Foreman.

Gas Systems Operating and Maintaining Series

Occupational Code: 5404

This series includes all positions the duties of which are to perform and/or supervise work involved in operating and maintaining natural and manufactured gas distribution, production, and control systems and equipment.

The following are job titles authorized for use in the Gas Systems Operating and Maintaining Series. The title definitions include illustrative duties and are not all inclusive.

5404A ***Gas System Operator**

Performs various duties required in the production, control, distribution, and measurement of gas; calculates and logs gas flow into distribution system; logs and controls gas pressure; operates equipment for gas distribution and performs other duties related in the distribution of natural or manufactured gas.

5404B ***Assistant Gas System Operator**

Assists the gas system operator in performing the duties as described.

Power Plant Operating Series

Occupational Code: 5407

This series includes all positions the duties of which are to

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perform and/or supervise work involved in the operation and minor maintenance of equipment such as switchboards, generators, turbines, and their related machinery to supply and distribute mechanical and electrical power.

The following job titles are authorized for use in the Power Plant Operating Series. The title definitions include illustrative duties and are not all inclusive.

5407A ***Electric Station Operator**

Controls operation of an electric power station or substation; operates and monitors equipment such as switchboards, high voltage circuit breakers, voltage regulators, relays, indicating meters, recording meters, and other electrical and mechanical equipment; starts and stops generators; controls generator regulation; performs tests of equipment and keeps records of tests; performs installation, adjustment, minor and emergency repair of meters and equipment; maintains storage batteries; may keep performance records. Also may perform inspection of equipment.

5407B ***Head Electric Station Operator**

In addition to performance of duties similar to those described above, supervises a small group of Electric Station Operators.

5407C ***Chief Electric Station Operator**

This title is used when the position supervises a workforce sufficiently large that two or more Head Electric Station Operators are required.

Treatment Plant Operating Series

Occupational Code: 5409

This series includes all positions the duties of which are to perform and/or supervise work involved in the operation and maintenance of water and/or sewage treatment equipment such as pumps, filter beds, motors, chlorinators, and other equipment used in water and/or sewer treatment and distribution systems.

The following job titles are authorized for use in the Treatment Plant Operating Series. The title definitions include illustrative duties and are not all inclusive.

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5409A ***Sewage Treatment Plant Operator**

Operates, maintains and repairs sewage treatment machinery and equipment. Makes routine laboratory tests of sewage at various stages of treatment in accordance with standardized procedures and adds treatment materials as required. Takes and records readings of instruments, makes adjustments in equipment as indicated, and maintains operations log. Checks machinery and equipment for malfunctions; conducts regular preventive maintenance; repairs and overhauls machinery and equipment. Is responsible for maintaining the treatment plant in a clean and orderly condition. May supervise personnel at a lower grade. Performs related duties.

5409B **Filter Beds Attendant**

Rakes filter beds to break up hardened layers of filter sand; shovels and otherwise removes designated sand to a certain depth for washing; places hoses and ejectors as required and shovels sand into ejectors; operates and tends sand washing, separating, and other related machinery; shovels and smooths layers of sand to desired height in filter beds; assists in the repair of pipes, equipment, grounds, and buildings of the filter system.

5409C **Working Foreman Filter Beds Attendant**

See general definition of Working Foreman.

5409D ***Filter Operator**

Operates and makes minor repairs to the equipment at a water filtration plant including chlorinators, dry chemical feed machines, operating tables and related motors, valves, gates, and recording instruments. Makes routine control tests in accordance with prescribed procedures and adjusts chemical feeds as indicated. Washes filters; increases or decreases rate flow as necessary. Reads, records, and replaces charts; keeps an inventory of chemicals. Performs related duties.

5409E ***Head Filter Operator**

In addition to performing the duties of a Filter Operator, supervises a small group of Filter Operators.

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5409F ***Head Sewage Treatment Plant Operator**

In addition to performing the duties of a Sewage Treatment Plant Operator, supervises a small group of Sewage Treatment Plant Operators.

NOTE: For Pumping Plant Operator and Attendant see Series 5449.

5409G ***Sewage Treatment Plant Attendant**

Performs routine duties in the operation and maintenance of sewage treatment plant equipment such as pumps, filters, chlorinating equipment, and incineration equipment; cleans pumps, screens, and grease collectors; opens and shuts valves, sluice gates, and other equipment; checks and tightens nuts and bolts; fills grease cups; moves chlorine tanks and performs other routine labor duties related to sewage treatment plant operation.

Drawbridge Operating Series

Occupational Code: 5430

This series includes positions the duties of which are to operate a drawbridge to control river or harbor traffic and to perform minor maintenance on the drawbridge.

The following job titles are authorized for use in the Drawbridge Operating Series. The title definitions include illustrative duties and are not all inclusive.

5430A ***Drawtender**

Operates controls to raise, lower, and/or turn a drawbridge as required by river or harbor traffic. Makes sure that the bridge is in good operating order at all times and free of obstructions. Oils and greases drawbridge, makes minor repairs, and notifies supervisor when major repairs are required.

Elevator Operating Series

Occupational Code: 5438

This series includes all positions the duties of which are to perform work involved in the operation of manual, electric, or hydraulic freight or passenger elevators.

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The following are job titles authorized for use in the Elevator Operating Series. The title definitions include illustrative duties and are not all inclusive.

5438A **Elevator Operator**

Operates a freight or passenger elevator in buildings or institutions to carry passengers or freight to proper floor. Carries supplies and equipment in elevator. Gives information as required to passengers.

Pumping Plant Operating Series

Occupational Code: 5449

This series includes positions the duties of which are to perform and/or supervise work involved in the operation and maintenance of pumping equipment and other machinery and auxiliary equipment for distribution of water, sewage, and other liquids in main station and sub-stations.

The following job titles are authorized for use in the Pumping Plant Operating Series. The title definitions include illustrative duties and are not all inclusive.

5449A ***Pumping Station Operator**

Operates, maintains, and repairs diesels and gas driven engines; electrically driven pumps, and auxiliary machinery and equipment in municipal sewage and/or water pumping, booster and flood control stations; takes readings on recording instruments and adjusts equipment as indicated to regulate flow of water and/or sewage and to control the amount of chlorine or other substance being added; maintains log of operations; inspects, cleans, and lubricates machinery; overhauls, maintains, and repairs machinery and equipment; maintains the building and grounds in clean and orderly condition. May supervise Laborers or Pumping Station Attendants.

5449B **Pumping Station Attendant**

Cleans pumps and sediment screens; polishes railings and fittings; assists operator in the operation or repair of plant equipment as directed; cleans interior of building; mows grass and shovels snow; performs painting and other minor maintenance duties.

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5449C **Working Foreman Pumping Station Attendant**

See general definition of Working Foreman.

5449D ***Head Pumping Station Operator**

In addition to performance of duties similar to above, supervises a small group of Pumping Station Operators.

5449E ***Chief Pumping Station Operator**

This title is used when the position supervises a workforce sufficiently large that two or more Head Pumping Station Operators are required.

MOBILE INDUSTRIAL EQUIPMENT OPERATIONS GROUP 5700

Motor Equipment Operating Series

Occupational Code: 5703

This series includes all positions the duties of which are to operate and/or supervise the operation of a variety of motor equipment ranging from passenger cars and light pick-up trucks to truck-trailer combinations having a registered gross weight in excess of 18 thousand pounds and specialized motor equipment other than hoisting equipment. Excluded from this series are positions the duties of which are to operate hoisting equipment such as cranes and power shovels when operation of such equipment is the primary function of the position. For such positions see Hoisting Equipment Operator, Code 5710.

The following are job titles authorized for use in the Motor Equipment Operating Series. The title definitions include illustrative duties and are not all inclusive.

5703A **Motor Equipment Operator**

Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of 3 tons or under; passenger automobiles; sidewalk plows and sweepers; small tractors, bulldozers and rollers. Loads and unloads trucks; picks up and hauls materials; transports personnel; plows and sands sidewalks; greases, oils, and cleans motor equipment; changes the tires

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and performs minor maintenance. May perform manual labor tasks when not working as a Motor Equipment Operator.

NOTE: If accessory equipment such as bulldozer blades, front end shovels, excavator shovels, sand and salt spreaders, or scoops are used with this motor equipment the position is classified as Heavy Motor Equipment Operator. No equipment will be included in this class where the operation requires other than a Class 3 license from the Registry of Motor Vehicles. Excluded are bus operators other than mini-bus operators.

5703B **Heavy Motor Equipment Operator**

Operates trucks with a rated capacity of more than 3 tons and up through 9 tons, large tractors, and equipment such as road sweepers, snow loaders, leaf loaders, snow fighters, sidewalk rollers, and road flushers. Loads and unloads trucks; picks up and hauls material; plows and sands highways; greases, oils, and cleans equipment; changes tires; performs minor maintenance. May occasionally operate equipment normally operated by a Motor Equipment Operator or perform manual labor duties.

NOTE: If accessory equipment such as bulldozer blades, front end shovels, excavator shovels, sand and salt spreaders or scoops are used with the trucks or tractors (3 through 9 tons) the position is classified Special Motor Equipment Operator. No equipment will be included in this class where the operation requires other than a Class 2 or 3 license from the Registry of Motor Vehicles. Excluded are bus operators other than mini-bus operators.

5703C **Special Motor Equipment Operator**

Operates any piece of motor driven equipment including trucks with a rated capacity of over 9 tons, tractors, semi-trailers, truck-trailer combinations, and special equipment such as road rollers, rotary snow plows, mobile highway graders, mobile bituminous spreaders, and tar distributors. Operation of equipment in this class usually requires a Class 1 license from the Registry of Motor Vehicles. Positions in this class also operate hoisting equipment where a special license from the Massachusetts Department of Public Safety is required and when the operation of this equipment is not a primary duty. Greases, oils, cleans, and performs other minor preventive maintenance on equipment including some servicing on the job for certain special equipment. May occasionally operate motor equipment of a lower level of difficulty.

5703D **Bus Operator**

Operates a bus for the purpose of transporting children to and from schools, athletic events, camps or other special activities or events; transports retarded or handicapped individuals to and from schools and special training classes as well as the elderly to and from hospitals, recreation areas or other locations; inspects bus before use and sees that proper maintenance is performed on it. Bus drivers must possess a Class 2 driver's license and a School Bus Operator License and/or Department of Public Utilities Bus Operator's License.

Hoisting Equipment Operating Series

Occupational Code: 5710

This series includes all positions the duties of which are to operate, for a major portion of time, hoisting equipment which is driven by (1) internal combustion engines or (2) electric or compressed air motors which are either (a) mechanically operated by levers, switches or valves through drums with cable or cables, or (b) hydraulic liquid operated through levers, switches, or valves having power cylinders and has arms and/or rams which include derricks, cranes, draglines, clamshells, orange peels, pile drivers, shovels, backhoes, front end loaders, trenching machines, and similar apparatus.

The following are job titles authorized for use in the Hoisting Equipment Operating Series. The title definitions include illustrative duties and are not all inclusive.

5710A **Hoisting Equipment Operator**

Operates hoisting equipment such as backhoes, cranes, power shovels, trench diggers, pile drivers, front end loaders, and catch basin machines where the equipment meets the above definition and where a special license from the Massachusetts Department of Public Safety is required. Changes tires and batteries; services and makes minor adjustments to equipment. May perform manual labor tasks or the duties of a Motor Equipment Operator for a minor portion of time.

NOTE: The authorized title for positions in this series is Hoisting Equipment Operator. However, municipalities may define the type of operation by adding Backhoe, Power Shovel, or another indicator if they so desire. However, for classification purposes all such positions will be considered Hoisting Equipment Operators by the Division of Civil Service.

Rigging Series

Occupational Code: 5722

This series includes all positions the duties of which are to supervise and/or perform work in the erection of staging, platforms and devices for raising and lowering persons or articles.

The following are job titles authorized for use in the Rigging Series. The title definitions include illustrative duties and are not all inclusive.

5722A **Rigger**

Selects, erects, and operates the necessary ropes, cables, chains, pulleys, winches, booms, cranes, and platforms for raising and lowering persons, supplies, materials, and equipment. Erects stagings and platforms for painters, construction workers, maintenance crews, and other persons. Erects safety and strengthening devices for construction and other projects.

5722B **Working Foreman Rigger**

See general definition of Working Foreman.

MOTOR EQUIPMENT MAINTENANCE GROUP 5800

Motor Equipment Maintaining Series

Occupational Code: 5806

This series includes all positions the duties of which are to perform and/or supervise work involved in periodic preventive maintenance, minor semi-skilled repairs and other routine servicing duties on motor equipment of all types including cars, trucks, heavy construction equipment, tractors, fork lifts, and other motor vehicles and equipment.

The following job titles are authorized for use in the Motor Equipment Maintaining Series. The title definitions include illustrative duties and are not all inclusive.

5806A **Motor Equipment Maintenance Man**

Performs servicing of motor equipment, minor repairs, and miscellaneous related labor duties; adjusts brakes, replaces fan belts, hose connections and light bulbs; inspects, tests, charges, fills, and replaces batteries; flushes and fills radiators;

5703D **Bus Operator**

Operates a bus for the purpose of transporting children to and from schools, athletic events, camps or other special activities or events; transports retarded or handicapped individuals to and from schools and special training classes as well as the elderly to and from hospitals, recreation areas or other locations; inspects bus before use and sees that proper maintenance is performed on it. Bus drivers must possess a Class 2 driver's license and a School Bus Operator License and/or Department of Public Utilities Bus Operator's License.

Hoisting Equipment Operating Series

Occupational Code: 5710

This series includes all positions the duties of which are to operate, for a major portion of time, hoisting equipment which is driven by (1) internal combustion engines or (2) electric or compressed air motors which are either (a) mechanically operated by levers, switches or valves through drums with cable or cables, or (b) hydraulic liquid operated through levers, switches, or valves having power cylinders and has arms and/or rams which include derricks, cranes, draglines, clamshells, orange peels, pile drivers, shovels, backhoes, front end loaders, trenching machines, and similar apparatus.

The following are job titles authorized for use in the Hoisting Equipment Operating Series. The title definitions include illustrative duties and are not all inclusive.

5710A **Hoisting Equipment Operator**

Operates hoisting equipment such as backhoes, cranes, power shovels, trench diggers, pile drivers, front end loaders, and catch basin machines where the equipment meets the above definition and where a special license from the Massachusetts Department of Public Safety is required. Changes tires and batteries; services and makes minor adjustments to equipment. May perform manual labor tasks or the duties of a Motor Equipment Operator for a minor portion of time.

NOTE: The authorized title for positions in this series is Hoisting Equipment Operator. However, municipalities may define the type of operation by adding Backhoe, Power Shovel, or another indicator if they so desire. However, for classification purposes all such positions will be considered Hoisting Equipment Operators by the Division of Civil Service.

motorized equipment; also included is the maintenance of storage batteries.

The following job titles are authorized for use in the Motor Equipment Electrical Systems Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5818A **Battery and Ignition Repairman**

Performs repair, installation, and maintenance of automotive electrical systems; installs and maintains storage batteries; performs ignition and electrical work on cars, trucks, tractors, heavy equipment, and other motor equipment; repairs automotive electrical systems, ignition systems, starters, coils, instruments, wiring, generators, and voltage regulators; performs tune-up and distributor work. Replaces or repairs defective electrical parts and performs wiring and related manual duties.

Motor Equipment Repairing Series

Occupational Code: 5841

This series includes all positions the duties of which are to perform and/or supervise work in the inspection, troubleshooting, adjustment, replacement of parts, and repair of all types of motor equipment, as well as the disassembly and overhaul of gasoline and diesel engines.

The following job titles are authorized for use in the Motor Equipment Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5841A **Motor Equipment Repairman**

Performs skilled repair and maintenance of motor equipment; inspects and troubleshoots gasoline and diesel internal combustion engine-powered vehicles and other engine-powered equipment; does tune-ups; repairs electrical systems; adjusts brakes and clutches; adjusts or replaces carburetors; does front-end work such as wheel alignment; removes and replaces clutches and transmissions; removes and disassembles diesel and gasoline engines; replaces faulty or work parts; grinds valves; performs engine overhauls; performs auto body work and related welding and metal working duties. May also perform preventive maintenance tasks such as lubrication and replacing oil filters and other similar duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborer, helpers, and maintenance men.

5841B Motor Equipment Repairman Helper

See general definition of Helper.

5841C Diesel Engine Repairman

Performs skilled repair of diesel equipment; troubleshoots diesel equipment to determine repairs; maintains and repairs diesel engines on trucks, heavy construction equipment, and other diesel powered equipment; repairs ignition, fuel, and electrical systems; disassembles and overhauls engines and transmissions; replaces clutches and other parts. Performs other preventive maintenance work such as adjusting brakes and related work.

5841D Working Foreman Motor Equipment Repairman

See general definition of Working Foreman.

Motor Equipment Body Working Series

Occupational Code: 5867

This series includes all positions the duties of which are to perform and/or supervise repair and finishing of motor equipment bodies of all types.

The following job titles are authorized for use in the Motor Equipment Body Working Series. The title definitions include illustrative duties and are not all inclusive.

5867A Metal Body Worker

Repairs metal bodies of motor vehicles and equipment such as cars, trucks, and heavy construction equipment; removes dents in automobile bodies; performs hammering, sanding, grinding, soldering, welding, and filing; may use plastic filler for repairing dents; replaces damaged parts such as doors, hoods, and fenders; paints and finishes bodies and performs related manual duties.

5867B Working Foreman Metal Body Worker

See general definition of Working Foreman.

Fire Apparatus Repairing Series

Occupational Code: 5877

This series includes all positions the duties of which are to perform and/or supervise repair and maintenance of vehicles and equipment used for fighting fires and rescuing persons, and the repair and maintenance of other fire department equipment.

The following job titles are authorized for use in the Fire Apparatus Repairing Series. The title definitions include illustrative duties and are not all inclusive.

5877A **Fire Apparatus Repairman**

Inspects, tests, troubleshoots, repairs, and maintains all types of fire department vehicles, equipment, and apparatus such as aerial ladder trucks, hose wagons, pumpers, rescue trucks, cars, and other fire fighting equipment. Overhauls engines, transmissions, differentials; repairs, maintains, and installs electrical systems, fuel systems, front-ends, brakes. Performs preventive maintenance duties and other related duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

5877B **Assistant Fire Apparatus Repairman**

Under the direction of a Mechanic assists in repair of fire fighting equipment, apparatus, vehicles, and equipment; assists mechanics in overhauling engines, repair and maintenance work. Lubricates and greases fire fighting equipment and performs other preventive maintenance duties.

5877C **Working Foreman Fire Apparatus Repairman**

See general definition of Working Foreman.

WAREHOUSING GROUP 6900

Tool Room Attending Series

Occupational Code: 6904

This series includes all positions the duties of which are to perform and/or supervise manual duties in the receipt, storage and distribution of tools, parts, equipment and other items

issued to workers on a permanent, temporary loan, or replacement basis. Work also includes maintenance and minor repair of tools and equipment. Incidental record-keeping duties are included.

NOTE: Excluded from this series are positions the major duties of which are clerical such as the maintenance of records and the requisitioning of replacement items. See Supply and Procurement Group, Code 2000 in Book II of the Manual.

The following are job titles authorized for use in the Tool Room Attending Series. The title definitions include illustrative duties and are not all inclusive.

6904A **Tool Keeper**

Receives, stores, and issues tools and equipment such as hand tools, dies, test equipment, extension cords, special purpose tools, safety equipment, parts, and materials. Issues items to workers on permanent or temporary loan basis or to replace previously issued items. Unpacks and stores tools in orderly arrangement. Receives tools returned from workers and checks for damage, wear, and/or operating condition. Makes minor repairs to tools and equipment and performs preventive maintenance duties.

Warehousing Series

Occupational Code: 6907

This series includes positions the duties of which are to perform and/or supervise work involved in physical warehousing operations and includes receiving, unloading, storing, shipping, and issuing items in a warehouse, central supply room, or public works yard.

The following job titles are authorized for use in the Warehousing Series. The title definitions include illustrative duties and are not all inclusive.

6907A **Yardman**

Loads, unloads, stacks, and stores materials and supplies arriving at the yard; unloads tank trucks; may place warning signs at construction sites, fires, and other danger areas; performs housekeeping and general cleaning chores in the yard area and its buildings; may, on a part-time basis, perform dispatcher duties; performs unskilled repair duties on equipment, traffic signals, streets, and other situations in an emergency; performs unskilled clerical duties such as keeping vehicle and supply records.

6907B **Working Foreman Yardman**

See general definition of Working Foreman.

Stock Handling Series

Occupational Code: 6959

This series includes all positions the duties of which are to perform and/or supervise work involved in the receipt, inspection, processing, routing, storage, and issuing of stock and equipment. Work does not require skill and is primarily of a manual nature.

The following job titles are authorized for use in the Stock Handling Series. The title definitions include illustrative duties and are not all inclusive.

6959A **Storeroom Helper**

Assists Storekeeper in receiving, unpacking, verifying, storing, and issuing supplies and equipment; checks contents of packages against purchase orders and invoices; transfers supplies to storage areas; fills requisitions by collecting various items and delivers them as requested; assists in packing, marking, and shipping merchandise for delivery or return for exchange or credit; performs housekeeping and cleaning duties and is responsible for keeping the storeroom clean and orderly.

Stores Delivery Series

Occupational Code: 6990

This series includes positions the duties of which are to perform and/or supervise work involved with the pick-up and delivery of supplies, mail, or other materials including food to schools, institutions, or other locations.

The following job titles are authorized for use in the Stores Delivery Series. The title definitions include illustrative duties and are not all inclusive.

6990A **Stores Delivery Man**

Loads and delivers supply orders to various schools, institutions, or other locations; picks up materials and supplies and returns them to the central supply area; delivers mail to these locations; assists in receiving and storing supplies as

they arrive at a central storage area and assists in taking periodic inventories; assists in filling and preparing supply orders for delivery; in connection with these duties, operates a motor vehicle.

LAUNDRY AND DRY CLEANING GROUP 7300

Laundry Working Series

Occupational Code: 7304

This series includes positions the duties of which are to perform and/or supervise the performance of routine laundry tasks to include washing, extracting, and ironing of clothes, linens, and other soiled garments and articles.

The following are job titles authorized for use in the Laundry Working Series. The title definitions include illustrative duties and are not all inclusive.

7304A Laundry Worker

Performs labor tasks in the laundry of a hospital, school, or other institution; collects soiled articles and sorts them according to color, degree of soil, type of material, and laundry routing; loads and unloads washing machines; loads and unloads drying machines; folds, separates, stacks, and bags the articles; irons articles, folds them, and operates a large flatwork ironer to press pieces; delivers cleaned articles to appropriate location and extracts torn, stained, or otherwise imperfect articles; washes, mops, and cleans laundry area and equipment.

7304B Senior Laundry Worker

Supervises Laundry Workers and participates in duties as described. Schedules and inspects work of Laundry Workers.

7304C Principal Laundry Worker

This title is authorized when the operation is sufficiently large enough to warrant two or more Senior Laundry Workers.

FOOD PREPARATION AND SERVICE GROUP 7400

Baking Series

Occupational Code: 7402

This series includes all positions the duties of which are to perform and/or supervise work involved with the production of finished bakery goods including bread, pastry, cookies, pies, rolls, and other bakery products.

The following are job titles authorized for use in the Baking Series. The title definitions include illustrative duties and are not all inclusive.

7402A **Baker**

Supervises and performs the making of all bakery products; baking bread and preparing it for use; operates mixers, bread slicers, and other related machinery. Prepares dough and dessert fillings. Calculates quantities of ingredients from standard recipes. Exercises supervision over lower grade employees assigned to baking operations and related duties. May also keep records and requisition supplies.

7402B **Baker Helper**

See general definition of Helper.

Cooking Series

Occupational Code: 7404

This series includes all positions the duties of which are to perform and/or supervise work involved in the planning and supervision of the preparation and cooking of meats, vegetables, salads, and other foods, as well as the supervision of other kitchen operations including cleaning and other routine manual duties related to food preparation.

The following job titles are authorized for use in the Cooking Series. The title definitions include illustrative duties and are not all inclusive.

7404A **Cook**

Performs large scale quantity cooking in a school, hospital, or other institution. Plans food preparation and cooking schedules based on menu requirements. Performs or supervises a variety of cooking tasks. Prepares and cooks meats,

vegetables, fish, salads, desserts, soups, sauces, and gravies, using a variety of preparation and cooking methods. May also perform some baking duties and other related duties such as trimming meat. Supervises assigned kitchen personnel in routine food preparation, food service, and cleaning tasks. Supervises and participates in duties of less skilled nature related to cooking. May also keep records and requisition supplies.

7404B **Assistant Cook**

Assists in duties described for Cook; performs semi-skilled cooking and routine kitchen duties.

7404C **Senior Cook**

Performs duties described for Cook; supervises a group of cooks; performs other duties such as scheduling and inspecting work.

Meat Cutting Series

Occupational Code: 7407

This series includes all positions the duties of which are to perform and/or supervise work involved in the cutting and trimming of meat, fish, and poultry. Work also involves related cleaning, preparation, and/or dressing.

The following are job titles authorized for use in the Meat Cutting Series. The title definition include illustrative duties and are not all inclusive.

7407A **Meat Cutter**

Performs cutting and trimming of meat, fish, and poultry. Cuts carcasses into steaks, roasts, shoulders, hams, chops, and other standard cuts. Cleans and dresses poultry and fish. Grinds meat for various purposes. Orders, receives, stores, and inventories meat and supplies. Performs or directs cleaning of work areas and storage areas. Uses slicers, grinders, and butchers' hand tools such as saws, knives, and cleavers.

Cafeteria Working Series

Occupational Code: 7408

This series includes positions the duties of which are to perform unskilled manual labor tasks in the operation of an in-

stitutional cafeteria. Such positions include cleaning of dining areas and equipment, preparing certain foods requiring little skill, and monitoring students or patients while they eat.

The following are job titles authorized for use in the Cafeteria Working Series. The title definitions include illustrative duties and are not all inclusive.

7408A **Cafeteria Helper**

Performs a variety of standardized tasks in cleaning food service equipment, utensils, and areas in hospitals and schools; picks up, cleans, and puts away pots, pans, and other heavy kitchen equipment and utensils that are washed by hand; scrapes and loads smaller pots and pans, dishes, silverware, glassware, and cooking utensils in dishwasher, removes, dries and puts them away; mops, scrubs, and cleans all floors, windows, tables, serving, and eating areas, ovens, steam tables, and other kitchen and cafeteria equipment; assists in receiving, checking, and stocking deliveries of food and supplies. This individual may spend a small portion of his time preparing simple foods but spends most of his time cleaning the food service area, equipment, and utensils. A Cafeteria Helper may be assigned duties of delivering food trucks and retrieving the empty dishes and eating utensils.

7408B **Food Service Worker**

Performs a variety of standardized tasks in handling, preparing, and serving food in hospitals or schools; prepares vegetables and meats for the cook; slices, butters and prepares rolls and breads; slices, sections, and serves desserts; prepares and serves salads, sandwiches (hot or cold), beverages (including coffee and tea) and any other basic portions of a meal; operates and cleans electric kitchen equipment; serves food at the serving table and keeps serving counters and steam tables supplied with food; collects eating utensils and trays and cleans them when necessary and assists in receiving, checking, and stocking deliveries of food. This individual spends most of his time preparing and serving food and a smaller portion of his time cleaning the area and food service utensils. May be assigned duties of delivering food trucks and retrieving empty dishes and eating utensils.

7408C **School Lunch Attendant**

At a school cafeteria, oversees the activities of school children while they are eating; watches for unsafe actions by

children; promotes the use of good manners and sees that tables are cleared and cleaned after eating by guiding the children or doing it himself; may assist in distributing lunch materials; if overseeing special or handicapped children, is required to give special care in helping these individuals eat and get in and out of the cafeteria and may receive limited training in dealing with these children.

MEDICAL SERVICES GROUP 7500

Laboratory Working Series

Occupational Code: 7502

This series includes all positions the duties of which are to perform and/or supervise routine manual work in laboratories such as cleaning, sterilizing, and preparing laboratory instruments and equipment. Work is performed in accordance with well established procedures and in direct assistance to professionals or technicians.

The following job titles are authorized for use in the Laboratory Working Series. The title definitions include illustrative duties and are not all inclusive.

7502A Laboratory Helper

Cleans laboratory rooms and equipment; washes and sterilizes glassware and other apparatus; sets up apparatus for bacteriological and chemical tests; collects and disposes of waste; ices refrigerators; prepares and labels laboratory products for mailing; may incidentally care for small laboratory animals; performs other simple, non-technical tasks.

Medical Working Series

Occupational Code: 7504

This series includes positions the duties of which are to perform labor work in attending to patients in a hospital or convalescent home and to perform routine cleaning duties. Professional and para-professional medical positions are not included in this series.

The following are job titles authorized for use in the Medical Working Series. The title definitions include illustrative duties and are not all inclusive.

7504A Medical Worker

In a hospital or other institution performs routine labor tasks of a medical nature that do not require a nurse or nurses' aid; collects, washes, sterilizes, distributes, and stores medical instruments, equipment, and vessels; collects specimens; makes beds; transfers patients in wheelchairs or stretchers; takes bodies to morgue; may change simple dressings or bathe patients and feed them; performs housekeeping duties such as dusting, waxing, and other general cleaning; may set up food trays and prepare simple foods such as bread and butter, juice, fruit, and beverages; may distribute linens and aid patients in eating, escorting them and doing errands.

7504B Senior Medical Worker

Performs miscellaneous semi-skilled labor tasks of a medical nature not requiring a nurse or nurses' aid; assists professionals in work relating to autopsies; cleans instruments and utensils; prepares and sterilizes instruments; distributes and returns instruments to and from operating rooms. Performs other routine manual work in hospital wards.

7504C Principal Medical Worker

Performs and incidentally supervises miscellaneous skilled tasks of a medical nature not requiring a nurse or nurses' aid; assists doctors in putting on plaster casts; applies bandages; operates sterilizers; requisitions for repairs to equipment and makes emergency repairs; assists in setting up oxygen tents. Performs other semi-skilled and routine labor tasks in a hospital ward.

PERSONAL SERVICES GROUP 7600

Barbering Series

Occupational Code: 7603

This series includes all positions the duties of which are to perform and/or supervise work involved in cutting hair and providing related barbering services to persons.

The following job titles are authorized for use in the Barbering Series. The title definitions include illustrative duties and are not all inclusive.

7603A **Barber**

Cuts and trims hair; shampoos, dries, combs, and gives scalp treatments; uses electric clippers, comb, scissors, and other equipment; lathers and shaves hairline and beard; sharpens and maintains tools and equipment; sweeps and cleans area and performs other related manual duties.

Facility Attending Series

Occupational Code: 7606

This series includes positions the duties of which are to perform and/or supervise the performance of a variety of routine tasks in supervising showers, locker areas, and comfort stations for children or adults at recreation areas, schools, or beaches.

The following are job titles authorized for use in the Facility Attending Series. The title definitions include illustrative duties and are not all inclusive.

7606A **Facility Attendant**

Inspects shower and locker areas for cleanliness and conformance with safety regulations; stores, dispenses, and may wash and dry facecloths, towels, and other garments; guards against accidents and oversees children undressing, showering, and dressing; sweeps, mops, and generally cleans shower areas, locker areas, hallways, and other assigned areas; in a beach area performs same duties and may issue clothes baskets and collect fees for them, and/or keeps comfort and convenience stations clean and in order by washing floors, walls, sinks, toilets, and other fixtures; picks up, collects, and disposes of trash; sees that supplies such as soap, towels, paper are available and sees that persons using the station act properly.

7606B **Working Foreman Facility Attendant**

See general definition of Working Foreman.

Patient Transporting Series

Occupational Code: 7640

This series includes all positions the duties of which are to Perform and/or supervise manual work in the moving, carrying, lifting, and special handling of crippled children,

wheelchair patients, mentally disturbed patients, or other handicapped persons in and out of vehicles. Work includes driving a vehicle or accompanying a driver of a vehicle as well as other duties necessary in moving such persons.

The following are job titles authorized for use in the Patient Transporting Series. The title definitions include illustrative duties and are not all inclusive.

7640A **Aid to the Physically Handicapped**

Assists handicapped persons in moving. Lifts and carries such persons to vehicles. Moves persons by wheelchair. Operates station wagon carrying such persons. Performs moving of persons under the direction of professional persons such as therapists, and school principals. Adjusts devices of handicapped persons while being transported, carried, seated, or standing. Responsible for safe conduct of such persons to and from places.

School Bus Attending Series

Occupational Code: 7690

This series includes positions the duties of which are to monitor the behavior of school children riding school system buses.

The following are job titles authorized for use in the School Bus Attending Series. The title definitions include illustrative duties and are not all inclusive.

7690A **School Bus Attendant**

Rides school buses on its rounds picking up or dropping off students; keeps order on the bus; sees that students are away from bus when it leaves a stop; keeps children from leaning out windows; in general, maintains discipline of pupils on school buses and may make short reports about number of children using buses and length of trips.

ANIMAL CARETAKING GROUP 7700

Animal Room Attending Series

Occupational Code: 7706

This series includes all positions the duties of which are to perform and/or supervise work in a laboratory or other type of animal room.

The following job titles are authorized for use in the Animal Room Attending Series. The title definitions include illustrative duties and are not all inclusive.

7706A **Animal Room Attendant**

Feeds, cares for, and assists in the breeding of small animals for use in laboratory tests and experiments; builds and keeps clean cages and other quarters for animals; cleans rooms, equipment, and utensils; marks animals for identification; assists laboratory personnel in making biological tests and performing experiments; performs routine clerical record keeping duties in connection with these duties.

Zoo Caretaking Series

Occupational Code: 7707

This series includes all positions the duties of which are to perform and/or supervise manual work in caring for zoo animals, fish, and birds, and in caring for quarters and facilities.

The following are job titles authorized for use in the Zoo Caretaking Series. The title definitions include illustrative duties and are not all inclusive.

7707A **Zoo Caretaker**

Prepares food and conducts feeding and watering of zoo animals in accordance with established procedures. Transfers animals to and from quarters. Maintains temperature, water level, and other conditions of quarters. Performs cleaning, disinfecting, and patrolling of animal quarters, buildings and facilities. Aids and furnishes information to zoo visitors.

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MUNICLASS MANUAL

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* For a more detailed explanation of the Introductory Material see that section of the **Municlass Manual,** Book I. The material that follows this page is relevant only to Book II, the Introductory Material section of Book I refers to both Books I and II, and is of paramount importance.

INTRODUCTORY MATERIAL

A. Introduction

Book II covers positions in the clerical, administrative, technical, and professional occupational categories. Please review the Introductory Material in Book I which applies to both books of the **Municlass Manual.** Foremen, general foremen, directors, superintendents, commissioners, assistant commissioners, and similar titles are not included in either book of the **Municlass Manual.** A future supplement to the manual will cover these titles. In the meantime, many of these titles can be related to occupations supervised for which definitions are included in the manual. Representatives of the Classification Bureau will be available to assist in selecting the proper title for such positions.

B. Make-up of Manual

The positions in Book II are in the Clerical, Administrative, Technical, and Professional occupations or those jobs which are frequently designated as "white collar" and which are in most cases equivalent to the Official Service under the Civil Service Division. However, some jobs which are treated as Labor Service jobs by the Civil Service Division for examining purposes are included in Book II because they are technical occupations.

As in Book I, within each category in Book II there are a number of occupational groups which contain occupations in which some job knowledges, work methods, and procedures are related. Each occupational group is given a four digit number of which the last two digits are zeros. For example, the General Administrative, Clerical, and Office Services Group is 0300. Individual occupations or series within the group are identified by replacing the zeros with the two appropriate digits assigned to the series. Again, as an example, the General Administrative, Clerical, and Office Services Group is 0300, and the Clerical Series is 0301. In addition to the four digit series number, an alphabetical suffix is added to specifically identify individual titles within the series. In the case of the General Administrative, Clerical, and Office Services Group, 0300, the Clerical Series is 0301, a Clerk is designated by 0301A and a Senior Clerk is designated by 0301B. The use of the alphabetical suffix allows every title within a series and occupational group to be coded.

The following are definitions of terms used in the Manual:

**Class:* 0301A	Includes all positions which are sufficiently similar in (1) kind or subject matter of work. (2) level of difficulty and responsibility, and (3) the qualification requirements of the work, to warrant similar treatment in personnel and pay administration.
***Occupation:* *or* *Series* 0301	Consists of one or more classes of positions similar as to specialized line of work but differing in difficulty or responsibility.
Occupational Group: 0300	Includes several series of occupations subdivided into classes of positions in associated or related occupations, professions, or activities.

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* Is the equivalent to the term "Grade" as used in Chapter 31 of the General Laws.

**Is the equivalent to the term "Class" as used in Chapter 31 of the General Laws.

II. — OUTLINE OF CLERICAL, ADMINISTRATIVE, TECHNICAL, AND PROFESSIONAL OCCUPATIONAL GROUPS AND SERIES

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MODIFIERS USED AS PREFIXES TO TITLES OF PROFESSIONAL PLANNING POSITIONS

The following modifiers are used as prefixes to the occupational title of professional planning positions to indicate the level of the position, e.g., Junior Planner. The prefixes used are consistent with present practice in the Civil Service Examination Bureau and the State of Massachusetts classification structure.

Junior:
Applies professional skills and knowledge to planning projects of minor difficulty and responsibility such as collecting data and statistics, assisting in planning studies, performing preliminary analyses, preparing maps and reports. Limited latitude for independent judgement and unreviewed action or decision, but with responsibility for the technical soundness of methods and techniques used. Work is supervised by a planner of a higher grade who reviews for technical accuracy and effectiveness. Frequently supervises Planning Aids or Technicians. This is the first level of professional planning.

Assistant:
Applies professional skills and knowledge in connection with investigation, planning and conduct of planning projects of moderate difficulty and responsibility. Some latitude for independent judgement and unreviewed action, but with complete responsibility for selecting and applying technical procedures and methods. Work is supervised by a planner of higher grade through a review of reports, conferences and inspections for effectiveness of work and achievement of objectives. May supervise Junior Planners and Planning Aids or Technicians.

Senior:
Applies professional skills and knowledge in connection with the investigation, planning, conducting and supervision of planning projects of a wide scope. Usually supervises a field or office group. Considerable latitude for exercise of independent judgement with complete responsibility for planning and carrying out assigned projects. Under general supervision of a higher grade planner who is frequently the Planning Director or Commissioner and who reviews work through conferences and reports. Supervises professional and non-professional planning personnel.

Principal:
Applies professional skills and knowledge in connection with the investigation, planning, conducting and supervision of large and/or

varied planning projects. Normally supervises a section in a large planning department or supervises an entire planning department. Is responsible for taking independent action on projects within his jurisdiction. Works under the supervision of a department head or the Planning Director or Commissioner who reviews work primarily for conformance to policy and administrative procedures and adequacy of results.

Associate:
Applies professional skills and knowledge in connection with the investigation, planning, conducting and supervision of all planning projects in a department of a municipality. This level would be used in very few municipalities. Is responsible for taking independent action on all planning projects in the department and for supervising a large group of planning personnel. Work is reviewed by the department head primarily for conformance to policy and administrative procedures and attainment of objectives.

Director:
This is the top level in the planning grade structure. Programs and is fully responsible for all line and staff activities; works under broad policy; and exercises considerable independent judgment in rendering professional advice. Work is reviewed administratively. Supervises planning personnel.

III. — DEFINITIONS OF CLERICAL, ADMINISTRATIVE, TECHNICAL, AND PROFESSIONAL OCCUPATIONAL GROUPS AND SERIES

MISCELLANEOUS OCCUPATIONS GROUP 0000

Community Planning Series

Occupational Code: 0020

This series includes all professional positions which advise on, supervise, administer, or perform work involved in community planning which is essentially the study of social, economic, and physical conditions affecting the community, and development of plans to create a social, economic, and physical environment which will improve the community and provide for the well-being of its citizens.

Typical duties include planning studies on such subjects as land use, population, zoning, traffic, transportation, parks, recreation, housing, community relations, and other matters affecting the development of the municipality; gathering, collecting, compiling, and analyzing data; studying resources, possibilities, and needs of the municipality; analyzing market and trade activity to determine need for industrial location or relocation or promoting programs for attracting new commercial and industrial interests in the municipality; preparation of a comprehensive master development plan and short and long range goals for its implementation; preparation of plans and designs for implementation of planning studies; keeping current with regional, county, state, and federal programs and projects affecting community development, recommending its participation, and keeping pertinent municipal boards, commissions, committees, and authorities informed of methods of applying for county, state, and federal financial assistance; providing liaison and coordination between various boards, commissions, committees, and authorities affecting and affected by community development planning.

NOTE: When positions engaged in municipal planning require primarily a degree or equivalent background in one of the engineering fields, e.g., Civil Engineering, the position should be classified in the appropriate engineering series, e.g., 0810 for Civil Engineer.

The following are job titles authorized for use in the Community Planning Series. The title definitions include illustrative duties and are not all inclusive.

Authorized Job Titles:

0020A **Junior Planner**
0020B **Assistant Planner**
0020C **Senior Planner**
0020D **Principal Planner**
0020E **Associate Planner**
0020F **Planning Director**

For definitions of above modifiers to be used as prefixes to Planner to indicate the level of the position see page 113.

0020G **Community Development Coordinator**

Under general supervision promotes programs for attracting new commercial and industrial interests. Prepares marketing information, conducts surveys and reviews of current business and industrial problems, provides all necessary information to prospective developers, aids them in their contract negotiations, and performs other related duties.

Community Planning Aid Series

Occupational Code: 0021

This series includes all positions which provide technical support to professional positions in the community planning field. Included is the collection, analysis, and tabulation of economic, social, or physical data affecting the community and plans for its development; preparation of charts, graphs, maps, and reports; and similar duties not requiring full professional knowledge and background in community planning.

NOTE: When the primary function of technical positions in support of community planning programs is the preparation of drawings which document engineering or architectural plans and the primary requirement is skill in drafting, the position should be classified in the Engineering Drafting Series, 0818.

The following are job titles authorized for use in the Community Planning Aid Series. The title definitions include illustrative duties and are not all inclusive.

0021A **Junior Planning Aid**

Performs routine technical duties in support of professional planning work; assists in the collection, tabulation, and presentation of data necessary for planning studies by performing such tasks as collecting census figures, taking traffic counts, extracting and summarizing readily attainable information from municipal documents; makes rough draft line drawings of graphs, charts, maps, and plot

plans, and performs related duties. Works under the close supervision of a Planner.

0021B **Senior Planning Aid**

Collects, tabulates, analyzes, and presents in report or graphic form data regarding land use, transportation, housing, health, schools, assessments, recreation, population, and other matters relative to the municipality's economic, social, and physical characteristics; prepares maps, charts, plots, and other descriptive material for reports and presentations on various community planning proposals, programs, and results, and for inclusion in the comprehensive municipal plan; furnishes information to the public on local zoning and land use regulations; investigates and recommends action on applications for land use permits and variances; and performs related duties. Works under the supervision of a Planner.

Civil Defense Series

Occupational Code: 0073

This series includes all positions the duties of which are to administer, maintain, and participate in the operation of local and state levels of the Civil Defense Agency.

The following are job titles authorized for use in the Civil Defense Series. The title definitions include illustrative duties and are not all inclusive.

0073A **Civil Defense Shelter Officer**

Responsible for administration and readiness of a Municipal Shelter Program; inspects shelters and the provisions and supplies stored there on a regular basis; coordinates efforts with Civil Defense Director for stocking shelter areas; organizes and plans shelter operations and develops communication systems for emergency use; responsible for licensing new facilities at Civil Defense Shelter; trains employees from other departments in implementation of Civil Defense procedures.

0073B **Civil Defense Police Service Coordinator**

Responsible for coordinating Police Department and the Department of Civil Defense; coordinates Civil Defense training of Police Departments; develops Police Department emergency operations; acts as liaison with State Police and the National Guard in preparation for emergency situations.

0073C **Civil Defense Fire Service Coordinator**

Responsible for coordinating Fire Department and the Department of Civil Defense; organizes city rescue procedures; coordinates

Civil Defense training of Fire Department personnel; responsible for developing Fire Department emergency operations; in general, responsible for coordinating fire, rescue, and Civil Defense operations.

0073D **Civil Defense Communications Officer**

Responsible for developing and coordinating communications procedures to be used in emergency operations; coordinates and plans use of the municipal communication systems; tests and maintains emergency warning systems and communications systems; trains municipal employees in emergency communications procedures; develops message center of control for use in emergency situations.

0073E **Civil Defense Property Officer**

Performs supervising and technical work in the receiving, storing, and distribution of Civil Defense supplies and equipment. Records disposition of supplies. Performs a variety of Civil Defense duties such as operating emergency vehicles and base station radio. Reports to Civil Defense station in emergency situations.

Dog Officer Series

Occupational Code: 0074

This series includes positions the duties of which are to control, care for, and/or destroy dogs or other small animals and accept and handle related complaints.

The following are job titles authorized for use in the Dog Officer Series. The title definitions include illustrative duties and are not all inclusive.

0074A **Dog Officer**

Kills or causes to be killed any dog or other animal that is injured, maimed, or diseased; makes and prefers complaints against owners of dogs not properly licensed and collared; picks up stray and unlicensed dogs; enforces leash laws; collects the bodies of small animals found dead within the municipality and disposes of them; handles all matters and complaints pertaining to dogs and other animals; feeds and shelters all dogs in his care and attempts to locate owners or find new owners by giving or selling dogs to prospective new owners; keeps records of the number of animals killed, their owners, number of complaints, and other information required by law.

0074B **Assistant Dog Officer**

This title is authorized when there is sufficient work to require an assistant.

Fire Alarm And Police Signal Management Series

Occupational Code: 0075

This series includes all positions which supervise maintenance, testing, operation, and installation of fire alarms and/or police signals. Duties involve both supervisory and technical work in maintaining effective operation of a municipal fire and/or police signal alarm system.

The following are job titles authorized for use in the Fire Alarm and Police Signal Management Series. The title definitions include illustrative duties and are not all inclusive.

0075A **Superintendent of Fire Alarm Systems**

Responsible for a municipal fire alarm system. Plans, coordinates, and supervises the operation, repair, maintenance, and installation of the system. Supervises and trains personnel receiving and transmitting fire alarms and related information by signal, telephone, radio, and recording equipment. Directs or performs the installation, repair, testing, and maintaining of fire alarm circuits and equipment. Reviews adequacy of existing systems, recommends improvements and extensions, and drafts plans and specifications for new circuits and equipment. Also performs related administrative duties and keeps records and diagrams of alarm circuits.

0075B **Superintendent of Police Signal Systems**

Responsible for a municipal police signal system. Plans, coordinates, and supervises the operation, repair, maintenance, and installation of the system. Supervises personnel receiving and transmitting police signals and related information by signal, telephone, radio, and recording equipment. Directs or performs the installation, repairing, testing, and maintaining of alarm circuits and equipment. Maintains records and diagrams of signal systems and circuits. Reviews adequacy of existing systems, recommends improvements and extensions, and drafts plans and specifications for new circuits and equipment. Also performs related administrative duties.

0075C **Superintendent of Fire Alarm and Police Signal Systems**

Performs all the duties of both positions as described.

NOTE: Above titles may be prefixed by Assistant for positions which perform work assisting the Superintendent in his duties as described.

0075D **Assistant Superintendent of Fire Alarm Systems**

0075E **Assistant Superintendent of Police Signal Systems**

0075F **Assistant Superintendent of Fire Alarm and Police Signal Systems**

Fire Fighting And Prevention Series

Occupational Code: 0081

This series includes all positions which perform, administer, or supervise general duty fire fighting work in combatting and extinguishing fires, involving the performance of hazardous tasks under emergency conditions in protecting life and property. Work frequently involves strenuous physical exertion under handicaps of smoke, extreme heat, gases, and cramped surroundings. Included also are positions which supervise or perform fire prevention inspections.

The following are job titles authorized for use in the Fire Fighting and Prevention Series. The title definitions include illustrative duties and are not all inclusive.

0081A Fire Fighter

Performs all necessary tasks involved in the combatting and extinguishing of fires. Responds to fire alarms and other emergency calls with assigned company. May drive or operate equipment and heavy apparatus including aerial ladder trucks, hose wagons, pumpers, rescue trucks, and similar fire fighting apparatus; lays, couples, connects, and advances fire hose into burning buildings to direct fog or water stream. Places aerial ladders and climbs when necessary. Cuts and breaks openings in building as required. Enters burning buildings to evacuate and rescue persons in danger. Performs other rescue and related tasks such as administering first aid, emergency rescues from drowning, extrication work from elevators, machinery, and similar situations. Included are such duties as routine fire prevention inspections, cleaning and minor maintenance of fire apparatus, checking fire alarm boxes, maintaining hydrants in usable condition, and keeping quarters clean and orderly.

0081B Fire Lieutenant

Under supervision of a superior officer, performs fire fighting work as necessary, responding to fire alarms as a member of a company. When directed, supervises subordinates in fire fighting activities at the scene of a fire or in the absence of the Fire Captain. May supervise activities on an assigned shift and have responsibility for equipment. May perform other administrative work such as preparing reports and personnel records when so assigned. Supervises and performs fire inspections.

0081C Fire Captain

Under direction of a superior officer, supervises and assumes responsibility for a fire company or fire station. Directs activity in fire fighting operations. Performs administrative duties such as

scheduling, supervising maintenance of equipment, conducting training sessions in fire fighting techniques, and preparing reports. Participates in fire prevention programs. May direct reception, transmission, and recording of radio calls, fire alarms, and testing of equipment. Directs or performs fire inspections.

0081D **District Fire Chief**

Directs fire fighting operations in the district to which assigned. Responds to fire alarms and takes command of fire fighting forces at a fire in the absence of a superior officer. Directs training of personnel. Assists Fire Chief in upholding department standards and efficiency; assists Fire Chief in maintaining stations, grounds, apparatus, and equipment. Directs or performs inspections of buildings for fire hazards. Performs related administrative duties such as preparing reports and keeping records.

0081E **Deputy Fire Chief**

Performs administrative and technical fire fighting work, assisting in the direction of activities of a municipal Fire Department. Acts for the Fire Chief in his absence or as delegated. Assists the Fire Chief in coordinating and directing the activities of a municipal Fire Department. Directs personnel and maintains departmental efficiency, order, discipline, and other personnel matters. Responds to fire alarms and directs fire fighting operations. Directs or performs inspection of buildings for fire hazards.

0081F **Fire Chief**

Responsible for administration of a Fire Department under the provisions of municipal and state laws. Duties involve responsibility for extinguishing all fires in the municipality and protecting life and property in event of fire. The Fire Chief is responsible for the administration, assignment, and discipline of personnel. Directs the overall fire fighting effort and training of personnel. Enforces rules and regulations relating to fire prevention. Duties also include preparation of budgets and keeping necessary records. Directs or performs inspections of buildings for fire hazards.

0081G **Fire Prevention Supervisor**

Supervises and coordinates activities of fire fighting personnel engaged in inspecting buildings and premises to secure compliance with laws, by-laws, and ordinances relating to fire prevention. Directs or performs investigations of fires to determine origin. Issues permits pertaining to potential hazards. Interprets regulations and gives advice to concerned parties. Prepares necessary reports and coordinates efforts with State Fire Marshal.

NOTE: Call Fire Fighters respond to fire alarms and other emergency situations. Perform duties commensurate with rank or title as described above.

0081H **Call Fire Fighter**
0081I **Call Fire Lieutenant**
0081J **Call Fire Captain**
0081K **Deputy Call Fire Chief**
0081L **Call Fire Chief**

0081M **Crash Crewman:**

Operates fire and crash equipment at a municipal airport and responds to all emergencies, applying efficient methods to safeguard persons and property; fights aircraft fires using fog foam truck, crash truck, and other crash equipment; rescues persons, using crash equipment, from aircraft fires, makes minor repairs to equipment, and performs other duties related to fire fighting and crash crew duties at a municipal airport.

Police Series

Occupational Code: 0083

This occupation includes positions that involve performing or supervising law enforcement work in the protection of life, property, and the civil rights of individual citizens. Incumbents in this occupation enforce Federal, State statutes, and local by-laws and ordinances. They preserve the peace; prevent, detect, and investigate accidents and crimes; arrest violators; and provide aid and comfort to citizens in emergency situations.

The following are job titles authorized for use in the Police Series. The title definitions include illustrative duties and are not all inclusive.

0083A **Police Officer**

This is responsible general duty police work in protecting life and property through enforcement of laws and ordinances. Work involves responsibility for performing assigned police work of average difficulty and responsibility in enforcement of laws and ordinances, prevention and detection of crime and delinquency, apprehension of violators, preservation of order, gathering evidence, management of potential conflict, and related police functions. Work is performed under supervision in accordance with well established police practice

and departmental regulations and frequently involves the performance of hazardous tasks and the exercise of initiative and judgment in emergency situations which might endanger life and property. No supervision is ordinarily exercised over other employees.

0083B **Police Sergeant**

This is responsible, technical, and supervisory law enforcement protecting life and property through enforcement of laws and ordinances. Work involves responsibility for supervising the performance of police duties by police officers in an assigned area, or for performing specialized and technical staff work of comparable difficulty and responsibility. Work is performed under general supervision in accordance with standard police practices and departmental regulations and frequently involves the performance of hazardous tasks and the exercise of initiative and judgment in making work decisions in emergency situations which might endanger life and property. Supervision is exercised over assigned police officers.

0083C **Police Lieutenant**

This is responsible, technical, and supervisory law enforcement work in assisting in the command of a division or bureau of a municipal police department. Work involves responsibility for assisting a superior officer in directing, coordinating, and supervising operations and personnel of his command, either through line supervision of sergeants and police officers or through the performance of specialized and technical staff work of comparable difficulty and responsibility. Work is performed under general direction in accordance with accepted police practices and departmental regulations with review through reports and conferences, and may involve the performance of hazardous tasks and the exercise of initiative and judgment in directing operations and making decisions in emergency situations which might endanger life and property. Supervision is exercised over police officers and sergeants as assigned.

0083D **Police Captain**

This is responsible supervisory and technical law enforcement work as commanding officer of a division or major bureau of a municipal police department. Work involves the responsibility for directing, coordinating, and supervising either general patrol operations and personnel throughout the municipality on an assigned tour, or the more specialized operations and personnel of a detective, traffic, park, or crime prevention bureau on all tours of

duty. Work is performed in accordance with accepted practices of police supervision and departmental regulations under direction of the police chief, or deputy, who reviews work through reports, conferences, and appraisals of effectiveness. Command responsibilities involve the frequent exercise of independent initiative and judgment in directing operations and making decisions affecting life and property. Supervision is exercised, directly and through subordinates, over all assigned personnel.

0083E **Deputy Police Chief**

This is responsible administrative and technical law enforcement work in assisting in the direction of activities of a municipal police department. Work involves the responsibility for assisting the police chief in the administration, direction, and coordination of departmental activities and operations. Work is performed in accordance with accepted police practices and departmental regulations under the direction of the police chief who reviews work through reports and conferences, and requires the frequent exercise of independent initiative and judgment in directing operations and making decisions affecting life and property. Supervision is exercised directly and through subordinates, over all department personnel.

0083F **Police Chief**

This is responsible administrative law enforcement work in directing all activities of a municipal police department. Work involves command responsibility as chief officer for administering, directing, and coordinating all activities and operations of a municipal police department. Work is performed in accordance with departmental rules and regulations and in some instances, general direction and review at policy level by a board of police commissioners, and requires the exercise of initiative and judgment in administering the department, directing operations, and making command decisions affecting life and property. Supervision is exercised, directly and through subordinates, over all department personnel.

NOTE: These job titles:

0083G **Detective Police Officer**
0083H **Detective Sergeant**
0083I **Detective Lieutenant**
0083J **Detective Captain**

are approved and may be used in any municipality which requires specialization in detective work in any or all of the police ranks just mentioned. When assigned as detectives the police officers so designated will have demonstrated proficiency as uniformed police officers and will be particularly proficient in the detective

aspect of police work at a level commensurate with their rank. Any officers assigned to detective work would inspect the scene of crimes, secure and preserve evidence, investigate clues, conduct interrogations, take statements, arrest violators, present evidence to the prosecutor, testify in court, and may specialize in identification activities, including fingerprinting and photography.

0083K **Detention Attendant**

This is routine protective and housekeeping work in the custody of prisoners at police headquarters. Work involves responsibility during an assigned tour of duty for the custody of prisoners, juvenile delinquents, as well as lost children, and for the clean and orderly condition of detention facilities at police headquarters. Work is performed in accordance with well established procedures on prior instructions with supervisory assistance ordinarily available in unusual or difficult situations. No supervision is exercised over other employees.

0083L **Police Intern**

Assists police officers in the performance of their duties but does not have the power of arrest. Usually the incumbent assists in minority problems and is fluent in the language of a minority as well as English in order that he might better assist the minority groups and the police force. Other duties may include traffic control, liaison with community groups, first aid, and the resolution of conflicts in a peaceful manner.

Ambulance Driver Series

Occupational Code: 0084

This series includes positions the duties of which are to drive an ambulance and administer first aid in emergencies. Also included is the performance of preventive maintenance on ambulances.

The following are job titles authorized for use in the Ambulance Driver Series. The title definitions include illustrative duties and are not all inclusive.

0084A **Ambulance Driver**

Drives an ambulance and other hospital vehicles; assists in carrying out patients on stretchers, chairs, or hand lifts from accident scenes, homes, and hospitals; administers first aid when necessary; cleans, washes, and waxes vehicles; makes minor repairs on vehicles; changes tires and mounts snow chains; keeps mileage and other operating records; while on duty, is available for immediate call.

0084B **Ambulance Foreman**

Supervises a number of ambulance drivers in the performance of their duties; interprets departmental policies and regulations to employees; trains drivers; assigns drivers to shifts and to incoming calls for service; schedules work week and schedules; reports on equipment repair; drives ambulance in an emergency and may perform other duties of an ambulance driver.

Public Protection Series

Occupational Code: 0085

This series includes all positions that involve the performance or supervision of guarding municipal buildings and property; safeguarding visitors, personnel, and patients; preventing loss of or damage to property; enforcing state, county, and municipal laws, statutes and ordinances; preventing, detecting, and investigating crimes and accidents; directing vehicular traffic in and around municipal property and preserving the peace. Some of the positions in this group include limited authority to arrest violators. Excluded from this series are positions in the Police and Fire Fighting and Prevention Series.

The following are job titles authorized for use in the Public Protection Series. The title definitions include illustrative duties and are not all inclusive.

0085A **Watchman**

Guards against fire, theft, vandalism, and unlawful entry at an assigned area or building; checks locks to see they are secure; maintains order in a given area; reports situations that can not be handled immediately to police or security personnel; in addition to watchman duties, he may perform custodial tasks such as sweeping floors, cleaning offices and rest areas; may perform other labor duties on an incidental basis such as checking boilers or regulating heat.

0085B **Security Guard**

Responsible for general security of a particular area or building as a primary function; walks security patrol route on an assigned basis; may stand guard (or sit) at a particular spot; checks validity of individuals' credentials; protects against fire, theft, vandalism, and unlawful entry; work is performed under general supervision in accordance with standard procedure and prior instructions; exercises independent judgment to handle emergency situations; generally wears a uniform; does not generally perform custodial or other labor duties; may be appointed a special police officer, but is not a police officer.

0085C **Senior Security Guard**

In addition to performing duties of a security guard, is responsible for a number of security guards; checks and oversees their efforts in maintaining security in an assigned area; initiates and maintains procedures of proper security and identification of individuals or activities as required and in general is responsible for security of a particular location; or may check on security guards stationed at several locations through radio contact or personal visits.

0085D **Parking Control Officer**

Performs duties required for the enforcement of all parking rules and regulations of a municipality. Under supervision and instruction, tags illegally parked cars on overtime meters and in restricted areas; patrols assigned areas such as parking lots and sections of a municipality; may chalk tires in unmetered areas and recheck to ticket overtime violators.

0085E **Traffic Supervisor**

Controls and directs motor vehicle and pedestrian traffic in school crossing areas, churches, shopping areas or construction areas. Uses arm and hand signals or manually operates traffic lights; may make reports of accidents or unsafe traffic situations.

0085F **House Parent**

Responsible for maintaining order and discipline in such facilities as nursing homes, half-way houses, foster homes, run-away homes, for the welfare of the occupants. Makes routine rounds of buildings to insure that house rules and regulations are being observed; checks lights, doors, exits for proper operation; calls repairmen when needed; receives visitors and directs them or contacts the person being sought; takes telephone messages, telegrams, mail and delivers them to addressee.

0085G **Park Security Officer**

Responsible for maintaining order wherever assigned in buildings or on grounds of the Park Department; is not a regular police officer, but may be a special police officer with the power to make arrests; may remove or arrest disorderly persons, or persons destroying trees, plants, shrubbery, benches, and buildings; directs traffic and regular automobile parking; may apply simple first aid when necessary.

SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE GROUP 0100

Food Assistance Program Specialist Series

Occupational Code: 0120

This series covers positions that involve developing, evaluating, promoting, coordinating, and supervising programs concerned with providing food to low-income households, disaster victims, schools, and nonprofit institutions through or in cooperation with State and local government agencies and community organizations. This series also covers positions that involve managing food stamp, food distribution, school lunch, or similar programs. Positions covered by this series require a knowledge of the principles, practices, and techniques of planning, organization, and administering public food assistance programs.

The following job titles are authorized for use in the Food Assistance Program Specialist Series. The title definitions include illustrative duties and are not all inclusive.

0120A **Surplus Food Manager**

Plans, supervises, and coordinates the activities involved in the procurement, transporting, storage, and distribution of surplus food commodities. Maintains records concerning the surplus food commodities, stock and inventory controls, files on recipients of food commodities, and performs related work as required. May develop a publicity program to inform eligible persons of the facility's existence, recruit and train volunteers to assist in the distribution of food commodities, or act as a referral agent in regard to other needed services available to the public.

Employment Counselor Series

Occupational Code: 0140

This series includes positions the duties of which are to assist individuals in locating permanent employment and aid in helping the individual adjust to the working environment.

The following are job titles authorized for use in the Employment Counselor Series. The title definitions include illustrative duties and are not all inclusive.

0140A **Employment Counselor**

Coordinates employment counselling activities; provides vocational and pre-vocational counselling to unemployed or underemployed individuals; contacts employers and coordinates training and supportive services; maintains files on all individuals counselled; occasionally provides emotional and psychological aid to participants and aids in general career development.

Supervisor of Attendance Series

Occupational Code: 0182

This series includes positions the duties of which are to investigate and account for the attendance of all compulsory school-age children and to enforce laws relating to compulsory school attendance.

The following are job titles authorized for use in the Supervisor of Attendance Series. The title definitions include illustrative duties and are not all inclusive.

0182A **Supervisor of Attendance**

Inquires into cases arising from laws regulating school attendance; also concerned with unlawful employment, harboring or attempting to induce children to be absent from school; works on cases involving habitual truants, absentees, and school offenders; when instructed by the courts, has oversight of children on probation, children living or suffering want under special circumstances; cooperates with teachers and school officials in an effort to achieve regular attendance of all school children; seeks out truants and/or absentees and delivers them to school and prepares reports required by local, state, and federal authorities.

0182B **Assistant Supervisor of Attendance**

Assists in the duties of the preceding definition.

0182C **Chief Supervisor of Attendance**

Supervises and assigns personnel in the execution of the duties of the preceding definition.

Community Relations Series

Occupational Code: 0183

This series includes non-professional positions involved with planning, directing, coordinating, administering, or performing work with individuals or specific groups, in finding solutions to social problems, determining the correct means to solve the problems through counseling, education, or similar programs, and implementing corrective action.

The following are job titles authorized for use in the Community Relations Series. The title definitions include illustrative duties and are not all inclusive.

0183A **Community Relations Specialist**

Under general supervision plans, organizes, and administers programs for educating the public on community improvement

projects. Work includes pre-entry and in-service training of department personnel in methods and techniques of keeping the public informed about community projects, cooperating with other agencies and interested groups, providing information, statistics, technical data and exhibits to individuals and/or groups, maintaining information, making press releases, may conduct group presentations for concerned groups, and perform other related duties.

0183B **Community Services Officer**

Under general supervision performs service and security duties in a community. Attempts to reduce the incidence of crime in specific areas by formulating and carrying out a program of youth interests, counseling problem youths, and acting as a liaison among the residents, police, and various governmental agencies. Attempts to give aid to the elderly, be a third party mediator in marital problems, and handle complaints from local residents. Work requires a knowledge of the area and its residents and the area's particular social and environmental problems which influence the rate of crime. May be required to perform quasi-police duties such as: patroling a beat, patroling by car for surveillance purposes, or similar police type duties. Does *not* have the authority to arrest or enforce laws. Has the same responsibility as any citizen in reporting crimes to the police and attempting to prevent a crime, if possible to do so safely.

0183C **Drug Abuse Program Coordinator**

Under general supervision provides counseling, guidance, evaluation, and referral services to youths with drug problems. Works with young people in a variety of situations and must be able to communicate with youths having drug problems. Trains paraprofessionals, volunteers, and drug agency staff in handling drug problems, acts as a liaison between the drug program and other agencies, and performs other related duties.

0183D **Community Leader of Neighborhood Activities**

Under general direction, plans, administers, evaluates, and coordinates a program to provide counseling, guidance, and a program of constructive activities for hard-to-manage and potentially delinquent youths. Work involves supervision of neighborhood activity leaders, coordinating activities closely with police, and performing other related duties which would reduce delinquency and vandalism.

Social Services Series

Occupational Code: 0185

This series includes positions which supervise, administer, or perform work which requires the application of the principles and practices of social work in programs of direct services to individuals and families, including work with individuals in groups. Positions both professional and non-professional are included. Also included are training and research positions relating to social problems.

The following are job titles authorized for use in the Social Services Series. The title definitions include illustrative duties and are not all inclusive.

0185A Social Worker

This is a journeyman level position in social work. The work requires professional skills acquired through formal education and practical experience. The Social Worker may provide direction and/or supervision over Social Service Technicians. Typical social problem areas of concern include socio-economic problems, child care, race relations, juvenile delinquency and youth service, family assistance, drug abuse and alcoholism, housing, crime and its prevention, and social assistance relating to medical and psychiatric problems. Promoting the development of rehabilitative and preventive programs by civic groups and municipal organizations, developing and conducting co-operative relationships with health and welfare agencies, acting as consultant to and liaison with law enforcement agencies, civic organizations, municipal departments, and medical personnel. Typical duties may include investigating complaints and conditions, conducting research and surveys, analyzing findings, determining corrective action, counseling individuals and groups, providing guidance through knowledge of resources, and making home visits. The work may include writing reports and related administrative work such as preparing budgets and supporting justification for Federal, State, and local assistance.

0185B Senior Social Worker

Requires the application of a broad theoretical approach to social problems acquired through professional education as well as administration of social service programs and/or supervision of social services personnel.

0185C Principal Social Worker

Supervises a group of Social Workers sufficiently large to require two or more Senior Social Workers in the group.

0185D **Head Social Worker**

Supervises a large staff of Social Workers which includes positions at the Senior and Principal level.

0185E **Social Services Technician**

Requires the application of specialized knowledge and service skills in providing assistance. This work may be performed in conjunction with professional social work or may operate independently. The work does not require the application of a broad theoretical approach acquired through professional education.

0185F **Supervisor of Volunteer Services**

Plans and conducts a program of recruiting and training of volunteers. Administers program and assigns volunteers depending on the organization's needs and requests.

Recreation Supervisor Series

Occupational Code: 0188

This series includes positions the duties of which are to evaluate the need for, plan, establish, and administer recreation programs for the general public as well as for special groups of individuals. Positions requiring a knowledge of principles and techniques of recreation administration are included in this series.

The following job titles are authorized for use in the Recreation Supervisor Series. The title definitions include illustrative duties and are not all inclusive.

0188A **Recreation Supervisor**

Under direction of the Director or Assistant Director of Recreation, directs, oversees, and supervises the work of Assistant Recreation Supervisors, Recreation Leaders, and other individuals employed in the Recreation Department; may, when assigned, act for the Director or Assistant Director of Recreation; administers recreation activities such as sports, arts and crafts, music, and dance, and displays qualities of leadership and direction; trains Recreation Leaders in the instruction of particular activities for groups; explains recreation programs to the public and receives public comment; may coordinate efforts on a larger scale with other professional fields such as social work, nursing, and medicine.

0188B **Assistant Recreation Supervisor**

Under the direction of the Recreation Supervisor and/or Director of Recreation, assists in planning, coordinating, and supervising a

varied program of recreational activities including sports, hobbies, other activities, and facilities and playground programs; plans work, trains, and reviews performance of Recreation Leaders and assistants and district supervisors; visits different areas where recreation activities are held; may address public groups concerning operation of Recreation Department, when requested by Recreation Supervisor or Director; assists Recreation Supervisor in carrying out administrative details and assignments of the Recreation Supervisor.

In large municipalities Recreation Supervisors may specialize in some areas due to the large number of participants and/or the high degree of interest in a particular activity or sport.

The following are authorized specializations:

0188C **Recreation Supervisor (Water Program)**

Plans work of various Recreation Leaders who are involved in swimming instruction, life-saving instruction, lifeguards, beach and bath house attendants, also water safety, boating, and sailing programs; schedules and administers all swimming competitions for the Recreation Department; evaluates performance of these individuals and sees that they follow lesson plans or other specific instructions; prepares final report of water activities as presented by the Recreation Department of a municipality.

0188D **Recreation Supervisor (Arts and Crafts)**

Directs, supervises and evaluates the work of Recreation Leaders in the arts and crafts area of a recreation program; provides direction and instruction to subordinate Recreation Leaders; trains them in the instruction of individual arts and crafts; explains this area of the recreation program to the public and receives their comments and is responsible for the operation and success of the arts and crafts programs which may include fine or applied arts such as painting, sculpture, ceramics, jewelry designs, metal work, woodwork and other handcrafts.

0188E **Recreation Supervisor (Athletics)**

Directs, supervises and evaluates the work of Recreation Leaders in the athletics area of a recreation program; provides direction and instruction to subordinate Recreation Leaders; trains them in the instruction of individual sports; explains this area of the recreation program to the public and receives their comments; is responsible for the operation and success of the sports programs which may include sports such as baseball, football, basketball, hockey, boxing, golf, skiing, skating, scuba and skin diving, and tennis.

Recreation Leader Series

Occupational Code: 0189

This series includes positions the duties of which are to carry out recreation programs by instructing groups or classes in activities such as arts, crafts, athletics, and other areas in which a practical knowledge of the activity is required. Also included in this series are positions which support a specific activity but are not involved in its instruction.

The following are job titles authorized for use in the Recreation Leader Series. The title definitions include illustrative duties and are not all inclusive.

0189A Recreation Leader

Plans, develops, coordinates, and conducts recreation activities in a particular location or a particular sport, activity, or hobby or works with special groups of individuals such as children, elderly, teen-agers, and/or handicapped persons; holds staff meetings to discuss recreation programs, their needs and their benefits to the community, and to orient, and train assistants, referees, scorers, timers, and related individuals; may requisition equipment and supplies and may be required to forward reports to supervisors.

0189B Assistant Recreation Leader

Assists the Recreation Leader in planning, developing, coordinating, and conducting recreation activities in a particular location, sport, hobby, other activity or for a special group of individuals; may be assigned by Recreation Leader to handle and instruct a particular activity or group or may work with him in any number of activities; may supply Recreation Leader with written material for inclusion in reports; passes out equipment and supplies and collects it after use.

Recreation Leaders work in the following fields and are so defined. if the field is too broad, the title may reflect a more specialized area of concentration by replacing the parenthetical phrase with the new Recreation Leader modifier, for example: Recreation Leader (Athletics) may be too general for some to use, so replace (Athletics) with another modifier — (Golf).

0189C Recreation Leader (Retarded Children)

Plans, develops, coordinates, and supervises a program of recreational activities designed for the limitations, capabilities, and interests of retarded children; supervises and participates in special athletics, and arts and crafts adapted for retarded children; evaluates individual recreation activities, observes the children, and prepares reports on progress of each retarded child.

0189D **Recreation Leader (Music)**

Plans, develops, coordinates, supervises, and participates in a music program; instructs individuals in the skills and techniques of playing musical instruments; conducts, rehearses, directs, and organizes a band to perform alone or with plays presented by a department; requisitions supplies and equipment and writes reports of musical activities.

0189E **Recreation Leader (Handicapped Children)**

Plans, develops, coordinates, and supervises recreation programs designed especially for handicapped children; develops informal athletics, handcrafts and group activities for participation by handicapped children; maintains close supervision of participants and prepares records and reports of attendance, progress, and success of handicapped children.

0189F **Recreation Leader (Golden Age)**

Plans, develops, coordinates, and supervises recreation programs designed especially for elderly persons; may maintain drop-in facilities for year-round use by the elderly to include building as well as program maintenance; provides physical, mental, and social stimulation to the elderly; (works with other agencies to provide the elderly with employment, medical, and housing aid).

0189G **Recreation Leader (Art)**

Plans, develops, coordinates, supervises, and participates in a recreation program of art; provides instruction in oil painting, watercolor, pastels, charcoal, pencil, pen-and-ink drawing, and sketching for adults; for children, provides instruction in watercolors, murals, experimental art forms, poster design, crafts, fingerpainting, and crayon work; requisitions supplies and equipment and prepares reports of the program's progress and effectiveness.

0189H **Recreation Leader (Drama)**

Plans, develops, coordinates, supervises, and participates in a recreation program of drama; provides instruction in the techniques of drama and the production of plays and theatrical performances, and organizes and presents them; requisitions supplies and equipment and prepares reports of the program's progress and effectiveness.

0189I **Recreation Leader (Swimming)**

In addition to the general definition of Recreation Leader, the Recreation Leader (Swimming) directs, supervises, and leads the ac-

tivities of groups of individuals at an indoor or outdoor swimming pool; teaches swimming skills, competitive swimming, synchronized swimming, life saving, and other related skills from the beginning levels through advanced levels; has responsibility for use and care of pools and equipment and may be required to keep records and submit reports.

0189J **Recreation Leader (Boating and Sailing)**

Plans, develops, and supervises a program of instruction in seamanship, sailing, motor boating, and related safety in boating; takes care of boats used in the classes; requisitions supplies and equipment; is responsible for following lesson plans and filing reports of the boating and sailing program.

Positions the duties of which are to work in conjunction with Recreation Leaders, Supervisors, and other Recreation Department personnel are defined as follows:

0189K **Golf Starter**

Directs the starting of individual or groups of golfers for play on the golf course; determines the order of starting according to established rules; directs and oversees play on the course to assure orderly conduct and safe competition; may sell tickets for rounds of golf and handle monetary details. May work in pro shop or other areas when not starting golfers.

0189L **Caddy Master**

Supervises, instructs, and maintains discipline among caddies; assigns them to golfers requesting caddies; may work in pro shop or other areas when not working with caddies.

0189M **Head Golf Starter**

Assigns starters to tees; oversees play on the course; collects greens fees; maintains records of receipts and prepares reports; purchases supplies and equipment when authorized by superiors; may be responsible for supervising cleaning of the clubhouse area.

0189N **Referee/Umpire**

Work involves responsibility for ruling on plays, shots, and moves by contestants in a sports event; rulings are made in accordance with well established rules and regulations of the particular game; makes judgment calls on the spot and decisions are usually final; announces particular local rules that may apply due to playing area peculiarities or other reasons; inspects playing area and individual's equipment and/or uniforms; in general, forces compliance with rules of the game.

0189O **Timer**

Operates official time clock during games and athletic events using electronic and manual timekeeping equipment; must have thorough knowledge of the rules of the game.

0189P **Scorer**

Keeps official score during games and athletic events using manual or electronic scoring equipment; must have thorough knowledge of the rules of the game.

0189Q **Recreation Facility Supervisor**

Under the direction of a manager or assistant manager, assists in the operation of a recreation facility such as skating rink, ski area, swimming pool, tennis courts, playgrounds, and other areas; enforces rules at such facilities and sees that safe and proper conduct is displayed by patrons; sells and takes admission tickets; issues and collects athletic equipment; assists in the maintenance and preparation of the facility and cleans rest areas, showers, and locker rooms; marks approved and disapproved areas; is not involved with instruction of individuals in skiing, skating, swimming or any other sport but is responsible for maintaining the proper condition and assisting in the operation of a recreation facility.

0189R **Recreation Leader (Crafts)**

Plans, develops, supervises, coordinates, and participates in a recreation program of crafts; provides instruction in woodworking, photography, leather tooling, metal working, ceramics, or other crafts; requisitions supplies and equipment and prepares reports of the program's progress and effectiveness; operates machinery related to making crafts.

0189S **Recreation Leader (Athletics)**

Plans, develops, supervises, coordinates, and participates in a recreation program of athletics; provides instruction in how to play baseball, football, basketball, hockey, boxing, golf, skiing, skating, scuba and skin diving, tennis, water sports, and other sports; organizes groups of participants into teams and oversees the games; requisitions supplies and equipment and prepares reports of the program's progress and effectiveness; sets up fields, courts, ice, and other playing areas.

0189T **Recreation Leader (Dancing)**

Plans, develops, supervises, coordinates, and participates in a recreation program of dancing; provides instruction in ballroom,

ballet, tap, folk, and other forms of dancing; develops exercise programs for participants; requisitions supplies and equipment and sets up dancing areas; prepares reports of program's progress and effectiveness.

0189U ***Life Guard**

As assigned to a beach or swimming pool, stands watch over bathers for the purpose of preventing bathing accidents; rescues bathers in danger of drowning by applying life-saving skills; applies resuscitation and first-aid when necessary; enforces regulations in effect at bathing areas; may assist in checking water, checking clothes and keeping bath areas clean; may clean pools; may give swimming or life-saving lessons. Life Guards possess current Red Cross Life Savings Certificates.

0189V ***Head Life Guard**

In addition to performing duties of a Life Guard, supervises a group of Life Guards at a swimming pool, beach, or other bathing area; schedules Life Guards' location and hour assignments; may be responsible for the efficient operation of a pool or beach area which includes staffing, maintenance, cleanliness, programs and safety, but is primarily concerned with preventing drowning and other accidents.

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*Labor Service

PERSONNEL MANAGEMENT AND LABOR RELATIONS GROUP 0200

Personnel Management Series

Occupational Code: 0201

This series includes all positions which supervise, administer, or conduct the personnel program for a municipality or perform personnel work of a professional level in two or more specialized areas of personnel or are responsible for all personnel functions in a department of a city or town.

The following are job titles authorized for use in the Personnel Management Series. The title definitions include illustrative duties and are not all inclusive.

0201A Personnel Director

Plans and directs a municipal personnel program which normally includes recruitment, hiring, training, classification, salary and wage determination, labor relations and personnel records keeping. Furnishes personnel services to city/town departments; advises city/town officials on personnel policy, practices, and problems; maintains liaison with the State Civil Service Division; sees that the employees' interests and rights are protected; recommends changes in municipal policy, practices, rules and regulations affecting the personnel program.

0201B Assistant Personnel Director

Assists the Personnel Director in directing and conducting all phases of the personnel program when the program is large enough to require a full time assistant.

0201C Personnel Technician

Performs professional personnel duties which cover two or more of the specialized areas of personnel, i.e., recruitment, training, placement, job evaluation, salary and wage determination, and labor relations.

NOTE: See series 0212 and 0221 for definitions of specialized work.

0201D Personnel Assistant

Assists a Personnel Director or Personnel Technician in performing the more routine duties in various areas of personnel. Typical duties are interviewing prospective candidates to obtain employment history and other personnel data; giving information to employees regarding personnel policies, procedures, and municipal and Civil Service rules and regulations affecting their employment; per-

forming ~~job au~~dits on lower level positions; collecting and compiling compensation data from specialized sources; interviewing employees to obtain information relating to grievances, workmen's compensation, health insurance, or similar matters.

Personnel Staffing Series

Occupational Code: 0212

This series includes all positions which provide, supervise, or administer a program to recruit, select, hire, and counsel employees of a municipality. Positions which include duties in a related field such as training, administration of a safety program, or labor relations are placed in this series if the staffing duties are primary.

The following are job titles authorized for use in the Personnel Staffing Series. The title definitions include illustrative duties and are not all inclusive.

0212A **Personnel Technician (Recruitment)**

Plans and conducts a recruitment program to fill position vacancies. Determines methods of recruitment, type of media to use, and organizations to contact; informs them of procedures for applying for Civil Service examinations; obtains information on qualification requirements from supervisors; interviews candidates for employment, refers them to departments for consideration, determines if they meet municipal and Civil Service requirements, and arranges to hire them; advises employees on employee benefits and responsibilities; counsels employees on problems; sets up and administers a promotion program within the municipality.

NOTE: Above title may be prefixed by Assistant for positions which are trainee jobs in the specialized field or assist the Personnel Technician responsible for the program.

0212B **Assistant Personnel Technician (Recruitment)**

Personnel Classification and Pay Series

Occupational Code: 0221

This series includes all positions which provide, supervise, or administer a program to analyze jobs, establish position classification, collect and analyze salary and wage data, and recommend new and/or revised compensation for municipal jobs.

The following are job titles authorized for use in the Personnel Classification and Pay Series. The title definitions include illustrative duties and are not all inclusive.

0221A **Personnel Analyst**

Plans and conducts a program to classify positions and/or determine compensation for municipal positions; performs job audits;

writes position descriptions; analyzes duties and recommends grade levels; collects, compiles, and analyzes compensation data from a variety of sources; applies to the municipal classification structure and recommends new or revised wage and salary schedules.

NOTE: Above title may be prefixed by Assistant for positions which are trainee jobs in the specialty or assist the Personnel Analyst or other persons of higher grade responsible for the program.

0221B **Assistant Personnel Analyst**

Labor Negotiation Series

Occupational Code: 0230

This series includes positions the duties of which are to represent a city or town in negotiations with labor organizations who have collective bargaining contracts with the city or town or who may be seeking certification by the State Labor Relations Commission.

The following are job titles authorized for use in the Labor Negotiation Series. The title definitions include illustrative duties and are not all inclusive.

0230A **Labor Negotiator**

Responsible for all labor negotiations on behalf of a city or town when preparing collective bargaining contracts with union representatives; represents the city or town before the State Labor Relations Commission in any matters of certification, unit determination, unit reclassification, and unfair labor practice complaints; also represents a city or town before the State Board of Conciliation and Arbitration in the event such need arises from negotiations; studies and analyzes existing methods of processing union grievances and recommends new techniques and procedures where needed in dealing with the grievances; continually monitors overall collective bargaining and labor relations programs.

Employee Development Series

Occupational Code: 0235

This series includes all positions which plan, supervise, administer, or evaluate a training or educational program. Positions in this series require the application of knowledge of concepts, principles, and practices of education and training techniques.

NOTE: If the positions require staffing duties as a primary function, see the Personnel Staffing Series, 0212.

The following are job titles authorized for use in the Employee Development Series. The title definitions include illustrative duties and are not all inclusive.

0235A **Employee Development Coordinator**

Develops and administers an overall training program. Determines testing needs, schedules classes, obtains facilities and instructors. Coordinates the activities of project personnel, arranges meetings, oversees the preparation of financial and progress reports, and plans for program continuation and adaption for all municipal employees, and performs related duties.

0235B **Employee Development Assistant**

Helps develop and administer a training program. Assists in developing teaching outlines, lesson plans, and courses in specialized fields. Aids in evaluating the progress of employees and the success of the various training methods and the overall program. May also assist in the training of the staff in vocational training methods, compiling data and keeping records, and ordering the required training aids and manuals. Performs related duties.

CHART
CLERICAL STRUCTURE CLASSIFICATION

DUTIES	Clerk	Senior	Principal	Head	Head Administrative
(1) Clerical	(1) routine clerical duties	(1) moderately complex clerical duties	(1) complex clerical duties	(1) complex clerical work	(1) None
(2) Decision making	(2) limited degree of decision	(2) moderate degree of decision	(2) considerable degree of decision	(2) high degree of decision	(2) high degree of decision
(3) Under Supervision	(3) under direct supervision of administrative or clerical employee	(3) under supervision of administrative or clerical employee	(3) under supervision of administrative or clerical employee	(3) under supervision of executive or administrator	(3) under general supervision of an executive or administrator
(4) Gives Supervision	(4) None	(4) may exercise working supervision over a few Clerks	(4) working supervision over small number of employees — routine or moderate complexity	(4) working supervision over small number of employees — complex or moderate complexity	(4) supervision over branch or function group personnel
(5) Knowledge of Operation	(5) None	(5) general knowledge of operation	(5) thorough knowledge of operation	(5) complete knowledge of operation	(5) complete knowledge of operations in department
(6) Secretarial	(6) None	(6) None	(6) secretary duties and transcribe	(6) may do duties of secretary to major department head	(6) None

GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP 0300

Clerical Series

Occupational Code: 0301

This series includes positions the duties of which are to perform or supervise the performance of clerical work except when the clerical work requires such experience or training specialization that it becomes the major qualification requirement of the position.

The following are job titles authorized for use in the Clerical Series. The title definitions include illustrative duties and are not all inclusive.

0301A **Clerk**

Performs, according to standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department or section; examines documents for correctness; prepares forms and other documents; compiles any number of different types of statistics; posts and maintains general records; may, for a small percentage of time, maintain double-entry books of account; may work with payrolls and pay computation; receives receipts for municipal services; maintains any of a number and/or type of files; gives information to public; requisitions office supplies, and does sorting and mailing.

Authorized job titles:

0301B **Senior Clerk**

0301C **Principal Clerk**

0301D **Head Clerk**

0301E **Head Administrative Clerk**

NOTE: See chart — Clerical Structure Classification — for the above titles on page 143.

0301F **Weigh Clerk**

Under supervision, operates a motor truck scale for the purpose of weighing the amount of various commodities; maintains daily records of all weighings; calculates charges due to private users of the plant and mails bills or collects fees; maintains plant operation records; does typing and related clerical work and operates own office in an orderly manner.

Messenger Series

Occupational Code: 0302

This series contains positions the duties of which are to supervise and/or perform work involved with receiving, delivering, collecting,

and time stamping incoming and outgoing mail or other types of correspondence or publications.

The following are job titles authorized for use in the Messenger Series. The title definitions include illustrative duties and are not all inclusive.

0302A **Messenger**

Receives, sorts, and delivers mail, publications, packages, or other articles to departments within an organization over a routine and predetermined route on a regular basis; picks up material along route to be delivered to other points or mailed; messengers may deliver materials to different points across a city or town from a central location such as the mayor's office; performs simple manual, mechanical, and clerical duties in relation to messenger work.

Executive Secretary Series

Occupational Code: 0306

This series includes positions the duties of which are to plan, organize, supervise, and/or administer the work of an office whose functions are to support a department, committee, or commission according to its established rules, regulations, and policies. This also includes acting as secretary to the organization during meetings as well as supervising the number of Clerks working in direct support of the organization.

NOTE: These positions differ from other secretarial positions in that the incumbents have authority to take independent action in the name of the organization served.

The following are job titles authorized for use in the Executive Secretary Series. The title definitions include illustrative duties and are not all inclusive.

0306A **Executive Secretary**

Attends meetings of a board, committee, commission, department or other organization and keeps its minutes; may transcribe stenographic notes on a typewriter. Prepares agenda of these meetings; supervises the administrative details of the office and the individuals who are employed in its direct support; prepares budgets, statistics, reports, and other information required; maintains record keeping systems; prepares and handles correspondence; answers public inquiries directed to the organization; purchases supplies and equipment and has the authority to act as its representative when required. Also responsible for independent exercise of administrative judgment and decision making.

Legal Stenography Series

Occupational Code: 0310

Positions in this series include those which involve work of a specialized legal nature, including supervisory responsibility. Work is performed in accordance with departmental policies and accepted legal secretarial practices and procedures adapted to municipal requirements. Positions involving only infrequent legal stenography work are not included in this series.

The following are job titles authorized for use in the Legal Stenography Series. The title definitions include illustrative duties and are not all inclusive.

0310A **Senior Legal Stenographer**

Takes and transcribes stenographic notes from dictation of briefs, pleadings, writs, opinions, contracts, by-laws or ordinances, and other legal papers requiring legal terms and phraseology; performs a variety of secretarial duties; maintains legal calendar and docket, compiles legal correspondence, and performs related clerical duties.

Medical Stenography Series

Occupational Code: 0311

Positions in this series include those the duties of which are to perform a highly skilled degree of stenography work with a thorough knowledge of medical terminology. Work is performed in accordance with departmental policies and accepted medical secretarial practice and procedures adapted to municipal requirements. Positions involving only infrequent medical stenography work are not to be included in this series.

The following are job titles authorized for use in the Medical Stenography Series. The title definitions include illustrative duties and are not all inclusive.

0311A **Senior Medical Stenographer**

Takes stenographic notes from dictation of medical reports, transcribes notes on typewriter; takes and transcribes stenographic notes from dictation regarding operations, medical reports, letters, records and related medical documents. Performs a variety of secretarial duties; maintains medical calendar and docket; compiles medical correspondence and performs related clerical duties.

Clerk and Stenographer Series

Occupational Code: 0312

This series includes positions the duties of which are to perform or supervise the performance of clerical work in which stenography is performed a considerable amount of time and for which stenography

skill is required. This does not include clerical work in which experience or training specialization is the major qualification requirement of the position.

The following are job titles authorized for use in the Clerk and Stenography Series. The title definitions include illustrative duties and are not all inclusive.

0312A **Clerk and Stenographer**

Performs clerical duties according to standard office procedure requiring a degree of decision and knowledge of the department or section to include duties in which stenography is taken a large percentage of the time; takes dictation through the use of shorthand, stenotyping, speedwriting, or closed microphone; transcribes correspondence, memoranda, reports, minutes, records or other material; types any number of different materials from any kind of draft; proofreads own transcribed and/or typed material for accuracy and completeness; performs some duties covered in the Clerical Series in addition to taking stenography.

Authorized job titles:

0312B **Senior Clerk and Stenographer**

0312C **Principal Clerk and Stenographer**

NOTE: See chart — Clerical Structure Classification for above job titles on page 143.

0312D **Hearings Stenographer**

Takes verbatim notes of proceedings of formal and informal meetings, hearings, inquests, or similar gatherings. Notes are taken by shorthand, stenotyping, speedwriting or closed microphone and are then transcribed accurately on a typewriter into manuscript form. May also make copies of manuscript, take dictation or do clerical or secretarial work as required.

Time and Construction Clerical Series

Occupational Code: 0314

Positions in this series are those the duties of which are to compile and maintain records of materials used and/or time spent by laborers on municipal construction and maintenance projects. Positions in which infrequent labor, requisitioning of supplies, or related work is performed in addition to the above are also included in this series.

The following are job titles authorized for use in the Time and Construction Clerical Series. The title definitions include illustrative duties and are not all inclusive.

0314A **Time and Construction Clerk**

Serves as timekeeper for municipal construction, service, maintenance, or repair crews for the purpose of recording time worked, overtime, sick time, vacation time, and early departure and late arrival times for submission to payroll division. Also, accounts for assignment and usage of equipment, files "on-the-job" accident reports, receives requisition orders from foreman to whom assigned. Maintains any cash receipts records that may be necessary. Time may be spent at the construction site and in the home office. Prepares reports for the personnel director and performs related duties.

Secretary Series

Occupational Code: 0318

This series includes positions the duties of which are to serve as an assistant, generally to one person, responsible for working out clerical and administrative details and assignments that are secondary to the work of the supervisor and for which no special skill or knowledge of a technical nature are involved. Knowledge of office and clerical procedures is a basic requirement of this series. Also included are positions which perform stenographic and clerical duties as a clerk to a municipal board or commission where a knowledge of policies and procedures of the board or committee in session is necessary. Work may be on a part time basis and require a high degree of interpretation and stenographic skill.

The following are job titles authorized for use in the Secretary Series. The title definitions include illustrative duties and are not all inclusive.

0318A **Secretary**

Maintains the appointment schedule of a supervisor; acts as a receptionist taking phone calls, directing walk-ins, and handling inquiries; prepares correspondence and reports when required; maintains supervisor's files; types from rough draft, straight draft, stenographic notes or recorded material; takes stenography at meetings or directly from the supervisor; may supervise several clerks working in support of the secretarial function.

0318B **Board Secretary**
0318C **Committee Secretary**
0318D **Commission Secretary**

Prepares board or commission meeting agendas; keeps records; attends meetings; takes and transcribes minutes of meetings; prepares drafts of minutes of meetings; takes testimony at hearings; maintains calendar of meetings; prepares correspondence related to functions of the board and may sign all correspondence except offi-

cial documents requiring signatures of board members; where in existence, has charge of small group of office personnel involved in carrying out administrative and clerical duties related to the operation of the board or commission; may accept and process public requests for information and service and in general, provide administrative support to the board or commission.

Administrative Assistance Series

Occupational Code: 0320

This series includes positions the duties of which are to be responsible for assisting the head of the organization by performing a variety of management and liaison services that are essential to the direction and operation of an organization. A knowledge and understanding of management principles, practices, methods, and techniques and skill in dealing with people are the paramount qualifications required of positions in this series. Excluded from this series are positions of Clerks.

The following are job titles authorized for use in the Administrative Assistance Series. The title definitions include illustrative duties and are not all inclusive.

0320A **Administrative Assistant**

Assists the head of a department in the administration of that organization by performing highly responsible administrative and clerical functions and relaying administrative orders and other information to employees; acts as a confidential secretary to a department head; works with the department head in developing and implementing policies and procedures to be followed; plans and supervises administration of the immediate office including personnel records maintenance, fiscal and accounting operations, departmental expenditures and purchases, and preparation and disbursement of payrolls; prepares fiscal, statistical or progress reports, and budget requests; interviews and hires job applicants; acts as liaison with other departments or agencies; aids in public relations work; and may also assist in bringing industry to the municipality, the responsibility of grant administration, and the preparation of contracts.

Clerk and Secretary Series

Occupational Code: 0321

This series includes positions the duties of which are to perform secretarial functions for a department head, take and transcribe stenographic notes from dictation, and perform clerical duties requiring a degree of decision making and knowledge of the operation and function of the department or organization.

The following are job titles authorized for use in the Clerk and

Secretary Series. The title definitions include illustrative duties and are not all inclusive.

0321A **Principal Clerk and Secretary**

Under supervision of the department or organization head, performs secretarial duties such as preparing agendas for meetings; takes, transcribes, and presents in report form minutes of meetings and hearings as well as dictation and transcription of correspondence, memoranda, and speeches. Performs assigned administrative duties such as preparing financial reports and gathering statistics. May supervise the preparation of payrolls, purchases, maintenance of personnel records, or other clerical functions; may field questions and inquiries from the public, may maintain double-entry account books and perform related bookkeeping duties on a very small part-time basis, and perform other related functions.

Clerk and Typist Series

Occupational Code: 0322

This series includes positions the duties of which are to perform or supervise clerical work in which typing is performed a considerable amount of time and for which typing skill is required. This does not include clerical work in which experience or training specialization is the major qualification requirement of the position.

The following are job titles authorized for use in the Clerk and Typist Series. The title definitions include illustrative duties and are not all inclusive.

0322A **Clerk and Typist**

Performs clerical duties according to standard office procedures requiring a degree of decision and knowledge of the function of the department or section and performs duties in which typing is performed a large percentage of the time; types materials from rough draft, straight copy, recording, or other devices; types correspondence, reports, memoranda, requisitions, certificates, charters and other documents; proofreads own typed material to check for accuracy and completeness; performs some duties covered in the Clerical Series in addition to typing.

Authorized job titles:

0322B **Senior Clerk and Typist**

0322C **Principal Clerk and Typist**

NOTE: See Chart — Clerical Structure Classification — on page 143.

Computer Systems Administration Series

Occupational Code: 0330

This series includes positions the duties of which are to perform

and/or administer computer systems activities including management and analysis of an electronic data processing unit in its operation in solving municipal fiscal and statistical problems.

The following job titles are authorized for use in the Computer Systems Administration Series. The title definitions include illustrative duties and are not all inclusive.

0330A **Data Processing Systems Manager**

Is responsible for the operation of a data processing division or unit; coordinates and plans activities of the unit; works with management to determine needs, uses of the computer system, and in what form input data and output data are to be presented; schedules computer system time to be allocated to different priority projects; with other computer people, determines new equipment needs; establishes work schedules of programmers, operators, and others in the unit and reviews their work; prepares progress reports; reviews computer and peripheral equipment records of production, breakdowns, and maintenance to determine costs and rescheduling of work; directs training of the unit's employees and interprets management policy to them; recommends personnel staffing and promotion actions; administers operating budget and submits budget requests.

0330B **Assistant Data Processing Systems Manager**

Acts for the Data Processing Systems Manager in his absence and assists in the administration of the data processing division as assigned by the manager; assists in gathering data to determine best application of the computer system; assists in developing new programs and workflow charts; assists in administering personnel functions to the unit's employees; assists in reviewing computer input and output scheduling work, and assigning priorities to individual projects.

0330C **Data Processing Systems Analyst**

Analyzes statistical, fiscal, and other procedures to refine its formulation and convert it to a programming form for application to electronic data processing systems; confers with department heads and data processing staff to determine plans for standardizing input and designing output format; studies current systems and develops new or different procedures to devise workflow sequence; oversees and or directs the preparation of program instructions and sees that new procedures are programmed and run properly; assists in training personnel in use of new systems and procedures, particularly in the areas of operation and programming.

Computer Operation Series

Occupational Code: 0332

This series includes positions the duties of which are to operate and supervise the operation of an electronic computer. Also included is the operation of peripheral equipment when such equipment is used in direct support of computer operations. Operator must be able to read, interpret, and correctly respond to information in the form it will be transmitted to the computer.

The following job titles are authorized for use in the Computer Operation Series. The title definitions include illustrative duties and are not all inclusive.

0332A **Computer Operator**

Monitors and controls use of computer; receives operating instructions along with input data in the form of tapes, discs, and/or cards; studies program and loads tapes, discs, or cards into computer, clears machine, and starts computer in operation; watches for any malfunctioning and corrects it if possible; keeps logbook and performance records; maintains reel and disc files; operates peripheral equipment such as sorters, collators, interpreters, bursters, verifiers, keypunchers, and performs related work.

Computer Programming Series

Occupational Code: 0334

Positions in this series are those the duties of which are to prepare detailed computer operation instructions coded into a form adaptable to electronic data machine processing. Duties of this series also include reviewing and debugging programs until they operate as designed.

The following are job titles authorized for use in the Computer Programming Series. The title definitions include illustrative duties and are not all inclusive.

0334A **Computer Programmer**

Assists in studies to determine feasible application of computers in solving municipal problems; analyzes accuracy of source data; prepares flow charts showing sequence of operations and computations; develops machine instructions by preparing outline logic diagrams, block diagrams, and work routines for processing projects on a computer; translates plans and instructions into coded and detailed operating programs for movement of data through the computer; reserves memory positions for work areas for processing and controls, input, output, and storage; tests, corrects, and revises programs; prepares instructions for operators; prepares format for final printed output; may operate computer and peripheral equipment; trains junior programmers and may supervise programmers,

junior programmers, computer operators, and statistical machine operators.

0334B **Junior Programmer**

Works under direction of a computer programmer in programming computer projects; converts flow charts and diagrams from a rough to finished form; makes minor changes to standard programs and prepares simple programs.

Administrative Officer Series

Occupational Code: 0341

This series includes all positions the duties of which are to administer, supervise, and perform a variety of management services that are essential to the direction and operation of an organization such as accounting, purchasing and distributing supplies, budgeting, planning, supervising clerical operations, coordinating operations, negotiating contracts, and other business management and administrative duties.

The following are job titles authorized for use in the Administrative Officer Series. The title definitions include illustrative duties and are not all inclusive.

0341A **Business Manager**

Responsible for the administration of all business affairs of an organization or department; plans, organizes, coordinates, and directs business operations; controls purchase and distribution of supplies; administers building maintenance programs; performs work related to construction planning; controls and plans financial affairs, budgets, and inventories; performs personnel administration duties; may administer other non-specialized functions related to the operation of the organization; exercises direct supervision over office personnel; and manages any other business area of a department which provides administrative support to the organization.

0341B **Assistant Business Manager**

Assists the Business Manager in directing the business activities as described.

Office Management Series

Occupational Code: 0342

This series includes positions the duties of which are to supervise a number of employees engaged in providing clerical and administrative support services to a department, commission, board, or committee. Positions in this series participate in decision making in regard to policy and operation and differ from a Head or Chief Clerk

in that sense. Positions in this series are not responsible for directing and coordinating management services for an organization and differ from Business Manager in that respect.

The following are job titles authorized for use in the Office Management Series. The title definitions include illustrative duties and are not all inclusive.

0342A **Office Manager**

Under general supervision coordinates office and staff functions; supervises clerical help in routine administrative duties; prepares project status reports when necessary; oversees clerks involved in billing utility customers, answering complaints, preparing or processing budget requests, annual reports or performing various accounting and bookkeeping functions, payroll preparation, and dispersion. Keeps personnel records and posts appropriate changes to them; requisitions supplies, materials, and equipment; is familiar with laws, rules, and regulations affecting his office; answers more difficult inquiries of the public and is responsible for the efficient operation of the office.

NOTE: An Office Manager's function will remain basically the same, whereas Executive Secretary's (0306A) and Administrative Assistant's (0320A) duties may alter quite often.

Office Machine Operation Series

Occupational Code: 0350

This series includes positions the duties of which are to supervise or perform work operating simple office machines not covered in other series as well as performing related clerical duties. Not included in this series are positions in which office machine operation is incidental to other duties.

The following job titles are authorized for use in the Office Machine Operation Series. The title definitions include illustrative duties and are not all inclusive.

0350A **Office Machine Operator**

Operates miscellaneous office machines that require little time or skill to learn such as addressographs, mimeograph machines, photocopying and microfilming machines, time punch machines, and other elementary office machines which are not covered in other series definitions; performs routine clerical duties. Clerical personnel who only occasionally use these machines are not to be included in this series.

0350B **Senior Office Machine Operator**

In addition to performing the above duties, may supervise person-

nel engaged in performing above duties, and supervises the operation of related equipment and the storage of materials.

Duplication Machine Operation Series

Occupational Code: 0352

This series includes all positions the duties of which are to operate and maintain reproducing machines such as duplicating, multilith, and offset printing machines. Positions that include maintenance of operating cost records in addition to operation of the machinery are also included in this series. Positions for which only infrequent operation of these machines is a requirement are not included in this series.

The following are job titles authorized for use in the Duplication Machine Operation Series. The title definitions include illustrative duties and are not all inclusive.

0352A Offset Duplicating Machine Operator

Prepares multilith plates and types copies to be sent out for photo imaging; files plates, negatives and copies of duplicated material; takes inventory of supplies in store and orders materials when supply is low; makes minor repair to equipment; operates multilith machines, cameras, and all related offset printing devices; maintains operating cost records in addition to operating the machine and performs related duties.

0352B Senior Offset Duplicating Machine Operator

In addition to performing the above duties, may advise administrative personnel in use of equipment for preparation of special reports, be involved in decision making for management of printing facilities, and supervise operation or storage of materials.

Bookkeeping Machine Operation Series

Occupational Code: 0354

This series includes all positions the duties of which are to supervise or perform such work as posting, scheduling, billing, or preparing records and documents that are basically numerical in nature by operating a type of bookkeeping machine. Not included in this series are positions which require only infrequent bookkeeping machine operation.

The following are job titles authorized for use in the Bookkeeping Machine Operation Series. The title definitions include illustrative duties and are not all inclusive.

0354A Bookkeeping Machine Operator

Operates a bookkeeping machine for the purpose of preparing municipal bills and maintenance of payment records; posts accounts receivable and accounts payable; prepares payroll warrants;

operates addressograph machines and performs related clerical work.

Statistical Machine Operation Series

Occupational Code: 0356

This series includes all positions the duties of which are to supervise and/or perform work involved in the operation of statistical machines such as keypunchers, verifiers, sorters, and interpreters for the purpose of recording data for municipal fiscal and statistical purposes, and in the coding of material for punching. Positions requiring only infrequent operation of statistical machines are not to be included in this series.

The following are job titles authorized for use in the Statistical Machine Operation Series. The title definitions include illustrative duties and are not all inclusive.

0356A Statistical Machine Operator

Operates alphabetic and numeric key punch machines in converting source data to punch cards; operates key verifiers in checking the accuracy of punched cards; operates interpreters for translating punched holes into printed information on cards. Occasionally, operates collators, sorters, reproducers, and other associated equipment. Types headings, totals, and similar information on output data and performs related clerical work.

0356B Senior Statistical Machine Operator

Performs statistical and clerical work of a more difficult and responsible nature and operates all peripheral equipment associated with key punch operations with a high degree of skill. May supervise a small group of Statistical Machine Operators performing a similar function.

0356C Supervisor of Statistical Machine Operations

Supervises all the operations of a department or division involved with processing statistical data; supervises the work of operators working on keypunchers, verifiers, interpreters, and related machines; plans, assigns, and reviews their work; defines project objectives; evaluates source data; trains individuals in the operation of statistical machines, prepares reports, and compiles output in a formal form.

0356D Assistant Supervisor of Statistical Machine Operations

Under direction of the Supervisor of Statistical Machine Operations, assists in the supervision and operation of a statistical machine department or division; may supervise a particular section

of the department or assist in the supervision of employees engaged in the operation of keypunchers, verifiers, sorters, interpreters, and related peripheral machines; assists in planning, assigning, and reviewing their work; reviews source data and output for accuracy and reconciliation; assists in training individuals in the operation of statistical machines and aids in preparing formal output and reports.

Billing Machine Operation Series

Occupational Code: 0358

This series includes all positions the duties of which are to supervise or perform work operating a billing machine, graphotype, and addressograph for the purpose of preparing bills. Not included in this series are positions which require only infrequent use or operation of a billing machine.

The following are job titles authorized for use in the Billing Machine Operation Series. The title definitions include illustrative duties and are not all inclusive.

0358A **Billing Machine Operator**

Operates an electric or manual billing machine; prepares bills; checks for accuracy and operates addressograph machine; performs related clerical work.

Accounting Machine Operation Series

Occupational Code: 0359

This series includes all positions the duties of which are to supervise or perform work in clerical areas and in the operation of an accounting machine which takes a major part of the employee's time, and is involved with processing data through the use of these electric accounting machines. Not included in this series are positions which may require infrequent operation of an accounting machine.

The following are job titles authorized for use in the Accounting Machine Operation Series. The title definitions include illustrative duties and are not all inclusive.

0359A **Accounting Machine Operator**

Operates an electric accounting machine for the purpose of posting and liquidating purchase orders; posting appropriations; preparing vendor cards; posting ledger and account entries; posting payrolls; providing vouchers; making necessary journal entries; and performs related work.

Telephone Operation Series

Occupational Code: 0382

This series includes all positions the duties of which are to per-

form or supervise employees in the performance of telephone operation. Equipment used may be single, multiple, cord, console, or dial PBX type switchboard used for serving a public building. Positions in this series include those in which clerical work is performed but not when such work constitutes more than half of the employee's time. Not included in this series are clerical positions that include the duty of relief telephone operator.

The following are job titles authorized for use in the Telephone Operation Series. The title definitions include illustrative duties and are not all inclusive.

0382A **Telephone Operator**

Responsible for courteous operation of a switchboard or section of a switchboard. Relays incoming and outgoing telephone calls; records long distance outgoing calls, telegrams, and incoming collect calls; answers inquiries or forwards calls to someone who can; trains new and relief operators; notifies serviceman in case of trouble or interruption of service; maintains directory of personnel extensions; may act as receptionist; receives mail and performs related clerical duties.

0382B **Chief Telephone Operator**

Supervises a group of telephone operators in the operation of a switchboard and/or telephone office; prepares weekly work schedules; maintains records of messages and toll calls; relieves telephone operators when necessary; trains new operators; investigates complaints from customers; orders supplies and equipment; reports deficiencies to telephone company and handles difficult situations or problems that may arise.

Communications Equipment Operation Series

Occupational Code: 0390

This series includes positions the duties of which are to supervise or perform work involved in transmitting and receiving messages through the use of communication equipment such as telephones, two-way mobile radios, and teletype equipment. Also included are related clerical duties and maintenance of communications records.

The following are job titles authorized for use in the Communications Equipment Operation Series. The title definitions include illustrative duties and are not all inclusive.

0390A **Dispatcher**

Receives calls on regular telephone system and makes calls over radio-telephone to service vehicles, dispatching them to a specific location and situation to take corrective action; operates teletype

equipment to receive and send messages; maintains proper records of messages received and sent; maintains good public relations when answering calls from citizens and performs related clerical work. This work may be performed in a police station as well as public works, utilities, and other departments.

0390B **Fire Alarm Operator**

Receives and transmits fire alarms by telephone, radio, or other signal system. Relays information to fire companies and others, and dispatches fire apparatus to fires. Operates a two-way radio system and a telephone switchboard for emergency calls. Keeps records of all actions such as alarms received and transmitted, location and nature of fires, tests of circuits, condition of equipment, and battery voltage. Performs tests of fire alarm circuits, radio, and telephone lines. May perform minor preventive maintenance on batteries and equipment.

0390C **Senior Fire Alarm Operator**

Supervises Fire Alarm Operators and performs all duties described for Fire Alarm Operator.

0390D **Chief Fire Alarm Operator**

Supervises Fire Alarm Operators in all phases of fire alarm communications.

0390E **Head Dispatcher**

Supervises Dispatchers and performs duties as described above for Dispatcher.

BIOLOGICAL SCIENCES GROUP 0400

Bacteriologist Series

Occupational Code: 0403

This series includes positions the duties of which are to supervise or perform bacteriologic laboratory tests performed in a clinic and/or public health laboratory. The work includes such functions as making laboratory cultures, virulence testing, investigating the efficacy of some treatments, antitoxic and antibacterial serums, vaccines, disinfectants, and antibodies for prevention, treatment, and cure of diseases.

The following are job titles authorized for use in the Bacteriologist Series. The title definitions include illustrative duties and are not all inclusive.

0403A **Bacteriologist**

Work involves the professional responsibility for the performance or supervision of bacteriologic laboratory tests, and related chemical and physical tests. Work is of a specialized nature as opposed to the generalist duties of a Medical Technologist. Makes laboratory cultures of pathogenic bacteria, tests virulence of pathogenic bacteria, and investigates efficacy of chemotherapeutic treatments. May investigate viability and activities of micro-organisms.

0403B **Junior Bacteriologist**

Performs various bacteriologic laboratory tests and may perform very complex tests under supervision of Bacteriologist.

0403C **Senior Bacteriologist**

Performs a variety of complex, difficult technical and professional laboratory tests. Assigns and supervises Bacteriologists of a lower grade.

0403D **Principal Bacteriologist**

Performs laboratory tests of the greatest degree of difficulty and is responsible for administrative and professional direction of the Bacteriological laboratory.

NOTE: The title Serologist may be added to the titles of the Bacteriologist Series if the job calls for accentuation of the Serology specialty in addition to Bacteriology functions. If the work is solely in Serology, only the title of Serologist may be used with the appropriate rank modifier.

0403E **Bacteriologist-Serologist**

0403F **Assistant Bacteriologist-Serologist**

0403G **Senior Bacteriologist-Serologist**

0403H **Serologist**

Zoology Series

Occupational Code: 0410

This series includes all positions the duties of which are to supervise and/or perform work of a professional nature involving application of principles and practices of zoology and related administrative duties.

NOTE: Excluded from this series are positions which perform primarily manual duties in caring for zoo animals.

The following job titles are authorized for use in the Zoology

Series. The title definitions include illustrative duties and are not all inclusive.

0410A **Head Zoo Keeper**

Responsible for the direction of activities of a zoo; plans and supervises technical aspects of the housing, care, feeding, and exhibition of a variety of mammals, birds, and fish; plans new and revised zoological exhibits and proposed zoo facilities; assigns and supervises workers engaged in feeding and caring for animals and in maintaining zoo facilities and grounds; schedules, supervises, and determines content of animal feedings; requisitions equipment, supplies, and food; prepares reports and performs related administrative duties.

Forestry Series

Occupational Code: 0460

This series includes positions the duties of which are to supervise or perform work involved in development, conservation, and utilization of the natural resources of forests including timber, soil, water, forage, and public recreation to meet public needs and protection of the forests against fire, insects, disease, erosion, floods, and other work related to forestry conservation.

The following are job titles authorized for use in the Forestry Series. The title definitions include illustrative duties and are not all inclusive.

0460A **Forest Warden**

Performs conservation work relating to prevention and extinction of forest fires; responsible for issuing and controlling open air burning permits; investigates complaints of illegal fires and forest fire hazards; investigates cause and source of forest fires and performs other related duties in coordination with Fire Department overall effort in preventing, controlling, and extinguishing forest fires.

ACCOUNTING AND BUDGET GROUP 0500

Financial Management Series

Occupational Code: 0505

This series includes all positions the duties of which are to administer and direct a program designed to furnish integrated financial staff services including as a minimum accounting, budgeting, and preparation of financial analyses for managerial use.

The following job titles are authorized for use in the Financial Management Series. The title definitions include illustrative duties and are not all inclusive.

0505A **Comptroller**

This is responsible administrative and financial work in the direction of fiscal affairs of a large department or organization of a municipality, such as a hospital, utility, or of a municipality itself. Work involves responsibility for the preparation of financial analyses of operations as a tool for managerial guidance; preparation of reports which outline the department's financial position; direction of the preparation of budgets and financial forecasts; and may involve responsibility for business operations such as the collection of accounts receivable, data processing, accounts maintenance and related functions.

0505B **Deputy Comptroller**

Assists the Comptroller in directing and coordinating all aspects of the fiscal affairs of a large department of a municipality such as a hospital, utility, or of a municipality itself. Authorized to act for Comptroller in the latter's absence.

0505C **Assistant Comptroller**

Performs duties described above but does not act for Comptroller in the latter's absence.

Accounting Series

Occupational Code: 0510

This series includes those positions which advise on, administer, supervise, or perform professional accounting work ordinarily concerned with the design, development, installation, operation, or inspection of accounting systems; the audit or similar examination of accounts and records of transactions; the examination, analysis, and interpretation of accounting data or reports, or providing accounting advice and assistance to management.

NOTE: For **Town Accountant** see the 0541 series.

The following are job titles authorized for use in the Accounting Series. The title definitions include illustrative duties and are not all inclusive.

0510A **Junior Accountant**

This is professional accounting work performed in accordance with established procedures and regulations under immediate supervision. Work involves the application of the knowledge of accounting theory and practice of a limited fiscal or accounting function. Normally, the work involves the supervision of a group of employees performing bookkeeping and clerical accounting work.

0510B **Accountant**

This is professional accounting work performed in accordance

with established procedures and regulations. Work involves the keeping of all accounting records in a small administrative unit, the supervision of a limited fiscal or accounting unit, or the office audit of varied transactions or reports. Work requires the application of accounting knowledge and skills in dealing with work problems and normally involves supervision of a group of non-professional employees performing bookkeeping and clerical accounting work. Work is normally reviewed at completion for overall standards of performance.

0510C **Senior Accountant**

This is professional accounting work which involves advanced technical accounting or specialized fiscal skills. Work involves technical accounting and procedural problems which are varied in scope and involve complexity in determination. Work involves the maintenance of control accounts, the preparation of accounting and fiscal reports, and the keeping of all accounting records for a moderately large administrative unit, or the supervision of a moderately sized clerical office machine staff engaged in the keeping of a specialized type of records. Specific instructions are usually given only at the commencement of new work or when new procedures are instituted. Generally, work is reviewed at completion only for overall standards of performance.

0510D **Principal Accountant**

This is professional accounting work which involves advanced technical accounting skills and administrative accounting responsibility. Work involves complex and varied accounting situations which require a wide range of accounting expertise and knowledge. Performs difficult accounting tasks personally, or supervises a staff of lower level accountants and non-professional employees. Instructions are received in the form of goals to be accomplished.

0510E **Chief Accountant**

This is administrative and professional accounting work which involves serving as the chief accounting and fiscal officer in a department with fiscal operations of considerable scope and complexity; responsibility for the performance of advanced accounting duties personally, or directing a staff of lower level accountants and non-professional employees. There is a wide scope of work for which these employees are responsible in terms of quantity and complexity of fiscal operations. Not given close supervision but frequent consultations may be held with administrative supervisor for review of accomplishments and discussions of procedures and controls.

Accounts Maintenance Clerical Series

Occupational Code: 0520

This series includes positions the duties of which are to supervise and/or perform clerical work required in the maintenance of all types of accounts and financial records.

The following job titles are authorized for use in the Accounts Maintenance Clerical Series. The title definitions include illustrative duties and are not all inclusive.

0520A **Account Clerk**

In addition to performing clerical work of ordinary difficulty, applies basic accounting principles in maintaining financial accounts and records; prepares and verifies accuracy of bills; checks bills against purchase orders; prepares summaries of expenditures and balances in appropriations; prepares payrolls and maintains retirement records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books and bank statements; operates adding machines and simple calculators in connection with this work.

0520B **Senior Account Clerk**

Does specialized clerical work of more than ordinary difficulty and responsibility in relation to more difficult phases of accounts maintenance work; in addition to performing all the duties of an Account Clerk, supervises a small group of Account Clerks in their normal operation or works alone on unusual problems that may arise.

0520C **Principal Account Clerk**

Supervises a group of employees including Account Clerks, Senior Account Clerks and other clerical personnel involved in the maintenance of all types of financial and fiscal accounts; in addition to performing all duties of an Account Clerk and Senior Account Clerk, instructs employees on the methods and procedures used in performing accounts maintenance and fiscal reporting functions and advises them on the solution of unusual problems.

Bookkeeping Series

Occupational Code: 0525

This series includes those positions the duties of which require a basic understanding of double-entry accrual accounting techniques and procedures in the performance or supervision of the maintenance and verification of accounts and the compilation of accounting data within a prescribed double-entry accounting system.

The following are job titles authorized for use in the Bookkeeping Series. The title definitions include illustrative duties and are not all inclusive.

0525A **Bookkeeper**

Under supervision, performs accounting clerical work of more than ordinary difficulty and individual responsibility. Work involves general familiarity with office processes and detailed knowledge of bookkeeping practices and requires individual judgement in the carrying out of established procedures and in the application of provisions of the law and regulations to such functions as the preparation of payrolls, recording allotments and expenditures, maintaining records of purchases, balancing books and compiling reports to show receipts, expenditures, accounts payable and receivable; keeps records of employees' sick leave, vacation time, travel and insurance accounts and performs other related duties.

0525B **Senior Bookkeeper**

Under general supervision, performs and supervises the performance of difficult accounting, clerical, and statistical work requiring a high degree of individual judgement in the carrying out of established procedures and regulations; maintains records of purchases; balances books and compiles reports to show receipts, expenditures, accounts payable and receivable; and computes employees' pay. Investigates discrepancies reported by lower grade Bookkeepers; reconciles accounts; supervises one or more Bookkeepers and Clerks.

0525C **Principal Bookkeeper**

Performs and/or supervises the performance of complex accounting, clerical, and/or statistical work requiring the highest degree of individual judgement in carrying out established procedures; prepares payrolls for a department or division; maintains records of accounts receivable, accounts payable, and expenditures; maintains budgetary control ledgers and ascertains that expenditures are within the limits of allotments and appropriations; maintains sick leave, insurance and other personnel records; may perform purchasing duties of a division or department, may schedule and record payments and encumbrances; is responsible for management of a small staff involved in processing all work performed by a bookkeeping unit.

Cashier Series

Occupational Code: 0530

This series includes those positions the duties of which are to administer, supervise, or perform clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items when this includes: (1) direct handling of cash items, and (2) the use of cash accountability controls.

The following are job titles authorized for use in the Cashier Series. The title definitions include illustrative duties and are not all inclusive.

0530A **Cashier**

Under supervision, receives, collects, disburses cash or other negotiable instruments in payment for food, fuel or power, taxes, licenses, or services. May sell tickets or merchandise; use a cash box, cash drawer, or cash register. Prepares reports of accountability for control purposes and may make up bank deposits and reconcile bank statements.

0530B **Senior Cashier**

Supervises a group of Cashiers and performs duties in the reception, collection, or disbursement of cash or other negotiable instruments in payment of food, fuel or power, taxes, licenses, or services. May personally sell tickets or merchandise; use a cash box, cash drawer, or cash register; or supervise employees who perform those duties. Prepares reports of accountability for control purposes and may make bank deposits and reconcile bank statements.

0530C **Head Cashier**

Responsible for the reception, collection, or disbursement of cash or other negotiable instruments; directly supervises Cashiers of a lower level; performs personally, or supervises, the clerical functions performed by Cashiers e.g., balancing cash fund of subordinate Cashiers, balancing bank accounts and reconciliations, maintaining files and records of financial transactions; may head an office whose function is to collect funds and account for money collected.

0530D **Clerk-Salesman**

This is clerical work to be performed in conjunction with customer service and counter work; sells utilities equipment such as gas and electric appliances; receives such equipment for repair; receives money for business transacted and bills being paid; keeps double-entry account books and may perform other basic accounts maintenance in addition to office clerical duties.

Auditing Series

Occupational Code: 0541

This series includes all positions which administer, direct, supervise or perform accounting and auditing functions involved in the operation of the municipal accounting system and in the auditing of accounting systems and payments of expenditures by departments of the municipality.

The following job titles are authorized for use in the Auditing Series. The title definitions include illustrative duties and are not all inclusive.

0541A **City Auditor**

This is responsible administrative and professional auditing work involving the responsibility for the operation of the municipal accounting system as prescribed. Work requires the development, installation, and supervision of the application of procedures to control and account for expenditures of the municipality and the auditing of the accounting records of the department of the municipality. Plans, assigns, and supervises the work of the department staff.

0541B **Deputy City Auditor**

This is responsible professional auditing work involving the supervision and review of accounting records and procedures to control and account for expenditures of the municipality. Work involves the supervision of auditors and/or accountants of a lower grade who perform both standard and exceptional tests while auditing the accounting records of the departments of the municipality. Supervision is received in the form of goals to be accomplished and through reports filed at the completion of assigned projects. Acts as City Auditor in the absence of City Auditor.

0541C **Assistant City Auditor**

This is responsible professional auditing work required in the maintenance of the municipal accounting system. Work involves responsibility for formulating policies and procedures established by law to ascertain the accuracy and efficiency of municipal and departmental systems. Work is performed independently in accordance with laws and ordinances subject to periodic state review. Supervision may be exercised over a staff of accountants and non-professional personnel. May act as City Auditor in the absence of the City Auditor and the Deputy City Auditor if the position of Deputy exists.

0541D **Town Accountant**

Audits the financial and business transactions for a town, and is responsible for the accounting system of a town. Performs duties similar to those described for City Auditor above.

0541E **Assistant Town Accountant**

Assists in performing duties described for Town Accountant.

Payroll Series

Occupational Code: 0544

This series includes all positions the duties of which are to supervise or perform work involved in the preparation and maintenance of payroll records including the computation and verification of pay, leave, overtime, withholding, deductions, retirement, insurance, as well as the making of deposits and the distribution of checks, vouchers, or cash to employees.

The following are job titles authorized for use in the Payroll Series. The title definitions include illustrative duties and are not all inclusive.

0544A **Supervisor of Payrolls**

Responsible clerical accounting work in the preparation and maintenance of municipal payroll records and calculations to include appropriate sick leave, overtime, personal leave, vacations, and other miscellaneous wage and compensation actions as they pertain to the preparation and maintenance of payrolls; may also be responsible for the actual distribution of payroll checks in payment for salaries or wages.

0544B **Assistant Supervisor of Payrolls**

Assists in performing duties described for Supervisor of Payrolls.

Benefit Payment Series

Occupational Code: 0547

This series includes all positions the duties of which are to supervise or perform work involved in preparation and maintenance of systems for provision of regular recurring payments of annuities, pensions, or other similar benefits, including the performance of bookeeping, accounting, and related work.

The following are job titles authorized for use in the Benefit Payment Series. The title definitions include illustrative duties and are not all inclusive.

0547A **Retirement Board Analyst**

This is responsible administrative and technical work in the preparation and maintenance of all bookkeeping, accounting, and statistical records of a retirement system. Work involves the preparation of reports of income and budget expenditures, membership records, retirement allowance payments, bond accounts, and similar records; computation of all types of pensions provided by statutes; counseling employees and retirees, or their families, regarding pension rights, options and estimates of "make up payments" to cover periods of past service; study of legislation affecting

the retirement system; and the preparation of pension payrolls and checks.

Credit and Collection Series

Occupational Code: 0548

This series includes all positions the duties of which are to supervise or perform work involved in credit and collection activities, including development of systems, determining financial status of persons, maintenance of accounts, and billing and collecting operations.

The following are job titles authorized for use in the Credit and Collection Series. The title definitions include illustrative duties and are not all inclusive.

0548A Credit Manager

This is responsible administrative work in the supervision and direction of the credit and collection activities at a hospital, utility, or other operation. Work involves the responsibility for determining the financial status and eligibility of persons; approval or disapproval of payment plans or extensions of credit; direction of the collection of accounts; development of systems for the coordination of all credit and collection activities. Not given close supervision, but frequent consultations may be held with administrative supervisor for review of accomplishments and discussion of procedures and controls.

0548B Credit Investigator

Under general direction, performs duties in connection with the credit and collection activities; assists in investigating customer's or patient's credit ratings to determine the financial status and/or eligibility of persons; recommends to superiors approval or disapproval of payment plans or extensions of credit.

0548C Collection Agent

This is responsible work in the credit and/or collection activities at a hospital, utility, or other operation. Work involves knowledge of the hospital, utility, or other credit policy; billing and collecting procedures in the area of hospital, utility, or other accounts; application of collecting procedures to effect collection and final disposition of accounts; and investigation of accounts in order to properly dispose of them. Works under direct supervision of Credit Manager, but has some discretion in the handling of accounts.

MEDICAL, HOSPITAL, DENTAL AND PUBLIC HEALTH GROUP 0600

Physician Series

Occupational Code: 0602

This series includes positions the duties of which are to advise, administer, supervise, or perform professional and scientific work in one or more fields of medicine. These positions are found in schools, clinics, and public health boards and are classifiable into this series when the nature of duties and responsibilities are such that a degree of Doctor of Medicine is a fundamental requirement. Positions in this series require a current license to practice medicine and/or surgery in the Commonwealth.

The following are job titles authorized for use in the Physician Series. The title definitions include illustrative duties and are not all inclusive.

0602A Physician

Assists in promotion of public and school health programs involving diagnosis, prevention, and treatment of communicable diseases and general clinic treatment. Consults with local physicians and coordinates public health programs with them. Lectures on and advises on treatment and care of infants and children or handicapped individuals.

0602B Eye Clinic Physician

Diagnoses and treats diseases or injuries of the eye; examines patients for the purpose of finding vision malfunctions and extent of such deficiencies; develops eye exercises for strengthening muscles needed for vision and writes prescriptions for individuals who are in need of eyeglasses. (This doctor is an ophthalmologist.)

0602C Supervising Physician

Directs activities of medical personnel engaged in developing, administering or controlling public and/or school health programs; coordinates communicable disease clinic set-up and operation; advises on problems encountered by subordinate Physicians; is liaison with other departmental personnel.

0602D Ear Clinic Physician

Diagnoses and treats diseases or injuries of the ear; examines (or reexamines individuals who failed a previous ear examination) patients for the purpose of finding hearing malfunctions, the causes and the extent of such deficiencies; marks findings, progress, and other pertinent information on some form of record and works with other doctors or agencies when necessary. (This doctor is an otologist.)

Nursing Series

Occupational Code: 0615

This series includes positions which require a knowledge of professional nursing and its application in providing nursing care to patients and participants in clinics. Included are positions of nurses who provide, administer, or supervise direct nursing care to patients in schools, clinics, and Boards of Health. Also included are instructors of nursing, research nurses, and nurses involved with program development and evaluation. These positions require certification as a registered nurse. Not included in this series are nurses' aids or sub-professional support occupations.

The following are job titles authorized for use in the Nursing Series. The title definitions include illustrative duties and are not all inclusive.

0615A **Nurse**

Assists Physicians in determining physical or mental deviations of school children and clinic patients; assists in immunization programs; conducts well-baby and maternity conferences; participates in community health programs and performs on site nursing services when needed; keeps case histories and health records and in general, promotes good health.

0615B **Supervising Nurse**

Performs all duties of a Nurse and in addition is responsible for planning, supervising, assigning, coordinating, and reviewing the work of subordinate nurses engaged in providing nursing care to school, clinic, and public health patients; directs immunization and clinic programs; maintains liaison with other department heads; recommends the purchase of supplies and gives field and classroom instruction to newly appointed nurses.

0615C **Nursing Director**

The Nursing Director administers a nursing program and interprets to supervising and staff nurses the policies and functions of a Public Health program; collaborates with school department administrators regarding services and special programs in the schools; works to maintain and further a continuing in-service educational program for the staff; works with other agencies in the development of community-wide health programs and maintains records of these programs and performs all duties of a Nurse.

0615D **Assistant Nursing Director**

This title is used when the nursing program is sufficiently large to require an Assistant Director.

0615E **Assistant Supervising Nurse**

This title is used when the operation is large enough in scope that an assistant to the Supervising Nurse is needed.

Autopsy Assistant Series

Occupational Code: 0625

This series includes positions the duties of which are to provide technical assistance and related services to pathologists or physicians during autopsies and/or inquests. Positions in this series require the application of a knowledge of anatomy and of embalming processes, and skill in dissecting procedures.

The following are job titles authorized for use in the Autopsy Assistant Series. The title definitions include illustrative duties and are not all inclusive.

0625A **Autopsy Assistant**

Assists pathologist at autopsies and/or inquests; assists pathologist at surgical pathology dissections; provides general assistance to histology technologists and prepares solutions for histological processing. Is responsible for keeping the equipment and rooms used for autopsies and pathology dissections in clean and operable condition.

Dietitian Series

Occupational Code: 0630

This series includes positions which perform dietetic work in schools, hospitals, Boards of Health, clinics and sanatoriums. The work involves planning and directing the preparation and serving of meals, the development of community nutrition programs, and the preparation of menus for special diets.

The following are job titles authorized for use in the Dietitian Series. The title definitions include illustrative duties and are not all inclusive.

0630A **Dietitian**

Plans menus and recommends purchase and requisition of food and preparation equipment. Supervises the preparation of meals; trains subordinates in proper food preparation; maintains records of special diets; interviews and instructs patients in the preparation of special diets at home.

0630B **Assistant Dietitian**

Under supervision of Dietitian, assists in the preparation of menus for regular and special diets; assists in preparing food and ascertains that the meals are being prepared according to the Dietitian's plans; sees that equipment and utensils are cleaned after use; and assists in preparing food orders and taking inventories.

0630C **Senior Dietitian**

Is responsible for directing the efforts of Dietitians, Chefs, Cooks, and others responsible for the preparation and serving of meals; hires personnel; purchases supplies, foods and equipment; overseas set-up of work schedule and menu preparation; is liaison with other department or service area personnel.

0630D **Chef**

Supervises cooks and other kitchen personnel in the preparation and cooking of food; recommends hiring of cooks and other kitchen personnel; makes out weekly work schedules; plans the use of food to best advantage to avoid surpluses and shortages; assists Dietitian in menu planning; selects and develops recipes; carves meat; apportions food servings and instructs on garnishing methods; may be a specialist in a particular type of food or cooking.

0630E **Nutritionist**

Responsible for assisting a supervisor or person of higher grade in the development, organization, and operation of a community nutrition program; gives instructions in nutrition budgeting, food planning, and purchasing; assists at health clinics; cooperates with institution Dietitians in menu planning; keeps records and makes reports.

0630F **Assistant Chef**

Assists the Chef in preparing and cooking food for regular or special diets; cleans food items when required before preparing them; operates grills, ovens, stoves, and other food preparation equipment; cleans kitchen area and cooking utensils in some cases, and orders supplies for succeeding meals and helps in planning the use of food to best advantage to avoid shortages and surpluses.

0630G **Therapeutic Dietitian**

Directs and supervises personnel in a dietary unit involved with planning, preparing, and serving special diets to patients; plans menus for therapeutic diets and integrates them with regular basic diets; instructs patients and their families concerning the contents

and purpose of special diets; consults with other professional Dietitians and other public agencies for the purpose of coordinating all phases of prescribed diet therapy; trains and evaluates sub-professional personnel; requisitions supplies and equipment; keeps records and prepares reports of administrative and technical operations.

Occupational Therapy Series

Occupational Code: 0631

This series includes positions the duties of which are to administer, supervise, or perform professional work in the application of occupational therapy to achieve a desired medical rehabilitation goal, sub-professional work in support of the same rehabilitation is also included.

The following are job titles authorized for use in the Occupational Therapy Series. The title definitions include illustrative duties and are not all inclusive.

0631A **Occupational Therapist**

Administers to patients medically prescribed treatment by using therapeutic activities planned for the purpose of improving physical and/or mental conditions to achieve medical rehabilitation goals; prepares patients for return to employment by teaching and aiding in patients' skills development; develops hobbies and pastimes with patients; follows Physician's prescriptions indicating diagnosis, desired results, and precautions to be observed.

0631B **Hospital Activities Aid**

Carries out an activities program for a specified length of time upon consultation and under direction of Occupational Therapist; attends staff meetings and presents patients' progress reports; records patient activity on attendance sheets and reports any accidents or noticeable patient change to nursing supervisor; keeps equipment operating safely; arranges for entertainment and for clergy to hold services on grounds.

Physical Therapy Series

Occupational Code: 0633

This series includes all positions the duties of which are to administer, supervise, or perform professional work in physical therapy; chiefly to apply the elements of heat, light, water, electricity, massage, and exercises for the purpose of restoring or strengthening physical capabilities of the patient. Also included are positions which determine by testing, the problems that may require a patient to undertake physical therapy.

The following are job titles authorized for use in the Physical Therapy Series. The title definitions include illustrative duties and are not all inclusive.

0633A **Physical Therapist**

Responsible for carrying out standardized therapeutic procedures in the treatment of disabilities, injuries, and diseases in accordance with the prescription of a Physician; makes home visits to instruct and advise on shut-in patients' therapeutic exercises; is responsible for recommending the purchase of equipment and supplies; keeps case records; massages, exercises, and applies the elements of heat, light, water, and electricity for a patients' physical rehabilitation.

0633B **Senior Physical Therapist**

Under instruction of higher grade Physical Therapist and/or a doctor, supervises the treatment of disabilities, injuries, and diseases through the use of massage, exercise, and effective properties of heat, light, electricity, and water.

0633C **Principal Physical Therapist**

Supervises all medically prescribed physical therapy activities and related administrative details in an institution or public health department; keeps records, maintains budget, and assigns Physical Therapists to patients; is responsible for training of Senior Physical Therapists, Physical Therapists, and student therapists; in general is responsible for operating a physical therapy program.

Medical Technologist Series

Occupational Code: 0644

This series includes all positions which are responsible for directing, supervising, or performing a variety of tests and examinations of samples of tissues, blood, fluids, and other body substances of patients in the hematology, histology, cytology, bio-chemistry, and other clinical laboratories in a hospital. Positions in this series perform the most advanced, complicated, and/or experimental tests, develop new testing procedures, validate tests, build quality control into testing procedures, and conduct training programs for technicians, student technologists and other hospital personnel in testing procedures.

NOTE: Laboratory Technicians, series 0645, perform many of the same tests and examinations as do the Medical Technologists. The difference is that the Medical Technologist applies professional knowledge in the field of medical technology and related physical and biological sciences in understanding the relationship between the sequences of a lengthy complicated testing procedure, in deter-

mining why a test deviates from the norm and further action to take, in developing procedures, and in working closely with the pathologist or scientist in evaluating test results.

The following are job titles authorized for use in the Medical Technologist Series. The title definitions include illustrative duties and are not all inclusive.

0644A Medical Technologist

Performs chemical, microscopic, physical, and bacteriological tests of an advance degree of difficulty and complex nature on samples of tissues, blood, fluids, and other body substances to obtain data for use in the diagnosis and treatment of diseases. Tests are difficult because there are a number of steps involved in the procedure, the instrumentation is non-standardized and complex, and judgment is required in making determinations during the process or varying or rechecking the procedures. Performs tests which are in the experimental stage and those tests which are performed infrequently. Based on general information from the pathologist or scientist and working from the literature, develops and validates new testing procedures. Evaluates new laboratory machines and instrumentation and makes recommendations for their purchase and/or use by technicians. Conducts training in laboratory testing procedures for technicians, student technologists, and other personnel. Frequently specializes in one area, e.g., hematology, histology, and in a small hospital may be responsible for performing and supervising all the laboratory work in that area.

0644B Supervising Medical Technologist

Supervises and directs a group of Medical Technologists, Laboratory Technicians and Assistants performing various chemical, microscopic, physical, and bacteriological tests on samples of tissues, blood, fluids, and other body substances to obtain data for use in the diagnosis and treatment of diseases. Is normally in charge of a particular laboratory, e.g., Hematology, Histology, Blood Bank, and Cytology. Plans, schedules, assigns, and reviews work. Orders supplies and equipment. Evaluates new equipment and instrumentation and recommends its purchase. Conducts training in laboratory testing procedures for technicians, student technologists, and other laboratory personnel. Studies laboratory procedures, recommends improvements, and advises on the development of new testing procedures.

0644C Head Medical Technologist

Supervises and directs through supervising Medical Technologists the entire clinical laboratory in which the full range of chemical, microscopic, physical, and bacteriological tests on samples of tissues,

blood, fluids, and other body substances for the hospital are performed. The laboratory may be divided into a number of specialized laboratories, e.g., Histology Laboratory, Cytology Laboratory. Consults with the pathologist on hospital requirements and development of laboratory policies and working procedures. Plans, schedules, and assigns work. Keeps or directs maintenance of necessary records and reports. Recommends purchase of new equipment. Evaluates laboratory procedures; recommends changes. Is consulted by hospital personnel on testing procedures.

Laboratory Technician Series

Occupational Code: 0645

This series includes all positions which perform and/or supervise the performance of bacteriological, chemical, physical, and microscopic tests in the hematology, cytology, bio-chemistry, immunology, blood bank, and other clinical laboratories in a hospital or other type of laboratory where a degree in the applicable science or in the field of medical technology is not required. Results of tests are used by physicians in diagnosis, care, and treatment of patients or by public health personnel in determination of contamination of food and dairy products.

The following are job titles authorized for use in the Laboratory Technician Series. The title definitions include illustrative duties and are not all inclusive.

0645A **Laboratory Assistant**

Performs routine laboratory tests in a narrow area for which there are well established procedures which do not include a large number of different steps. Work is reviewed during process and upon completion. Performs more complicated and/or a wider range of tests under close supervision, usually for training purposes. Also performs related tasks such as taking specimens from patients, processing X-ray films and wet plates, washing and sterilizing laboratory equipment, preparing specimens, preparing sterile trays, labeling specimens, slides, and other laboratory material.

0645B **Laboratory Technician**

Performs a wide variety of routine bacteriological, chemical, physical, and microscopic tests in one or several laboratories in a hospital or other type of laboratory. Uses standardized laboratory equipment and instrumentation in performing tests in accordance with established procedures. At this level the technician is expected to recognize abnormalities or deviations from the norm and to determine whether to run a test again or to refer to higher level technicians or a physician. Performs related duties such as taking

specimens from patients, preparing reports, calibrating, and maintaining laboratory equipment and instrumentation in good working order and seeing that the laboratory area is kept clean.

0645C **Senior Laboratory Technician**

Performs a wide variety of bacteriological, chemical, physical, and microscopic tests in one or several laboratories. At this level, tests are more complex because of the number of techniques in the procedure followed, and/or because equipment and instrumentation is non-standard, complicated, and more difficult to operate than that normally used in laboratory tests. The tests performed at this level require judgement in evaluating results.

NOTE: There are also positions at this level which supervise and work with a small number of Laboratory Assistants and/or Technicians at a lower grade level; schedule, assign, and review work; and assist in training Laboratory Assistants and Technicians.

0645D **Supervising Laboratory Technician**

Performs advanced and difficult bacteriological, chemical, physical, and microscopic tests in one or several laboratories and/or supervises a group of lower grade technicians and assistants including one or more Senior Laboratory Technicians. Tests performed are difficult because there are a great number of different techniques in the procedures followed, the preparation and extraction techniques are extremely precise, there are a number of parameters involved, and the technician must recognize anomalies occurring during the procedures and know what action to take.

Medical Radiology Technician Series

Occupational Code: 0647

This series includes positions which involve supervision or performance of technical work which is subordinate to the work of radiologists, roentgenologists, or other professional or scientific personnel, and which involve the operation of radiant energy equipment and instruments utilizing x-rays, radium, cobalt 60, and radioisotopes, for radiographic, observational or therapeutic purposes.

The following are job titles authorized for use in the Medical Radiology Technician Series. The title definitions include illustrative duties and are not all inclusive.

0647A **X-Ray Technician**

This is routine radiographic work performed under supervision. Work involves the responsibility for performing standard x-ray procedures in photofluorography and diagnostic radiographic

examinations which are routine and require little deviation from standard guidelines for positioning and the setting of technical factors. Work is performed under supervision in accordance with accepted practices.

0647B **Senior X-Ray Technician**

This is responsible radiographic work performed under supervision. Work involves the responsibility for performance of routine examination (e.g., chest, joint, extremities) under unusual circumstances, specialized studies of skull and skeleton, and routine examinations requiring the administration of contrast material. Work is performed under general supervision of Technicians of higher grade.

0647C **Principal X-Ray Technician**

This is responsible supervisory or complex radiographic work performed under general supervision. Work involves the performance of difficult and precise positioning techniques combined with accurate setting of technical factors. The success of these examinations typically rests in the precise timing and coordination of the equipment with the radiologist. Supervision is generally received only on a spot-check basis.

0647D **Supervising X-Ray Technician**

This is very responsible supervisory and complex radiographic work performed under general supervision on a spot-check basis. Work involves the performance of difficult special procedures and requires the application of difficult and precise positioning techniques combined with accurate setting of technical factors. At this level, the incumbent should be proficient enough to suggest to medical officers methods of performing procedures. Supervises lower graded X-Ray Technicians; assigns and reviews work, and gives training in x-ray procedures and methods.

0647E **Head X-Ray Technician**

This is very responsible supervisory and administrative work in a radiographic department. Work is performed in accordance with accepted radiographic practices, some of which may be quite modern. Positions typically include assigning as well as scheduling workers to shifts and duties, as well as coordinating with other departments for assurance of efficient service.

0647F **Chief X-Ray Technician**

This is very responsible administrative and supervisory work in a radiographic laboratory. Work involves complex administrative,

supervisory, and technical responsibility of an x-ray department. Supervision is exercised through subordinates over the entire radiographic department.

0647G **X-Ray Dark Room Technician**

This is responsible x-ray processing work in the dark room of an x-ray department performed under supervision. Work involves the performance of routine, repetitive tasks on a continuous basis including developing, processing, hanging, drying, and other functions in the process. Also may use modern fast speed processors for development of x-ray.

0647H **Nuclear Medical Technician**

This is responsible diagnostic and therapeutic work performed in the radiologic department. Work includes the operation of all types of radiation therapy equipment up to and including supervoltage, megavoltage, cobalt, and/or cesium units. Assignments may include the performance of therapy requiring use of rotational units, cross-fire therapy, and equipment to assure precise angulation of the radiation beam. This technician receives guidance and direction from treatment plans established by the radiologist for individual patients. Work necessitates a knowledge of radioactive materials used in radiation therapy or diagnosis and is performed under general supervision.

Medical Machine Technician Series

Occupational Code: 0649

This series includes positions which require non-professional technical knowledge and which involve operation and monitoring of medical machines, devices, equipment, or instruments in a hospital, clinic, or other medical facility as part of the diagnostic examination or treatment plan for patients. The technical work performed is subordinate to the work of physicians or other professional or scientific personnel.

The following are job titles authorized for use in the Medical Machine Technician Series. The title definitions include illustrative duties and are not all inclusive.

0649A **Electrocardiograph Technician**

Work involves the supervision or performance of technical work which is subordinate to work of cardiologists or other professional or scientific personnel and involves the operation of electrocardiographic or other specialized amplification equipment for recording graphically the electrical impulses emanating from the heart muscle.

0649B **Electroencephalograph Technician**

Work involves the supervision or performance of work which is subordinate to work of psychiatrists, neurologists, or other professional or scientific personnel; and which involves the operation of electroencephalographic equipment.

0649C **Inhalation Therapy Technician**

Work involves the administration of oxygen or aerosols of certain drugs and antibiotics and other agents, the use of mechanical aids for ventilation such as the intermittent positive pressure breathing apparatus (IPPB), and in some instances, administering exercises and resuscitating patients. In addition, may involve performance of a few pulmonary function evaluations or measurements such as vital capacity, timed vital capacity, and mid-expiratory flow rate through use of sirometers.

Clinic Assistant Series

Occupational Code: 0650

This series includes positions the duties of which are to assist doctors and nurses in the operation of and treatment given at various clinics and to perform related administrative duties. These are subprofessional positions.

The following are job titles authorized for use in the Clinic Assistant Series. The title definitions include illustrative duties and are not all inclusive.

0650A **Medical Assistant**

Performs duties under the direction of the physician; prepares examination and treatment rooms; arranges proper tools and medical equipment to be used; hands equipment and tools to physician as requested; sterilizes equipment and takes pulse, temperature, blood pressure, height, and weight; may give injections, first aid treatment, and assist in laboratory; may make appointments, receive money, keep medical records, and on occasion, transport patients.

0650B **Dental Assistant**

Performs duties under the direction of the Dentist; records and maintains patients' dental history and treatment received; seats and settles patients; arranges instruments, materials, and equipment for the Dentist; premixes and prepares filling amalgam; keeps oral cavity clear during procedures; sterilizes tools and equipment; explains postoperative care that patient is to follow; performs secretarial duties such as scheduling appointments, collecting fees, typing, and answering telephone; also may take and process x-rays.

0650C **Dental and Medical Assistant**

Use of this title is authorized when the position includes the duties of both Dental Assistant and Medical Assistant.

0650D **Senior Dental and Medical Assistant**

Use of this title is authorized when the operation is sufficiently large to warrant a position which includes some supervisory duties.

Pharmacist Series

Occupational Code: 0660

This series includes all positions which involve professional and scientific work in the field of pharmacy. The work typically involves the compounding of prescriptions of physicians, dentists, and other licensed practitioners; the formulation, preparation, bulk compounding, selecting, dispensing and preserving of drugs, medicines, and chemicals; advising on drug therapy and usage; or performing administrative, consultative, or staff advisory work concerning the administration of a pharmacy program for hospital, clinic, or other medical care facilities.

The following are job titles authorized for use in the Pharmacist Series. The title definitions include illustrative duties and are not all inclusive.

0660A **Pharmacist**

This is professional pharmaceutical work in compounding and dispensing drugs. Work involves responsibility for manufacturing, compounding and dispensing dosage forms of drugs and medicines in a hospital, clinic, or other medical care facility. Work is performed with considerable professional independence in accordance with standard practice and medical prescriptions, and with review for conformance with hospital policies, regulations, and standards. Supervision may be exercised over assistants and assigned helpers.

0660B **Senior Pharmacist**

In a large pharmaceutical department may have administrative control over the pharmacy or a section or shift in the pharmacy.

0660C **Head Pharmacist**

Complete administrative and technical responsibility of a large pharmaceutical department.

0660D **Assistant Pharmacist**

Performs professional pharmaceutical work as described above under the direct supervision of a Pharmacist of higher grade.

Medical Records Librarian Series

Occupational Code: 0669

This series includes all positions which provide, supervise, or furnish advice on the development, installation, maintenance, and use of diagnostic and therapeutic medical records in a hospital or a medical clinic.

The following are job titles authorized for use in the Medical Records Librarian Series. The title definitions include illustrative duties and are not all inclusive.

0669A Medical Records Librarian

Supervises the activities of a medical records library or department or advises on the installation, revision, and use of such a library. Develops, recommends, installs, and maintains procedures for keeping medical records. Confers with medical and nursing personnel on revisions in procedures. Reviews and analyzes records to insure consistency, accuracy, and completeness. Abstracts and releases information in accordance with hospital regulations and policies. Advises medical staff on utilization of medical records for research projects. Performs normal supervisory duties such as assigning work, training employees, reviewing work progress, and preparing budget estimates.

NOTE: Since traditionally and in practice this position is either administrative or supervisory in nature, a supervisory prefix is not usually used.

0669B Assistant Medical Records Librarian

This title may be used when the Medical Records Library is sufficiently large to justify an assistant or when there are medical record libraries in locations other than the central library which require a full time Medical Records Librarian.

Hospital Admitting Series

Occupational Code: 0670

This series includes positions the duties of which are to supervise and/or participate in the admitting function of a health or hospital department. Not included in this series are hospital admitting officers who are nurses.

The following are job titles authorized for use in the Hospital Admitting Series. The title definitions include illustrative duties and are not all inclusive.

0670A **Hospital Admitting Supervisor**

Admits in-patient and registers out-patient visits in accordance with hospital policy; supervises and participates in classification of patients; determines eligibility for admission; assigns patients; maintains methods of transferring patients and accounting for their location in the hospital; obtains all information for identification, classification, admitting, billing of patients, and other purposes; confers with collection and credit manager regarding third party liabilities; reviews daily work of admissions operation.

Dentistry Series

Occupational Code: 0680

This series includes positions which administer, supervise, or perform professional and scientific work in the field of dentistry. Work is concerned with the prevention, diagnosis and treatment of diseases, injuries and deformities of the teeth, and other areas of the oral cavity. These positions are found in schools, clinics, and Boards of Health. Work in this series requires a degree of Doctor of Dental Surgery, or Doctor of Dental Medicine, except for Dental Hygienist which is also included in this series.

The following are job titles authorized for use in the Dentistry Series. The title definitions include illustrative duties and are not all inclusive.

0680A **Dentist**

Examines children referred to the clinic by school dental hygienists or adults using the dental clinic; charts the condition of the mouth and teeth and maintains accurate records for each patient; takes x-rays when necessary; corrects defects in teeth; extracts teeth; makes and inserts separators and bridges; treats infections of the oral cavity.

0680B **Supervising Dentist**

Performs all the duties of a Dentist and is also responsible for services provided by dental clinic. Responsible for the establishment and execution of policy and procedure for any dental research engaged in; responsible for training and development of all dental clinic personnel and acts as liaison with other municipal departments in regard to dentistry.

0680C **Dental Hygienist**

Performs oral prophylaxis for dental patients; scrapes, cleans, and polishes teeth; prepares materials for filling teeth and assists the Dentist during dental procedures performed on a patient; sets up and maintains dental equipment and tools; takes and develops den-

tal x-rays; instructs individuals on dental hygiene and carries out postoperative dental care; maintains dental records and orders supplies; lectures community organizations, interested groups, and individuals in the care of teeth and mouth; and performs related technical dental duties.

Sanitarian Series

Occupational Code: 0688

This series includes positions of a professional nature which administer, supervise, or perform work in all phases of the public health inspection field and develop programs and standards of environmental sanitation.

The following are job titles authorized for use in the Sanitarian Series. The title definitions include illustrative duties and are not all inclusive.

NOTE: These are professional positions which encompass the broad area of public health inspection and environmental sanitation. For occupational and job title definitions of various inspectors in this area, e.g., Sanitary Inspector, Animal Inspector, see the 1800 occupational group.

0688A **Sanitarian**

Work involves the development of programs and procedures of environmental sanitation; the determination of standards of sanitation. Interprets and enforces regulations of all articles of the State Sanitary Code. Performs field inspections of food and dairy products, slaughtering, sanitary conditions, and determines the minimum standards of fitness for human habitation of private and public housing, recreation areas, and hospitals. Inspects water supply and sources of pollution. Investigates nuisances and sources of filth and air pollution. Acts to eliminate unsanitary conditions and corrects violations. Collects samples, performs or arranges for laboratory tests, and analyzes, interprets, and prepares reports of findings. Performs educational duties in the field of environmental sanitation. Supervises employees of lower grade. Performs necessary administrative duties.

NOTE: The titles of
0688B **Health Agent, or**
0688C **Director of Public Health**
may be used where required by law.

0688D **Senior Sanitarian**

Work involves direct supervision and assignment of Sanitarians. May also involve actual inspection duties.

0688E **Principal Sanitarian**

In larger municipalities where the size of the staff requires addi-

tional supervision, Principal Sanitarians are employed to exercise supervision over Senior Sanitarians and lesser positions.

0688F **Chief Sanitarian**

Plans and administers a large program of environmental sanitation. Exercises supervision over Principal Sanitarians. Performs related administrative work in the field of sanitation.

Health Aid And Technician Series

Occupational Code: 0699

This series includes positions involving nonprofessional work of a technical, specialized, or support nature in the field of health or medicine when the work is of such generalized, specialized, or miscellaneous nature that there is no other more appropriate series. Such work is either (1) characteristic of two or more specialized nonprofessional series in the Medical, Hospital, Dental and Public Health Group, 0600, where no one type of work controls the qualification requirements, or (2) sufficiently new, unique, or miscellaneous that it is not specifically included in a specialized nonprofessional series in the Group.

The following are job titles authorized for use in the Health Aid & Technician Series. The title definitions include illustrative duties and are not all inclusive.

0699A **Vision and Hearing Tester**

Schedules vision and/or hearing tests with school personnel; delivers, sets up, and dismantles testing equipment; gives examinations and records the results; notifies parents of those children whose test results are below average; maintains records; operates equipment such as sphere glasses, Maddox rod glasses, Titmus machines, audiometers, and Maico Hearing Test equipment and performs related clerical functions. May utilize Snellen Visual Acuity Charts.

0699B **Vision Tester**

Performs duties as described above but only related to vision testing.

0699C **Hearing Tester**

Performs duties as described above but only related to hearing testing.

VETERINARY MEDICAL SCIENCE GROUP 0700

Veterinary Medical Science Series

Occupational Code: 0701

This series includes positions the duties of which are to supervise or perform professional and scientific work in the field of veterinary medicine. These positions are usually found in public health departments and are classified into this series when the nature of the duties and responsibilities are such that a degree of Doctor of Veterinary Medicine is a fundamental requirement. Positions in this series require a current license to practice veterinary medicine in the Commonwealth.

The following are job titles authorized for use in the Veterinary Medical Science Series. The title definitions include illustrative duties and are not all inclusive.

0701A **Veterinarian**

Assists in the promotion of animal health programs involving diagnosis, prevention, and treatment of communicable diseases. Prepares reports as required and enforces regulations pertaining to animal sanitation, fitness of meats for human consumption, and quarantine procedures. Performs related work as required.

ENGINEERING AND ARCHITECTURE GROUP 0800

General Engineering Series

Occupational Code: 0801

This series includes positions the duties of which are to advise on, administer, supervise, or perform work requiring the application of professional engineering knowledge which are not specifically classifiable to any other engineering series. Positions in this series typically involve interdisciplinary knowledges of two or more fields of engineering such as civil, electrical, or mechanical and neither field is paramount to the position.

The following are job titles authorized for use in the General Engineering Series. The title definitions include illustrative duties and are not all inclusive.

0801A **Airport Engineer**

Plans and supervises engineering work in connection with the development and maintenance of an airport including runways, taxiways, structures, lighting systems and circuits, airways equipment, drainage and grading. Work involves field surveys and other engineering work; draws maps and plans; supervises field construction; coordinates with Federal engineers and performs other

engineering work in connection with maintenance, construction, or expansion of airports.

Engineering Aid and Technician Series

Occupational Code: 0802

This series includes sub-professional positions which provide technical support to professional engineering positions, e.g., Civil, Mechanical, Electrical, or Traffic Engineering. Positions in this series do not require full professional engineering knowledges and abilities but do require a practical knowledge and application of engineering techniques and methods in support of municipal operations such as planning, engineering, construction and/or maintenance of buildings, highways, sewers, water, and utility systems.

NOTE: Excluded from this series are technical support positions in a more specialized field. Also excluded from this series are positions whose primary function is the preparation of engineering drawings; for such positions see the Engineering Drafting Series, 0818.

The following are job titles authorized for use in the Engineering Aid and Technician Series. The title definitions include illustrative duties and are not all inclusive.

0802A **Junior Engineering Aid**

Under close supervision performs sub-professional engineering tasks of limited difficulty and responsibility. Typical duties are to set grade stakes, act as rodman, maintain equipment, record and compile engineering data, make minor calculations, draft simple plans and sketches, and make tracings. May also act as a substitute transitman and inspect simple construction projects.

0802B **Senior Engineering Aid**

Under supervision performs sub-professional work requiring some knowledge of and training in engineering principles and practices. Typical duties are to run a transit giving lines and grades on preliminary and final surveys, draft plans and sketches, make preliminary cost estimates, calculate and record data on projects and surveys, inspect construction projects, and assist the chief of the survey party or resident engineer. May also act as chief of a survey party in small projects, assist in testing construction materials, or supervise maintenance of equipment.

0802C **Junior Electrical Engineering Aid**

Under close supervision performs sub-professional engineering tasks of limited difficulty and responsibility. Typical duties are to make surveys of poles, street lighting, or other circuits, make simple

sketches, record and compile engineering data, and prepare reports on transmission and distribution data. May also make preliminary investigations and inspect simple electrical construction work.

0802D **Senior Electrical Engineering Aid**

Under supervision performs sub-professional work requiring some knowledge of and training in engineering principles and practices. Typical duties are to make studies and calculate heat losses, advise on and inspect home electrical heating system installations, record various engineering data, and inspect construction projects.

0802E **Junior Traffic Engineering Aid**

Under close supervision performs sub-professional engineering tasks of limited difficulty and responsibility. Typical duties are to make preliminary traffic flow diagrams; make manual volume counts; assist in the preparation of collision diagrams, stop sign plans, and curb and parking lot plans; and record other engineering data. May also operate speed radar and automatic volume counters, assist in field parking checks, and make preliminary investigations of traffic complaints.

0802F **Senior Traffic Engineering Aid**

Under supervision performs sub-professional work requiring some knowledge of and training in engineering principles and practices. Typical duties are to make preliminary reports on traffic problems, operate speed radar and automatic volume counters, draft curb and parking lot plans, make traffic flow patterns, and prepare collision diagrams. Work may also include making field parking checks, speed and delay runs, investigating traffic complaints, and making recommendations.

Construction Inspection Series

Occupational Code: 0809

This series includes positions the duties of which are to inspect construction, maintenance, and/or repair of highways, sewers, water systems, and other municipal projects by contractors.

The following are job titles authorized for use in the Construction Inspection Series. The title definitions include illustrative duties and are not all inclusive.

0809A **General Construction Inspector**

Performs inspections of construction and/or repair and maintenance of highways, sidewalks, sewer and water systems for compliance with specifications and conformance to good construction

practices; inspects materials, grading, drainage, roadside development, curbing, laying of pipe, building of catch basins, manholes and drop inlets, placement of road sub-surfaces and surfaces, pouring of concrete, and related items. Notifies resident engineer and contractor when work does not conform to specifications or accepted construction practices so that corrective action will be taken. Assists in coordinating the activities of contractors and municipal personnel; investigates public requests and complaints and recommends action. May maintain records of sewer, water, and drainage facilities, roadways, and location of utilities; furnishes engineering information to property owners, contractors, and utility companies. Occasionally operates transit, level A or other surveying instrument. Prepares progress and other required reports, keeps records, and performs other related duties.

Civil Engineering Series

Occupational Code: 0810

This series includes positions which require the application of a general knowledge of the physical sciences and mathematics underlying engineering and of a specialized knowledge of the mechanics of solids, particularly of soils, theory of structure, strength of materials, engineering geology, and surveying to municipal operations such as planning, design, construction, and/or maintenance of buildings, highways, bridges, and water and/or sewer systems.

Typical duties of civil engineers in the municipalities include: directing engineering surveys to acquire data required for design, layout and/or construction of streets, bridges, parks, sewer and water systems, and traffic flow; calculating and plotting survey data; preparing and/or reviewing engineering plans, specifications, and designs; supervising the construction of public works projects such as streets, sewers, bridges, and water systems; furnishing engineering advice to Planning Boards; acting as resident engineer on construction projects; reviewing work of contractors for compliance with plans and specifications; planning and designing new buildings or alterations and additions to existing buildings; coordinating for the municipality with other municipalities and state agencies when joint engineering projects or state or federally funded engineering projects affect the municipality; supervising engineering aids and other non-engineering personnel.

The following job titles are authorized for use in the Civil Engineering Series. The title definitions include illustrative duties and are not all inclusive.

For definitions of modifiers to be used as prefixes to Civil Engineer to indicate the level of the position see page 196.

Authorized Job Titles:

0810A **Junior Civil Engineer**
0810B **Assistant Civil Engineer**
0810C **Senior Civil Engineer**

0810D **Principal Civil Engineer**
0810E **Associate Civil Engineer**
0810F **Supervising Civil Engineer**
0810G **City Engineer**
0810H **Town Engineer**

Where registration with the Massachusetts Board of Registration of Professional Engineers and of Land Surveyors is mandatory the title of City or Town Engineer will be used. There can be only one City or Town Engineer in a given municipality.

NOTE: Positions in the field of Civil Engineering which are concerned particularly with the application of theories of structural dynamics, including load distribution, stresses resulting from loads, and strength of materials, to the design of buildings, highways, and bridges or other structures should be titled Structural Engineer. Such specialized positions would not normally occur in municipalities. When they do, they are concerned primarily with the structural design of buildings and other structures; with performing calculations required for the structural aspects of their work for other engineers; furnishing advice on structural design questions to other engineers and other municipal departments; correlating the structural review of plans with general construction requirements. The specialized title of Structural Engineer would start at the Assistant Engineer level.

0810I **Assistant Structural Engineer**
0810J **Senior Structural Engineer**
0810K **Principal Structural Engineer**
0810L **Associate Structural Engineer**
0810M **Supervising Structural Engineer**

Traffic Engineering Series

Occupational Code: 0812

This series includes positions which advise on, administer, supervise, or perform professional work involved in the design, development, installation, and operation of traffic flow control systems and related facilities.

Typical duties of Traffic Engineers in the municipalities include: planning, conducting, or supervising traffic surveys; analyzing data collected, making calculations, developing statistics and adjustment data based on selected factors, and preparing basic engineering design for improved traffic flow and control; preparing traffic signal lay-out plans for optimum synchronization, timing, and phasing of traffic signal controllers; preparing specifications for channelization

of traffic, construction of street islands, and lay-out of parking facilities; inspecting work performed by contractors for compliance with specifications; coordinating plans with other municipal departments and serving as liaison with state agencies when joint traffic engineering projects affect the municipality; supervising engineering aids and other non-professional personnel.

NOTE: When the primary purpose of the position is the actual design of traffic control devices and equipment requiring a professional background in electrical engineering, the position should be in the Electrical Engineering Series, 0850.

The following job titles are authorized for use in the Traffic Engineering Series. The title definitions include illustrative duties and are not all inclusive.

For definitions of modifiers to be used as prefixes to Traffic Engineer to indicate the level of the position see page 196.

Authorized Job Titles:

0812A **Junior Traffic Engineer**
0812B **Assistant Traffic Engineer**
0812C **Senior Traffic Engineer**
0812D **Principal Traffic Engineer**
0812E **Associate Traffic Engineer**
0812F **Supervising Traffic Engineer**

Engineering Drafting Series

Occupational Code: 0818

This series includes positions in which the primary functions are supervision, review, or preparation of drawings for the purpose of documenting and communicating engineering or architectural ideas and information. These positions require skill in the application of drafting techniques and practical knowledge of engineering drafting methods and procedures.

The following job titles are authorized for use in the Engineering Drafting Series. The title definitions include illustrative duties and are not all inclusive.

0818A **Draftsman**

Performs work under supervision requiring a working knowledge of engineering drafting techniques and most drafting principles, the duties of which are to: draw detailed street diagrams and plans from sketches, file drawings, help prepare engineering drawings and cost estimates from engineering sketches, write orders from data supplied by engineers, to transfer tabular data to graphic form and to maintain maps and other graphic records. May also act as a construction inspector, aid the engineer or do deed research for planning purposes.

0818B **Junior Draftsman**

Performs work under close supervision requiring a basic knowledge of engineering drafting techniques and the use of drafting instruments, the duties of which are to: prepare reproductions of graphic standards; prepare charts, maps, and sketches; transfer statistical data from tabular to graphic form; and assist in the filing, maintenance, and updating of maps and records. May also prepare general graphic and drafting materials for meetings and conferences.

0818C **Senior Draftsman**

Performs sub-professional work under supervision of an engineer requiring a working knowledge of the principles and techniques of engineering drafting the duties of which are to: assist in design and preparation of complex plans for construction projects, prepare drawings, revisions, calculations, cost estimates, and specifications for new, altered, or repair projects; prepare topographical maps and profiles, charts and graphs, and property plan descriptions from field surveys; provide measurements, specifications, and cost estimates on all types of building materials; and provide complete and finished drawings. May also supervise a drafting department and inspect construction projects.

Sanitary Engineering Series

Occupational Code: 0819

This series includes positions which advise on, administer, supervise, or perform professional work in the field of sanitary engineering which requires the application of knowledge of both civil engineering and the physical and biological sciences to the protection and improvement of air, land, and water resources in order to provide a clean and healthful environment.

NOTE: Positions which are concerned wholly or primarily with the engineering aspects of the protection and improvement of air, land, and water resources are placed in the pertinent engineering series, e.g., Civil or Mechanical engineering. Positions which are concerned wholly or primarily with the chemical or biological phases of the protection and improvement of air, land, and water resources are placed in the pertinent physical or biological sciences e.g., Chemistry or Bacteriology.

Typical duties of Sanitary Engineers in the municipalities include: conducting field surveys to acquire data on environmental pollution caused by industrial waste, water and sewage disposal systems, including development of procedures for investigating and measuring environmental conditions; establishing quality standards; supervising the operation of water/sewage treatment and/or disposal

plants; designing and preparing specifications for water, sewage treatment, and/or disposal systems and facilities; incorporating improved methods of sewage treatment and pollution control into existing facilities and making recommendations for long range development of facilities; planning and managing programs and systems for the utilization and protection of the environment; serving as engineering specialist for the community on water pollution control; reviewing plans and specifications of contractors and consultants; conducting research related to preventing, abating, and controlling pollution of the environment.

The following job titles are authorized for use in the Sanitary Engineering Series. The title definitions include illustrative duties and are not all inclusive.

For definitions of modifiers to be used as prefixes to Sanitary Engineer to indicate the level of the position see page 196.

Authorized Job Titles:

0819A	**Junior Sanitary Engineer**
0819B	**Assistant Sanitary Engineer**
0819C	**Senior Sanitary Engineer**
0819D	**Principal Sanitary Engineer**
0819E	**Associate Sanitary Engineer**
0819F	**Supervising Sanitary Engineer**

Mechanical Engineering Series

Occupational Code: 0830

The following job titles are authorized for use in the Mechanical vise, or perform professional engineering work requiring the application of the principles of mathematics, physics, and mechanics to the design, installation, and maintenance of mechanical systems and equipment for the generation and distribution of heat and other utilities. Typical duties of Mechanical Engineers in the municipalities include: design, installation, operation, and maintenance of mechanical power plant equipment; design, installation, operation, and maintenance of a heating plant and related distribution systems; administering and directing a program for maintenance of equipment and distribution lines for utilities in a large building or building complex including preparing maintenance budget estimates, establishing preventive maintenance schedules, computing costs and supervising major repairs; designing piping systems and preparing detailed drawings and specifications for a steam distribution system; develops engineering plans; prepares cost estimates for major engineering projects; inspects work done by contractors for compliance with specifications.

The following job titles are authorized for use in the Mechanical Engineering Series. The title definitions include illustrative duties and are not all inclusive.

For definitions of modifiers to be used as prefixes to Mechanical Engineer to indicate the level of the position, see page 196.

Authorized Job Titles:

0830A **Junior Mechanical Engineer**
0830B **Assistant Mechanical Engineer**
0830C **Senior Mechanical Engineer**
0830D **Principal Mechanical Engineer**
0830E **Associate Mechanical Engineer**
0830F **Supervising Mechanical Engineer**

Electrical Engineering Series

Occupational Code: 0850

This series includes positions which advise on, administer, supervise, or perform professional work in electrical engineering, including development, planning, design, construction, inspection, test, operation, maintenance, standardization, and application of electrical equipment, materials, plants, and systems involved in the generation, transmission, conversion, distribution, control, measurement, or utilization of electrical energy for the purposes of motive power, heating, illumination, chemical processes, or the production of localized power.

Typical duties of Electrical Engineers in the municipalities include: planning, design, and installation of street lighting systems; planning, design, and layout of traffic signal systems; planning and layout of primary and secondary distribution systems; design of electric distribution systems; design of electric distribution equipment including layout of the electric station or sub-station and design of generators, switchboards, transformers, and auxiliary electrical equipment; performing or directing performance of required calculations and drafting; making engineering surveys to determine adequacy of distribution system or need for expansion; supervision of the engineering division/department in a municipal light plant.

The following job titles are authorized for use in the Electrical Engineering Series. The title definitions include illustrative duties and are not all inclusive.

For definitions of modifiers to be used as prefixes to Electrical Engineer to indicate the level of the position see page 196.

Authorized Job Titles:

0850A **Junior Electrical Engineer**
0850B **Assistant Electrical Engineer**
0850C **Senior Electrical Engineer**
0850D **Principal Electrical Engineer**
0850E **Associate Electrical Engineer**
0850F **Supervising Electrical Engineer**

MODIFIERS USED AS PREFIXES TO TITLES OF PROFESSIONAL ENGINEERING POSITIONS

The following modifiers are used as prefixes to the occupational titles of professional engineering disciplines to indicate the level of the position, e.g., Junior Civil Engineer. The prefixes used are consistent with present practice in the Civil Service Examination Bureau and the State classification structure.

Junior

Applies professional skills and knowledge to the investigation, design, construction, and maintenance of engineering projects of minor difficulty and responsibility. Limited latitude for independent judgment and unreviewed action or decision, but with responsibility for the technical soundness of methods. Work is supervised by an engineer of a higher grade who reviews for technical accuracy and effectiveness. Frequently supervises Engineering Aids. This is the first level of professional engineering.

Assistant

Applies professional skills and knowledge in connection with the investigation, design, construction, and maintenance of engineering projects of moderate difficulty and responsibility. Some latitude for independent judgment and unreviewed action, but with complete responsibility for selecting and applying technical procedures and methods. Work is supervised by an engineer of a higher grade with review of reports, conferences, and inspections for effectiveness of work and achievement of objectives. May supervise Junior Engineers and Engineering Aids.

Senior

Applies professional skills and knowledge in connection with the investigation, design, construction, and maintenance of engineering projects of a wide scope. Usually supervises a field or office group. Considerable latitude for exercise of independent judgment with complete responsibility for planning and carrying out assigned projects. Under general supervision of a higher grade engineer who is frequently the City or Town Engineer and who reviews work through conferences and reports. Supervises professional and non-professional engineering personnel.

Principal

Applies professional skills and knowledge in connection with the investigation, design, construction, and maintenance of large and/or varied engineering projects. Normally supervises an engineering section in a large engineering department or an entire engineering department. Is responsible for taking independent action on projects within his jurisdiction. Works under the supervision of a department head or the City or Town Engineer who reviews work primarily for conformance to policy and administrative procedures and adequacy of results.

Associate

Applies professional skills and knowledge in connection with the investigation, design, construction, and maintenance of all engineering projects in a department of a municipality. This level would be found in very few cities or towns. Is responsible for taking independent action on all engineering projects in the department and for supervising a large group of engineering and non-engineering personnel. Work is reviewed by the department head primarily for conformance to policy and administrative procedures and attainment of objectives.

Supervising

This is the top level in the engineering grade structure and is frequently the chief engineer in a municipality or the engineering head of a major department. Is fully responsible for all engineering activities in the department or municipality. Work is reviewed administratively. Supervises engineering and non-engineering personnel.

Electronic Technician Series

Occupational Code: 0856

This series includes positions which supervise or perform work requiring practical and theoretical application of electronic principles and techniques at a sub-professional level. Positions involve the repair, maintenance, operation, installation, testing, modifing, or adjusting of various types of electronic circuits and components.

NOTE: If positions require the possession of an FCC Class 2 or 3 Radiotelephone License only, they belong in the Radio Repairing Series, 2654, in Book I.

The following job titles are authorized for use in the Electronic Technician Series. The title definitions include illustrative duties and are not all inclusive.

0856A **Electronic Technician**

Under general supervision performs skilled technical work in the installation, modification, maintenance, and repair of electronic and electrical equipment, such as intercommunication systems; two-way radio components; electronic lighting, warning, and metering systems; closed circuit television systems; cardiac equipment; pacemaker equipment; and other electronic equipment. Works from blueprints or schematics and may operate, test, adjust, locate and diagnose malfunctions, modify, or repair various components; performs related duties such as giving instructions on use and maintenance of equipment, requisitioning of supplies, tools, and replacement parts. Possession of an FCC Class 1 Radio telephone License is required.

0856B **Assistant Electronic Technician**

Under direct supervision assists the Electronic Technician in the less complex duties involved in the installation, maintenance, operation, and repair of electronic equipment. May also work from a blueprint or schematic and test, adjust, modify, or repair various electronic components, as well as perform other related duties.

Audio-Visual Technician Series

Occupational Code: 0857

This series includes positions the duties of which are to diagnose poor operation or failure of electronic audio-visual equipment and to repair this equipment.

The following job titles are authorized for use in the Audio-Visual Technician Series. The title definitions include illustrative duties and are not all inclusive.

0857A **Audio-Visual Technician**

With the use of standard testing equipment such as oscilloscopes, frequency meters, signal generators, tube testers, and similar devices, diagnoses failure or poor operation of an electric audio-visual piece of equipment; tests, repairs, and maintains any of a wide variety of audio and/or visual components such as motion picture projectors, phonographs, public address systems, slide projectors, tape recorders, and other equipment; instructs teachers, students, and other individuals in the use of any number of electric, electronic, or mechanical components; maintains repair records, cost estimates and requisitions supplies and replacement tools and parts; consults with superiors regarding the purchase of any audio and/or visual equipment.

0857B **Assistant Audio-Visual Technician**

Assists the Audio-Visual Technician when needed; performs the above mentioned duties on problems of a lesser degree of difficulty; keeps shop clean and orderly; generally assists in all phases of audio-visual testing and repairing.

LEGAL AND KINDRED GROUP 0900

Legal Counselor Series

Occupational Code: 0954

This series includes positions the duties of which are to advise on, administer, supervise, or perform professional legal work arising from the operation of a governmental department or agency; positions require graduation from a recognized law school, but do not require admission to the bar.

The following job titles are authorized for use in the Legal Counselor Series. The title definitions include illustrative duties and are not all inclusive.

0954A **Legal Counselor**

Provides legal and technical assistance to a particular agency or department; interprets codes, by-laws, ordinances, and statutes; prepares court cases; provides legal assistance at all department hearings; advises on action to be taken considering legal ramifications; may supervise several legal aids or clerks.

Veterans' Services Series

Occupational Code: 0962

This series includes all positions the duties of which are to furnish information, advice, and assistance to veterans to enable them to procure the benefits to which they are entitled under federal, state, and local laws.

The following job titles are authorized for use in the Veterans' Services Series. The title definitions include illustrative duties and are not all inclusive.

0962A **Deputy Director of Veterans' Services**

Acts for the Director and assists in the administration of the department; advises and counsels veterans relative to procuring benefits entitled to them by law; makes referrals to other agencies; assigns and supervises work of department employees and performs related administrative work.

0962B **Assistant Director of Veterans' Services**

Assists Director in the administration of the department and performs duties as described above. Does not act for the director but performs management functions.

0962C **Veterans' Services Contact Officer**

Under direction furnishes information, advice, and assistance to veterans and their dependents to enable them to procure the benefits to which they may be entitled such as employment, vocational or educational opportunities, hospitalization, medical care, pensions, and other veterans' benefits.

0962D **Veterans' Graves Officer**

Responsible for seeing that veterans' graves are suitably kept and cared for; directs or performs the cleaning of weeds and other growth, the repairing, replacement, and general up-keep of fences around said graves; raises and repairs sunken grave stones and markers and performs other similar services necessary to restore and maintain veterans' graves. The Veterans' Graves Officer is also usually responsible for placing flags on veterans' graves.

Legal Administration Series

Occupational Code: 0963

This series includes positions the duties of which are to perform, supervise or administer sub-professional legal work in which a general knowledge of laws, rules, and regulations is required in a particular office or situation. Also included are clerical positions requiring legal background; not included are positions which require graduation from a law school.

The following job titles are authorized for use in the Legal Administration Series. The title definitions include illustrative duties and are not all inclusive.

0963A **Legal Assistant**

Responsible for researching and providing legal assistance to a lawmaking body, agency, department, or other organization; assists in revising ordinances; researches the General Laws for specific legislation; may establish and maintain an indexed catalogue of legislation; examines pending legislation for its applicability to the organization of municipal government; and performs related legal duties and assistance.

0963B **Title Examiner**

Examines deeds at the Registry of Deeds as well as foreclosures,

notices of disposal, instruments of redemption, affidavits, easements, final decrees, and releases of tax titles and takings; compiles into report form, engineering as well as legal data resulting from examinations; prepares descriptions of land, deeds, easements, and partial release forms for final approval and action by department heads and municipal legal departments; examines records of ownership and deeds to make comparison for assessing plans of the municipality, and verify legal addresses; and performs related administrative and clerical duties in support of the engineering and/or assessing department.

City/Town Clerk Series

Occupational Code: 0986

This series includes positions the duties of which are to perform administrative and clerical work in directing and coordinating all activities of the office of the City or Town Clerk.

The following job titles are authorized for use in the City/Town Clerk Series. The title definitions include illustrative duties and are not all inclusive.

0986A **City Clerk**
0986C **Town Clerk**

Responsible for all operations of the office of the City/Town Clerk; records vital statistics, legal records, and official municipal meeting records; issues licenses and official documents; supervises office employees; keeps minutes of city/town board of selectmen or council meetings; maintains records, ordinances, and proceedings accounts; issues birth, death, and marriage certificates; dog, fishing, hunting and other licenses; collects fees for licenses issued; receives claims against the city/town; administers oaths of office; receives and certifies documents due his office; prepares departmental budget and maintains records of expenditures and receipts.

0986B **Assistant City Clerk**
0986D **Assistant Town Clerk**

Assists the City/Town Clerk in the performance of all duties which are performed in connection with the City/Town Clerk's office; acts for the City/Town Clerk in his absence; supervises clerical office personnel; assists in preparing agenda, preparing minutes of and distributing copies of proceedings of city/town government meetings; assists in preparing departmental budget; receives documents and assists in maintaining records of expenditures and receipts.

Claims Examining Series

Occupational Code: 0990

This series includes all positions which administer, supervise, or perform investigative and clerical work in processing, examining, adjudicating, or authorizing the settlement of claims against municipalities. Included are Workmen's Compensation and loss and damage claims. Work in this class typically involves such duties as collection of information through interviews of witnesses and injured persons, compiling and analyzing findings, conducting hearings, interpreting laws, and determining settlement of claims. Also included are the maintenance of claims files and related administrative duties

NOTE: For Veterans' Claims Examining positions, see Series 0996.

The following job titles are authorized for use in the Claims Examining Series. The title definitions include illustrative duties and are not all inclusive.

0990A Claims Agent

Investigates and expedites the settlement of claims filed against the municipality, such as Industrial Accidents, Workmen's Compensation, or any claim in which municipal property or employees are involved. Duties performed typically include: interviewing witnesses and obtaining statements, examining records, and preparing reports of findings. Performs administrative duties, and maintains liaison between other departments and boards, such as the Industrial Accident Board. Maintains files of claims and processes forms in connection with claims.

0990B Supervising Claims Agent

Plans, assigns, and directs the work of agents and clerical personnel involved in the investigation and processing of claims against municipalities. Interprets laws, renders opinions, and assists in hearings such as before the Industrial Accident Board. Interviews witnesses and injured persons and collects information on claims. Prepares findings for presentation and performs related administrative work.

0990C Workmen's Compensation Agent

This is the position of a Claims Agent, specializing only in cases involving Workmen's Compensation. Typical duties performed include: interviewing injured employees and witnesses, examining records, preparing reports of findings, and maintaining liaison with other municipal departments and the Industrial Accident Board. Processes necessary forms and maintains files of claims.

Veterans' Claims Examining Series

Occupational Code: 0996

This series includes all positions the duties of which are to disburse veterans' benefits payments, make investigations of the necessities of the claimant, and process applications for veterans' benefits.

The following job titles are authorized for use in the Veterans' Claims Examining Series. The title definitions include illustrative duties and are not all inclusive.

0996A Veterans' Agent

Responsible for the disbursement of veterans' benefits payments; receives applications for veterans' benefits, directs or performs investigations of the necessities and qualifications of the claimant; authorizes payments to veterans and dependents of veterans such as burial expenses, hospitalization and medical care, educational benefits, and other state sponsored veterans' benefits; coordinates programs with state and federal agencies; performs other duties for veterans requiring assistance; acts as the veterans' burial agent arranging for proper internment of deceased veterans. Supervises activities of personnel of lower grade.

0996B Deputy Veterans' Agent

Assists Veterans' Agent in the disbursement of veterans' benefits payments, and in administration of the department; receives applications for veterans' benefits, assists in directing and performing investigations of the necessities and qualifications of the claimant; in absence of Veterans' Agent authorizes payments to veterans and dependents; performs other responsible work in absence of Veterans' Agent; supervises personnel of lower grade.

0996C Assistant Veterans' Agent

Performs duties described above but does not act for the Veterans' Agent in his absence.

0996D Supervising Veterans' Services Investigator

Supervises and directs other investigators in the department. Makes assignments and reviews results of investigations. Recommends eligibility for benefits and extent of need of applicants. Performs or assists in investigations pertaining to veterans' benefits claims.

0996E Veterans' Services Investigator

Receives applications from and interviews veterans and families of veterans; performs investigations concerning eligibility for benefits, and assists veterans in procuring such benefits as medical care,

vocational and educational opportunities, and other benefits; reviews, investigates, and processes applications and makes recommendations concerning eligibility for benefits. Performs other duties assisting veterans such as referrals to other agencies, and upkeep of graves.

ARTS AND INFORMATION GROUP 1000

Guide Series

Occupational Code: 1010

This series includes positions the duties of which are to provide or supervise non-professional interpretive and guide services to visitors to places of public interest. Incidental duties in connection with visitor safety and protection of these public interest structures or locations are also performed.

The following job titles are authorized for use in the Guide Series. The title definitions include illustrative duties and are not all inclusive.

1010A Historical Guide

Gives formal talks to groups visiting a place of public interest about the history, development, and present situation of the place; explains natural and historic features; answers questions; guides tours; must speak in loud, clear voice, and present accurate information.

Graphic Arts Series

Occupational Code: 1025

This series includes positions the duties of which are to prepare both black-and-white and color sketches, drawings, and/or photographs and to process and layout film prints for reproduction in one or more types of printed media.

The following job titles are authorized for use in the Graphic Arts Series. The title definitions include illustrative duties and are not all inclusive.

1025A Graphic Arts Technician

Prepares sketches and drawings in both black-and-white and color for reproduction in any form of graphic display such as brochures, charts, posters, pamphlets, and others; does layout and design work for printed media involving both graphic presentation and copy; photographs, processes, and develops filmprints in both black-and-white and color for reproduction in displays, offset printing plates, slides, and other forms of graphic presentation.

1025B **Medical Photographer**

Photographs pathological specimens, surgical techniques, patients, diagnostic and therapeutic methods, and develops these films in both black-and-white and color; selects films, filters and lenses, and operates and maintains photographic equipment; provides photographic follow-up records of a process; prepares for exhibit and visual presentation a series of photographs; maintains files and indexes of photographic work and requisitions supplies.

Interpreter Series

Occupational Code: 1047

This series includes all classes of positions the duties of which are to administer, supervise, or perform the work of interpreting, from or into one or more languages, the oral statements of others.

The following job titles are authorized for use in the Interpreter Series. The title definitions include illustrative duties and are not all inclusive.

1047A **Interpreter**

Interprets from one language to another for the purpose of aiding foreign language speaking members of the public in providing varied services; duties may include revising or updating printed material and other related duties.

Municipal Musician Series

Occupational Code: 1051

This series includes positions the duties of which are to play musical instruments, on a part time basis, for municipal functions other than instruction in a recreation department program.

The following job titles are authorized for use in the Municipal Musician Series. The title definitions include illustrative duties and are not all inclusive.

1051A **Municipal Chimes Ringer**

Develops repertoire and plans programs for regular and special chimes recitals including music appropriate to holidays and special civic events; adapts and transposes standard chimes music for rendition on municipal chimes; plays regular and special recitals of chimes music selected and arranged; makes minor adjustments to chimes and reports need of major repairs and adjustments.

1051B **Organist**

Plays the organ for municipal events which may include religious services; plans and assembles programs of music for different oc-

casions; accompanies soloists, choral groups, and plays in rehearsal and live performances; adapts and transposes music for performance.

1051C **Pianist**

Plays the piano for municipal events of a routine or special occasion; plans and assembles programs of music for different occasions; accompanies soloists, choral groups, or plays in rehearsal and live performances; adapts and transposes music for performance.

Audio-Visual Production Series

Occupational Code: 1071

This series includes positions that are involved with the production of motion pictures, live and prerecorded television, radio, and similar productions. Positions in this series require the supervision or performance of at least two of the following technical functions: coordinating content, planning, directing, recording, instructing, operating equipment, setting up sets, or other functions necessary to create a production.

The following job titles are authorized for use in the Audio-Visual Production Series. The title definitions include illustrative duties and are not all inclusive.

1017A **Television Production Specialist**

Under general supervision, supervises and maintains a closed circuit television system. Is responsible for instructing teachers and staff members on the operation, the programming techniques available, and methods of evaluating a closed circuit television system. May also be responsible for instructing students in television programming and supervising them in producing live or prerecorded programs. The work includes consulting with educators on program content, setting up sets, directing and supervising the programming, and performing basic maintenance on the equipment.

Public Relations Series

Occupational Code: 1081

This series includes positions the duties of which are to develop and operate a public relations program for a municipality or a municipal department by obtaining, in its behalf, favorable publicity.

The following are job titles authorized for use in the Public Relations Series. The title definitions include illustrative duties and are not all inclusive.

1081A **Public Relations Representative**

Prepares for newspaper, radio, television, or other public presentation material a municipal department desires to release to the public; promotes, in general, a feeling of confidence among the public in regard to the operation of a municipal department; corrects false impressions and negative attitudes about a municipal department when they exist; speaks to organizations and promotes general good will between the public and a municipal department.

BUSINESS AND COMMERCE GROUP 1100

Purchasing Series

Occupational Code: 1105

This series includes all positions which administer, supervise, or perform work in a procurement program. Included is the maintenance of contact with sources of supply and the ensuring of contract compliance through follow-up procedures and keeping informed of delivery information. The negotiation of contracts includes: the use of specification requirements, review of bids, the investigation of sources of supply, and the collection of price information. Related clerical positions are also included.

The following job titles are authorized for use in the Purchasing Series. The title definitions include illustrative duties and are not all inclusive.

1105A **Purchasing Agent**

Heads the procurement function and purchases or contracts for supplies, equipment, and contractual services required by municipal departments. Reviews departmental requests; maintains contacts with sources of supply; interviews vendors and receives bids. Negotiates contracts and supervises preparation of purchase orders and related clerical work. Follows up on delivery of purchases and checks for compliance with agreements and contracts. Performs administrative and supervisory duties in the purchasing organization.

1105B **Deputy Purchasing Agent**

Assists the Purchasing Agent in all purchasing duties including administrative and supervisory duties; and acts as Purchasing Agent in the latter's absence.

1105C **Assistant Purchasing Agent**

Assists the Purchasing Agent in duties as described but does not act for the Purchasing Agent in the latter's absence.

1105D **Buyer**

Purchases and contracts for supplies, equipment, and materials independently or under supervision of a department head. Prepares or supervises the preparation of clerical work. Maintains contacts with sources of supply and follows up on delivery of purchases. Does purchasing for one or more departments, but not for an entire municipality, usually under direction or approval of the Purchasing Agent or other authority.

1105E **Assistant Buyer**

Assists Buyer in the procurement function by performing clerical work closely related and necessary to the purchasing operation. Typically prepares purchase orders, keeping records of delivery information, and consulting with sources of supply, following up on purchase orders and performing statistical analyses when directed.

System Load Forecasting Series

Occupational Code: 1130

This series includes positions the duties of which are to make daily steam and/or electric consumption forecasts for a municipality. Individual will also be responsible for making power purchases, sales, and other power pool transactions.

The following job titles are authorized for use in the System Load Forecasting Series. The title definitions include illustrative duties and are not all inclusive.

1130A **Electric and Steam Forecaster**

Is responsible for daily forecasting and pricing of electric and steam loads for a 24 hour period; makes necessary arrangements with the power pool to sell or purchase power; determines cost of and purchases or sells spinning reserve; schedules generating units in and out of service to meet pool arrangements; orders generating plant fuel and summarizes all power pool transactions for regulatory reports.

1130B **Assistant Electric and Steam Forecaster**

Assists the Electric and Steam Forecaster in the performance of his duties; assists in forecasting power needs; aids in compiling information to be used to make purchase and sell decisions affecting the power pool; when not required to perform direct assistance to the Electric and Steam Forecaster, takes readings, performs calculations on power plant performance, and aids in making reports.

Federal Aid Coordinator Series

Occupational Code: 1165

This series includes all positions the duties of which are to supervise or perform work involved in advising on, evaluating eligibility for, and performing technical work in the procuring of federal financial assistance and loans for states, municipalities and individuals. Work requires a knowledge of sources of financial assistance, as well as a knowledge of the programs or properties for which assistance is requested.

The following job titles are authorized for use in the Federal Aid Coordinator Series. The title definitions include illustrative duties and are not all inclusive.

1165A Federal Aid Coordinator

Under supervision, performs work related to preparation of state and federal applications for financial assistance; maintains municipal eligibility for such programs and coordinates various state and federal programs; works with various municipal departments analyzing needs and obtaining financial assistance.

1165B Financial Rehabilitation Advisor

This is responsible staff work of a technical nature concerned with the financial aspects of the rehabilitation of property due to code enforcement activities. Work involves responsibility for developing, coordinating, and executing services, activities, and procedures consistent with federal standards and is concerned with the financial, as distinguished from the constructional, aspects of the rehabilitation of both residential and non-residential property to meet comprehensive code requirements. Work is performed with considerable independence under administrative direction in accordance with well defined directives, regulations, and procedures promulgated by the Housing and Urban Development Department.

1165C Assistant Financial Rehabilitation Advisor

This is responsible financial and general administrative work performed under supervision involving maintenance of records of loans, grants, and mortgages in accordance with the appropriate federal regulations and rules. Work is performed under the direction of the Financial Rehabilitation Advisor.

Realty Series

Occupational Code: 1170

This series includes positions the duties of which are to plan, conduct, or supervise programs which aid individuals and businesses in relocation: purchase, sale, lease, or grants; meeting eligibility

requirements for assistance in renewal, reorganization, eminent domain, condemnation or similar actions resulting from legal proceedings. Positions in this series require a knowledge of realty practices, federal and state laws, rules and regulations pertaining to realty and minimum housing standards, services available from various agencies, land and property values, and allowance or depreciation rules.

The following job titles are authorized for use in the Realty Series. The title definitions include illustrative duties and are not all inclusive.

1170A **Relocation Specialist**

Is responsible for planning, directing, performing, or coordinating programs to aid individuals, businesses, or municipal agencies in relocating as a result of eminent domain proceedings, code enforcement activity, or urban renewal program. Work includes assistance in preparation of eligibility forms; interviewing applicants; locating prospective apartments, houses, or business sites and inspecting them for suitability; insuring code enforcement and minimum housing standards are met; and coordinating with other agencies, banks, and realty companies. Makes reports, conducts programs of public education, and performs related duties as required.

Assessing Series

Occupational Code: 1171

This series includes positions the duties of which are to perform clerical and field work in the procurement of assessment data through inspection of real and personal property.

The following job titles are authorized for use in the Assessing Series. The title definitions include illustrative duties and are not all inclusive.

1171A **Assistant Assessor**

Appraises real and personal property for the purpose of tax evaluation; interviews property owners, makes dollar assessment values; presents facts and figures to the Board of Assessors and appears at hearings to defend assessment tax figures; prepares reports containing all information and circumstances upon which assessment is made; must know construction details and costs, map reading and all applicable state laws.

PHYSICAL SCIENCES GROUP 1300

Air Pollution Control Series

Occupational Code: 1312

This series includes all positions the duties of which are to supervise and/or perform work in the collecting and analyzing of air samples to control or eliminate air pollution. Work involves the making of recommendations and the enforcement of public health laws.

The following job titles are authorized for use in the Air Pollution Control Series. The title definitions include illustrative duties and are not all inclusive.

1312A Air Pollution Control Inspector

Inspects air quality and investigates sources of air pollution and complaints of violations. Inspects for radiological hazards. May operate and maintain air sampling equipment. Enforces regulations and performs necessary related work.

1312B Air Pollution Control Supervisor

Supervises Air Pollution Control Inspectors and performs inspection duties as described above.

Chemistry Series

Occupational Code: 1320

This series includes all positions the duties of which are to administer, supervise, or perform professional work in the field of chemistry. This work includes the investigation, analysis, and interpretation of the composition, molecular structure, and properties of substances, the transformations they undergo, the amounts of energy and matter included in these transformations and the application of this knowledge to municipal functions particularly in the fields of public health and in the development and use of methods to control pollution in air, land, and water resources.

The following job titles are authorized for use in the Chemistry Series. The title definitions include illustrative duties and are not all inclusive.

1320A Treatment Chemist

Responsible for carrying out professional work in the field of chemistry necessary for the operation of water and/or sewage treatment plants. Performs a variety of chemical and related tests used to determine and control the quality of water or the adequacy and efficiency of water and/or sewage treatment methods, e.g., analysis of water samples for nitrates, nitrites, silica, aluminum, iron and copper; analysis of raw, digested, and elutriated sludge, and supernatant liquor to determine total and volatile solids; interprets results

of tests; evaluates tests; determines need for and develops changes in methods and procedures. Work is performed with technical independence in accordance with established principles in the field.

1320B **Public Health Chemist**

Responsible for carrying out professional work in the field of chemistry in a public health function. Performs a variety of chemical, microscopic, and physical tests to analyze food and milk samples for the purposes of determining compliance with standards established by law and protecting the public health and preventing fraudulent adulteration; evaluates tests; determines need for and develops changes in methods and procedures. Work is performed with technical independence in accordance with established principles in the field.

1320C **Chemist**

Responsible for carrying out professional work in the field of chemistry in a laboratory where specialization in a particular branch of chemistry is not required. Performs a variety of chemical and related tests; interprets and evaluates results. Evaluates tests; determines need for and develops changes in methods and procedures.

1320D **Assistant Chemist**

Performs a variety of chemical and physical tests in accordance with established procedures and work methods. May perform complex tests under the direct supervision of a Chemist.

1320E **Senior Treatment Chemist**

Performs a variety of complex chemical and physical tests; determines the need for and develops new and/or revised tests as required. Sets up testing procedures to be followed by lower grade chemists, technicians, or operators in the laboratory or for control of a treatment plant. May supervise the operation of a water or sewage treatment plant.

LIBRARY AND ARCHIVES GROUP 1400
Library Aid Series

Occupational Code: 1411

This series includes positions the duties of which are to assist a librarian by performing non-professional or technical work in a library. Such work primarily requires a practical knowledge of library functions and services and the ability to apply standard library tools, methods, and procedures to the service needs of the particular library.

The following job titles are authorized for use in the Library Aid Series. The title definitions include illustrative duties and are not all inclusive.

1411A **Library Aid**

Assists patrons in locating materials; gives references upon requests; assists in registering new library members; checks books in and out of library; shelves and unshelves books; maintains reserve book list; aids patrons in use of card catalogue; receives and checks shipments of books; assists in annual inventory; may operate a film projector and assists librarian in annual report preparation.

MATHEMATICS AND STATISTICS GROUP 1500
Statistician Series

Occupational Code: 1530

This series includes positions the duties of which are to administer, supervise, or perform professional work requiring the application of statistical theories, techniques, and methods to the collection, evaluation, analysis, and interpretation of quantified facts for municipal departments or for a municipality.

The following job titles are authorized for use in the Statistician Series. The title definitions include illustrative duties and are not all inclusive.

1530A **Statistician**

Develops and maintains a system to collect and analyze data where the amounts of data to be collected, the evaluations to be made, and/or the end use of the data collected require the application of statistical techniques such as sampling, analysis of frequency distributions, analysis of variance, and time series analysis; dependent on the purpose, size and length of the project, selects the statistical methods and techniques to use, determines the types and quantities of data to be collected and the collection process to be followed; supervises or performs the actual collection of data; makes, analyses, and organizes the presentation of results; advises on application of statistical methods and techniques to municipal programs.

EQUIPMENT, FACILITIES, AND SERVICES GROUP 1600
Meter Reading and Inspecting Series

Occupational Code: 1602

This series includes positions which perform work involved in reading and inspecting utility meters and related systems in

municipal gas, electric, and water service operations.

NOTE: Excluded from this series are positions whose major functions are installation or repair of meters and related systems. See 4200 Group in Book I for these positions.

The following job titles are authorized for use in the Meter Reading and Inspecting Series. The title definitions include illustrative duties and are not all inclusive.

1602A **Meter Reader**

Reads domestic and industrial utilities meters and records readings. Duties may include incidental related work such as delivering utility bills, receiving payments, and discontinuing service. Excluded are duties involving inspection of meters and related fixtures to determine cause of irregularities.

1602B **Senior Meter Reader**

1602C **Head Meter Reader**

1602D **Water Service Inspector**

Reads domestic and industrial water meters and records readings. Makes inspections of meters and adjacent water system including pipes and other plumbing fixtures to determine the existence of and cause of variations in the consumption of water. Makes inspections for leaks, faulty registrations, damaged meters, irregular connections, and other irregularities relating to the water service installation. Prepares reports of findings. Performs incidental related work such as delivering water bills, receiving payments, and discontinuing service when necessary.

NOTE: Supervisory titles are constructed by adding one of the following prefixes to indicate levels of supervision:

Senior: Performs work requiring higher level of expertise than the journeyman and performs some supervisory duties by directing work of others.

Head: Supervises a staff of inspectors. Assigns, supervises, and reviews work; trains personnel; makes decisions when required; and performs related administrative work.

1602E **Senior Water Service Inspector**

1602F **Head Water Service Inspector**

Facilities Maintenance Series

Occupational Code: 1640

This series includes positions which supervise building custodians,

maintenance workers, and craftsmen engaged in the care and maintenance of public buildings and facilities.

NOTE: Positions which supervise only custodial and minor maintenance functions and do not supervise or perform maintenance, inspection, and/or planning duties of a higher skill level are properly classified in the Custodial Services Series 1642.

The following job titles are authorized for use in the Facilities Maintenance Series. The title definitions include illustrative duties and are not all inclusive.

1640A Supervisor of Custodians and Maintenance

Supervises a large group of building custodians performing cleaning and housekeeping duties; operating low pressure heating, lighting and ventilating systems; making minor repairs to buildings, equipment and heating, lighting, ventilating and plumbing systems; and caring for grounds. In addition, always performs additional work of which the following are typical examples: supervises a small group of maintenance craftsmen, painters, and carpenters making building repairs; prepares budget estimates for maintenance and repair of schools and/or other municipal buildings; prepares specifications for mechanical equipment to be purchased and installed in buildings; determines necessity for maintenance work or structural alterations; prepares plans and specifications for such work to be done on contract, and inspects work performed by the contractor.

1640B Assistant Supervisor of Custodians and Maintenance

This title is authorized when the operation is sufficiently large to require a full time assistant.

Custodial Services Series

Occupational Code: 1642

This series includes positions which provide, supervise, or administer the custodial and minor maintenance functions for schools and other municipal public buildings and their appurtenances (grounds, walks, lawns, shrubbery). Primary duties are cleaning, housekeeping, and operation and maintenance of low pressure heating, lighting, and ventilating systems. Maintenance duties are semi-skilled and do not require journeyman trade or craft knowledge. Also included are positions which are responsible for maintaining order and safeguarding occupants in addition to the custodial and housekeeping duties when the latter are primary.

Typical duties performed are cleaning, dusting, sweeping, washing, buffing and waxing floors, washing windows, changing

light bulbs, policing grounds, sweeping walks, cutting lawns, removing snow and ice, caring for custodial equipment, emptying wastebaskets, removing and burning trash, operating low pressure heating and ventilating systems, ordering custodial supplies, and making minor repairs to buildings, equipment, and heating, lighting, ventilating, and plumbing systems.

The following job titles are authorized for use in the Custodial Services Series. The title definitions include illustrative duties and are not all inclusive.

1642A **Airport Building Custodian**

In addition to regular custodian duties, performs runway checks during periods of icy and snowy conditions. Reports obstructions or inoperative lights and equipment to proper personnel. Patrols on foot or by driving a motor vehicle.

1642B **Junior Building Custodian**

Is responsible for performing custodial duties in a small building or specified areas of a large building. Normally works under the supervision of a Senior Building Custodian.

1642C **Senior Building Custodian**

Is responsible for performing and directing the performance of custodial duties in a building. Usually supervises one or more Junior Building Custodians; makes work assignments; trains new employees; inspects work in progress; requisitions supplies.

1642D **School Custodial Attendant**

In addition to custodial duties, is responsible for the conduct of pupils in toilet rooms, lunch rooms, locker rooms, and corridors when the pupils are not under the direct supervision of the teachers. Administers first aid. Escorts ill pupils home.

1642E **Head Building Custodian**

Supervises a group of custodians including some Senior Building Custodians located in a number of different buildings, or in a large building, or in a complex of buildings where several custodial crews are located.

1642F **Supervisor of Custodians**

Supervises all custodial functions in a city or town except in a municipality which is large enough to require a Superintendent of Custodians. In the latter case, the Supervisor of Custodians supervises two or more groups of custodial personnel each of which is

large enough to require a supervisor at the level of Head Building Custodian.

1642G Assistant Supervisor of Custodians

This level may be used when the custodial force is sufficiently large or sufficiently scattered to require a supervisory position between the level of Head and Supervisor.

Food Facility Management Series

Occupational Code: 1667

This series includes positions the duties of which are to manage, supervise, or perform work in the operation of a food supply service facility. Typical duties are the planning, organization, supervising, coordinating and controlling of all aspects relative to continued operation.

The following job titles are authorized for use in the Food Facility Management Series. The title definitions include illustrative duties and are not all inclusive.

1667A Supervisor of Cafeterias

Responsible for supervision, management, and operation of cafeterias under his jurisdiction; large scale food preparation and service; prepares menus; purchases food, supplies, and equipment; conducts performance evaluation of personnel and machinery; takes inventory; keeps cost control records; maintains sanitation and safety in accordance with laws; trains personnel and makes reports.

1667B Assistant Supervisor of Cafeterias

Handles administrative details and assists the Supervisor in managing and operating assigned cafeterias; recommends particular equipment, food, and supplies to be purchased; relays information from the Supervisor to personnel in the cafeterias. Maintains safety and sanitary conditions as established by laws; assists in taking inventory and in preparing and maintaining accounts of cost and control records; carries out training assignments for personnel and may act for the Supervisor when necessary.

1667C Cafeteria Manager

Responsible for the efficient operation of a cafeteria, including preparation and serving meals, cleanup operations of kitchen and equipment, handling money transactions, keeping all necessary records, planning work schedules and supervising the cafeteria and kitchen employees.

1667D **Assistant Cafeteria Manager**

Assists the Cafeteria Manager in the operation of a cafeteria; sees that directives of the manager are put into operation on the working level; assists in supervising as well as performing money handling, preparing meals, cleaning utensils and equipment, keeping records and accounts, planning menus and work schedules, and assisting in the overall operation of the cafeteria.

1667E **Food Service Manager**

Supervises the preparation, cooking, and serving of foods for persons in a hospital, institution, or other facility. Supervises the kitchen and/or cafeteria employees; instructs employees in sanitation, housekeeping, and the care and operation of equipment. Estimates quantity of supplies and equipment needed, and requisitions that merchandise. Inspects food preparation for quality, appearance, and minimization of waste; sees that food is properly stored. Usually confers with a Dietitian relative to special diets.

1667F **Assistant Food Service Manager**

Assists the Food Service Manager in the preparation, cooking, and serving of foods for persons in a hospital, institution, or other facility; assists in supervising the staff as well as participating in the preparation of meals; interviews suppliers of food products and maintains inventory of supplies and other appropriate records.

EDUCATION GROUP 1700
Educational and Vocational Training Series

Occupational Code: 1710

This series includes positions the duties of which are to supervise and instruct students, by the use of appropriate techniques, in basic educational, trade, or craft skills. These positions may also include rehabilitative or vocational counseling, planning for educational development, and determination of kinds of disabilities and their proposed remedies.

The following are job titles authorized for use in the Educational and Vocational Training Series. The title definitions include illustrative duties and are not all inclusive.

1710A **Vocational Counselor**

Obtains, analyzes, and evaluates pertinent information relative to rehabilitation services; determines the kind and extent of disability, and the feasibility of rendering vocational and rehabilitative training; counsels and assists applicants in securing employment; performs related work as required.

1710B **Vocational Instructor**

Supervises and instructs students in a variety of trades and crafts such as cooking, painting, furniture repair, sewing, barbering, and building maintenance; advises on individual work-related problems; organizes work programs; develops effective work procedures; supervises work in progress to see that reasonable standards of workmanship are maintained; maintains discipline; orders supplies, materials, tools, and equipment needed; instructs students in the use of tools, equipment, and materials and in good work habits; and supervises the care of tools and equipment. Performs related work as required.

1710C **Guidance Specialist**

Aids in the educational development of students by making community resources available to them. Contributes to curriculum workshops, attends guidance conferences, and helps with career counseling. Attempts to relate curriculum to careers and work, plans trips, and provides guest speakers. Is involved in program planning, policy making, and serves as liaison with educational groups both in and outside the community. Performs related work as required.

Teacher Aid Series

Occupational Code: 1712

This series includes positions the duties of which are to aid and assist a school teacher or instructor by performing a variety of non-instructional duties. Positions that require a degree in education are not classifiable to this series.

The following are job titles authorized for use in the Teacher Aid Series. The title definitions include illustrative duties and are not all inclusive.

1712A **Teacher Aid**

Assists school teachers by having charge of school children during lunch periods in the school cafeteria, in the school yard, or other place in the school building, as required; assists with clerical work, such as record keeping, sorting and distribution of school supplies, marking of objective tests, and aiding in correcting workbooks and other papers; acts as traffic monitor within the school building; helps teachers with reference to the individual needs of children, such as assisting children who are ill, assisting children in putting on and taking off clothing and boots.

Public Health Education Series

Occupational Code: 1725

This series includes positions the duties of which are to develop and administer a comprehensive program to promote public health activities and services.

The following are job titles authorized for use in the Public Health Education Series. The title definitions include illustrative duties and are not all inclusive.

1725A **Public Health Educator**

Plans, organizes, and administers a broad public health education program; assists in the development of in-service training programs; develops relationships with other agencies contributing to the community health education program; prepares and distributes health information; consults with schools and other organizations setting up health programs; maintains records of and prepares reports concerning public health activities.

INVESTIGATION GROUP 1800

Game Law Enforcement Series

Occupational Code: 1812

This series includes all positions the duties of which are to advise on, administer, coordinate, supervise, or perform work involving compliance with statutes and regulations for the conservation of fish and wildlife resources including inspection and enforcement work, obtaining information on the condition of fish and wildlife resources, and developing related reports and recommendations for improving resources.

The following are job titles authorized for use in the Game Law Enforcement Series. The title definitions include illustrative duties and are not all inclusive.

1812A **Fish and Game Warden**

Enforces fish and game laws by patrolling woods, fields, and streams; investigates actual or potential violations; inspects fishing, hunting, and trapping licenses; makes surveys of fish and game conditions; submits reports and recommendations relative to conservation of fish and game.

1812B **Shellfish Constable**

Enforces statutes and regulations relating to shellfish; investigates reports of violations; collects information on conditions of shellfish, their breeding areas, and pollution of waterways; develops conservation programs to protect shellfish resources; advises on and coordinates shellfish conservation matters and performs other related work.

Safety Inspection Series

Occupational Code: 1820

This series includes positions which administer or perform work in an employee safety program. Positions included in this series involve administrative and clerical duties; planning and implementing a safety program as well as the performance of inspectional duties to follow up on program implementation and elimination of safety hazards.

The following are job titles authorized for use in the Safety Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1820A **Safety Inspector**

Performs administrative duties in the planning, implementing, and executing of a safety program to eliminate unsafe conditions at employee work sites. Inspects work sites to eliminate physical hazards, unsafe practices, and work methods. Recommends safe practices and safety standards. Conducts training of personnel in safety matters. Keeps records necessary to the safety program.

Wire Inspection Series

Occupational Code: 1830

This series includes all positions which supervise or perform inspections of wiring and electrical systems for conformance with laws and codes. Typical duties include: the enforcement of laws, the investigation of violations and related administrative and clerical duties.

The following are job titles authorized for use in the Wire Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1830A **Wire Inspector**

Inspects and tests existing and newly installed wiring systems of buildings and street wiring for conformity with legal requirements, national, state, and municipal electric codes and safe practices. Inspects installation, maintenance, alteration, repair and removal of electric light, heating and power systems, appliances, apparatus, and devices. Investigates complaints of faulty wiring, fires, and accidents of alleged electrical origin. Makes determinations as to what constitutes safe or unsafe installation. Advises electricians, builders, owners, architects, and engineers on electrical problems, materials, and methods and interprets codes, laws, and regulations. Issues permits for installation, extension, or repair. Enforces conformity with municipal by-laws or ordinances, and issues orders for correction of hazards.

1830B **Assistant Wire Inspector**

Under direction of a Wire Inspector performs above duties when assigned.

1830C **Senior Wire Inspector**

Direct supervisory authority over Wire Inspectors. Supervises and assigns a staff of one or more inspectors and related clerical personnel. May also perform inspection duties.

1830D **Chief Wire Inspector**

Administrative authority and direct supervision over one or more Senior Wire Inspectors.

Building Inspection Series

Occupational Code: 1831

This series includes all positions the duties of which are to supervise or perform inspection of private, commercial, and industrial buildings for conformance with laws. Typical duties are the enforcement of laws, the investigation of violations, and related administrative and clerical duties. Also included in this series are the specializations of elevator inspection and egress inspection.

NOTE: Excluded from this series are Code Enforcement Inspection positions which are coded to the 1868 series.

The following are job titles authorized for use in the Building Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1831A **Building Inspector**

Inspects buildings under the provisions of General Laws. Enforces the provisions of the building code and local zoning laws. Examines or approves plans for new buildings, the repair, alteration, and safety conditions of existing buildings. Inspects egress facilities of buildings. May see that elevators are inspected. Performs supervision over lower grade personnel and related administrative duties. Maintains records of permits granted and inspections.

1831B **Assistant Building Inspector**

Under direction, assists in and performs inspection duties as described above.

1831C **Senior Building Inspector**

Direct supervisory authority over journeyman inspectors. Supervises and assigns a staff of one or more inspectors and related clerical personnel. May also perform inspection duties.

1831D **Chief Building Inspector**

Administrative authority and direct supervision over one or more Senior Building Inspectors.

1831E **Elevator Inspector**

Inspects and tests elevators and enforces regulations under the provisions of General Laws. Reviews plans and specifications for construction of elevators. Inspects elevator shaftways. Duties also include report writing and investigation of accidents and keeping records of inspections, tests, and investigations.

1831F **Egress Inspector**

Inspects buildings to determine adequacy of egress facilities and conformance with egress provisions of state and municipal laws. Determines seating capacity, checks arrangement of seats, aisles, and exits to ensure adequacy of egress and that nothing interferes with or impairs egress facilities. Determines adequacy of emergency egress in the event of fire or other emergency situations. Examines plans, issues permits and keeps records. Investigates complaints of violations and prepares reports.

Plumbing and Gas Fitting Inspection Series

Occupational Code: 1832

This series includes all positions which administer, supervise, or perform inspections of plumbing or gas fitting installations for conformance with laws and codes. Typical duties include the enforcement of laws, the investigation of violations, and related administrative and clerical duties.

The following are job titles authorized for use in the Plumbing and Gas Fitting Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1832A **Plumbing Inspector**

Inspects and tests new and existing plumbing systems and water heating systems for conformance with laws. Inspects and tests water circulation, piping, fixtures, equipment, air conditioning, and water storage systems. Examines plans for plumbing systems and advises plumbers and builders. Issues permits for installation, alteration, repair, and connecting plumbing to sewers. Investigates complaints of violations, issues orders for corrections, and keeps necessary records.

1832B **Senior Plumbing Inspector**

1832C **Gas Fitting Inspector**

Inspects and tests gas piping systems in process of construction, alteration, replacement, and repair for adherence to regulations and codes, and the provisions of General Laws. Inspects installation of appliances, fixtures, water heaters, and boilers for proper installation and leaks. Investigates complaints of old and potentially dangerous gas fitting installations, violations of laws, and hazardous and defective materials. Interprets, gives advice on and enforces gas fitting laws. Issues permits and keeps records of inspections.

1832D **Senior Gas Fitting Inspector**

1832E **Plumbing and Gas Fitting Inspector**

Performs duties of both positions as described.

1832F **Senior Plumbing and Gas Fitting Inspector**

1832G **Chief Plumbing and Gas Fitting Inspector**

Senior: Direct supervisory authority over journeymen inspectors. Supervises and assigns a staff of one of more inspectors and related clerical personnel. May also perform inspection duties.
Chief: Administrative authority and direct supervision over one or more senior inspectors.

Food and Dairy Inspection Series

Occupational Code: 1863

This series includes semi-professional positions of a specialized nature which perform inspections of food and dairy products and premises where food or dairy products are sold, handled, processed, manufactured, or stored. Duties include the determination of food quality and sanitary conditions, and enforcement of applicable sanitary regulations, and the State Sanitary Code.

The following are job titles authorized for use in the Food and Dairy Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1863A **Food Inspector**

Inspects all foods, meat, meat products, fish, fruit, and vegetables to determine compliance with laws and standards of quality and fitness. Inspects food stores, processing plants, and storage and handling facilities. Inspects eating and drinking establishments for sanitation of premises and good sanitary practices. Collects samples and performs or arranges for analysis. Seizes and condemns unfit food. Performs related administrative work, and may issue licenses and permits.

1863B **Assistant Food Inspector**

Under direction of a Food Inspector performs duties above when assigned.

1863C **Milk Inspector**

Inspects milk and other dairy products such as ice cream and butter for fitness and quality. Inspects dairies, dairy product processing plants, pasteurizing equipment, and ice cream plants, for sanitation of premises and practices. Collects samples and performs or arranges for analysis. Enforces applicable regulations, and condemns and seizes unfit products. Performs related administrative work and may issue licenses and permits.

1863D **Assistant Milk Inspector**

Under direction of a Milk Inspector performs duties above when assigned.

1863E **Food and Milk Inspector**

Performs combined duties of a Food Inspector and a Milk Inspector as described.

1863F **Senior Food and Milk Inspector**

Supervises and assigns Food Inspectors and Milk Inspectors. Performs inspection duties similar to those described for Food Inspector and Milk Inspector.

Sanitary Inspection Series

Occupational Code: 1865

This series includes semi-professional positions of a technical, specialized, or support nature which perform routine inspections for general sanitary conditions, control of pests, waste disposal, air pollution, sanitary nuisances, and odors.

NOTE: Excluded from this series are professional Sanitarians, see 0688 Series.

The following are job titles authorized for use in the Sanitary Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1865A **Sanitary Inspector**

Performs sanitary inspections to ascertain compliance with applicable laws and regulations. Investigates nuisances, sources of filth, and causes of sickness to abate violations and correct unsanitary conditions. Performs sanitary inspections of private sewage

disposal systems, municipal waste disposal, bathing and recreation areas, and municipal water supplies. Performs inspections to eliminate vermin and rodents, and to determine lead paint levels. Enforces regulations, prepares reports, and performs related work. May also perform inspections of eating and drinking establishments to ascertain compliance with laws and regulations. When assigned, may perform other phases of sanitary inspection.

1865B **Assistant Sanitary Inspector**

Under the supervision of a Sanitary Inspector performs duties as described above.

1865C **Senior Sanitary Inspector**

Supervises Sanitary Inspectors and participates in work as described.

1865D **Public Health Aid**

Performs routine sub-professional work in the general field of public health. Work involves a variety of tasks assisting public health specialists such as nurses, sanitarians, educators, and laboratory technicians in the aspects of their duties. Works under close supervision and under well established procedures. No independent discretionary action is exercised. Typical duties may include assisting in clinic, setting up and sterilizing equipment, maintaining cleanliness of laboratory areas, operating audio-visual equipment, assisting in sanitary inspections, and performing other tasks under supervision.

1865E **Waste Collection Inspector**

Inspects trash (rubbish and/or garbage) put out for collection by municipal trucks (contractor or municipal owned) for compliance with municipal regulations. Notifies supervisor of violations. May explain collection regulations to citizens. Performs other miscellaneous duties related to trash collection such as advising supervisor on layout of routes, observing how the trash collection system works, and recommending improved methods.

Animal and Slaughtering Inspection Series

Occupational Code: 1866

This series includes positions which perform inspection of animals, premises where quartered, ante-mortem and post-mortem inspection of animals slaughtered. Duties included are enforcement of regulations and related administrative work.

The following are job titles authorized for use in the Animal and

Slaughtering Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1866A **Animal Inspector**

Work involves inspection of cattle, sheep, goats, swine, poultry and domestic animals for contagious diseases. Inspects premises where quartered for adequacy and sanitary conditions. Enforces rules and regulations. Investigates reports of infections and diseases of animals. Quarantines infected animals when necessary. Performs related administrative duties.

1866B **Slaughtering Inspector**

Performs inspections of animals slaughtered for food purposes. Inspects both before and after slaughtering operations for symptoms of physical diseases. Inspects carcasses for fitness. Performs sanitary inspections of premises where slaughtering is conducted. Enforces applicable rules and regulations, and performs administrative duties.

1866C **Animal and Slaughtering Inspector**

Performs the combined duties of an Animal Inspector and a Slaughtering Inspector as described.

Code Enforcement Inspection Series

Occupational Code: 1868

This series includes positions which administer, supervise, or perform inspections of dwellings under the provisions of the State Sanitary Code, enforce regulations, and perform related work.

The following are job titles authorized for use in the Code Enforcement Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1868A **Code Enforcement Inspector**

Performs inspections of dwellings to determine fitness for human habitation and sanitation of premises. Enforces provisions of State Sanitary Code to prevent or remove nuisances, sources of filth, and violations of code standards. Investigates complaints from tenants and other parties and delivers notices of violations. Conducts hearings when necessary, prepares reports, and performs related administrative duties.

1868B **Assistant Code Enforcement Inspector**

Performs inspections of dwellings as described above under the direction of a Code Enforcement Inspector.

1868C **Senior Code Enforcement Inspector**

Supervises Code Enforcement Inspectors, and develops and evaluates procedures. Interprets findings and performs training functions. Performs all duties described for Code Enforcement Inspector, and related administrative duties.

1868D **Chief Code Enforcement Inspector**

Work involves direct supervision of Senior Code Enforcement Inspectors and lower grade personnel involved in technical inspection and enforcement work. Plans budgets, coordinates various segments of the code enforcement program, and performs related administrative duties.

COMMODITIES CONTROL AND INSPECTION GROUP 1900

Commodities Inspection Series

Occupational Code: 1901

This series includes positions which perform inspections and related work to determine conformity with specifications of centrally purchased supplies, materials, equipment, and contractual service.

The following are job titles authorized for use in the Commodities Inspection Series. The title definitions include illustrative duties and are not all inclusive.

1901A **Procurement Inspector**

Performs inspections of municipal purchases of supplies, materials, or equipment for quality and conformity with contract specifications and the performance of contractual agreements. Prepares reports to Purchasing Agent concerning inspections made. May perform other work related to purchasing activities when assigned.

Sealer of Weights and Measures Series

Occupational Code: 1961

This series includes positions the duties of which are to direct, supervise, coordinate, and participate in the work of enforcing laws, regulations, and ordinances relating to the accuracy of weighing, measuring, and counting of merchandise offered for public sale.

The following are job titles authorized for use in the Sealer of Weights and Measures Series. The title definitions include illustrative duties and are not all inclusive.

1961A **Sealer of Weights and Measures, or**
1961C **Inspector of Weights and Measures**

In accordance with state laws, regulations, and municipal ordinances, supervises and/or participates in adjusting, sealing, testing, and condemning, any weighing or measuring devices involved with public sale such as commercial scales, liquid and dry capacity measures, linear, area, fabric, and cordage measuring devices and commercial meters; inspects prepacked food and merchandise and its labels; calibrates vehicle tank trucks; checks vendors for licenses; issues Transient Vendor, Hawker, and Peddler Licenses; collects and accounts for sealing fees; investigates complaints of short weights, measures, and counts; prepares evidence of such for courts; seizes unsealed weighing or measuring devices or those not conforming to legal requirements; plans, directs, supervises, lends assistance to and reviews work of Deputies.

1961B **Deputy Sealer of Weights and Measures, or**
1961D **Deputy Inspector of Weights and Measures**

Under supervision of the Sealer or Inspector of Weights and Measures, tests, adjusts, seals or condemns computing scales, liquid and dry capacity measures, linear and area measuring devices, taximeters, rental car speedometers, cordage and fabric measuring devices, gas and oil meters, pumps, and trucks; inspects prepackaged goods and their labels for correctness; reweighs commodities in transit to determine short weight; collects fees for sealing, weighing, and measuring devices; investigates complaints of short weight and gathers evidence of such for courts; checks hawkers, transient vendors and peddlers for their licenses and inspects their measuring and weighing devices; reports in writing and orally to the Sealer or Inspector of Weights and Measures inspections made, condition found, devices sealed, and fees collected.

1961E **Sealer's Helper, or**
1961F **Inspector's Helper**

Under the direction of the Sealer or Assistant Sealer of Weights and Measures, performs the manual labor tasks by carrying weights of various denominations, measuring cans, yard sticks, tool bag and other equipment; acts as witness in reweighing of vehicles by the Sealer as required by law; sets up and takes down weighing equipment.

SUPPLY GROUP 2000
Supply Series

Occupational Code: 2005

This series includes all positions which supervise or perform administrative, clerical, or manual work in supply operations such as procurement, receipt, storage, control, transportation, and distribu-

tion of supplies, equipment, and materials. Included are positions which have charge of warehouses, storerooms, stockrooms, storage areas, and yards. Related clerical positions are also included in this series.

The following are job titles authorized for use in the Supply Series. The title definitions include illustrative duties and are not all inclusive.

2005A **Storekeeper**

In charge of a storeroom, warehouse, stockroom, store yard, or any type of storage area. Performs manual and clerical duties involved in the receipt, storage, custody, maintenance, distribution and shipment of supplies, materials, and equipment. This position also includes duties such as requisitioning or procuring replacement stock, maintaining inventory control systems, and related work as required.

2005B **Assistant Storekeeper**

Assists Storekeeper in the operation of a storeroom, warehouse, or any type of storage area. Duties typically performed involve receipt, storage and distribution of supplies, materials, or equipment, and require related manual and clerical duties. May perform cleaning and housekeeping duties and in some cases, may deliver supplies.

2005C **Senior Storekeeper**

Supervises lower grade Storekeepers as well as personally performing both manual and clerical duties in supply operations including procurement, receipt, storage, distribution, and control of supplies and materials.

2005D **Principal Storekeeper**

Supervises Senior Storekeepers and Storekeepers of lower grade in supply operations. Exercises direct supervision over personnel as well as planning and controlling stock. Performs related administrative duties such as preparation of reports.

2005E **Stores Control Supervisor**

Coordinates the stores control activities of the municipal procurement program. Establishes standards for and operates revolving funds used to purchase supplies, equipment, and materials. Supervises the receipt, storage, and distribution of the supplies, equipment, and materials. Analyzes purchase requisitions and performs related administrative work in addition to directly supervising a staff of Storekeepers and clerical personnel.

Inventory Management Series

Occupational Code: 2010

This series includes positions which administer, supervise, or perform work in the regulation and control of physical supply operations. Work involves typically administration, coordination, control, and analysis of physical inventories and supply operations. Work involves clerical and technical duties related to controlling supply operations and inventory information reporting functions. Work also may involve liaison and advisory duties between supply, purchasing, and municipal departments.

The following are job titles authorized for use in the Inventory Management Series. The title definitions include illustrative duties and are not all inclusive.

2010A **Inventory Control Coordinator**

Develops and implements a property management and control system. Develops and maintains systems of record keeping for municipal property. Maintains close relationships between purchasing and municipal departments. Inventories surplus municipal property and surveys damaged property for decisions regarding its disposition. Performs necessary record keeping and administrative duties.

TRANSPORTATION GROUP 2100

Air Traffic Control Series

Occupational Code: 2152

This series includes all positions which perform and/or supervise duties involving the control of air traffic at municipal airports having non-federally operated control towers, to ensure safe and expeditious movement by: the proper separation of aircraft; the providing of information to pilots needed to conduct safe flights and local instructions for operation of aircrafts; and the dispatching of emergency vehicles in the event of accidents.

The following job titles are authorized for use in the Air Traffic Control Series. The title definitions include illustrative duties and are not all inclusive.

2152A **Control Tower Operator**

Performs visual flight rules control duties at a non-federally operated tower of a municipal airport to insure the safe, orderly, and rapid movement of aircraft to and from the airport. Terminal air traffic control functions include: issuing control instructions by radio or signal to aircraft landing, taking off or flying within the control area; radioing instructions to aircraft and vehicles for control of ground movement; furnishing information to pilots concerning

weather, flight safety hazards, restrictions, and other information; relaying operation messages between pilots and airport; notifying emergency services such as fire, ambulance, and police in the event of actual or potential accident.

2152B **Senior Control Tower Operator**

Performs more complex terminal air traffic control duties such as radar or instrument flight rules control of aircraft. May supervise operators of a lower grade.

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Fire Alarm Operator	0390B	159
Senior Fire Alarm Operator	0390C	159
Chief Fire Alarm Operator	0390D	159
Fire Apparatus Repairman	5877A*	86
Assistant Fire Apparatus Repairman	5877B*	86
Working Foreman Fire Apparatus Repairman	5877C*	86
Fire Force	—	—
Fire Fighter	0081A	120
Fire Lieutenant	0081B	120
Fire Captain	0081C	120

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POSITION	CODE	PAGE
Fire Chief	0081F	121
Deputy Fire Chief	0081E	121
District Fire Chief	0081D	121
Fire Force, Call	—	—
Call Fire Fighter	0081H	122
Call Fire Lieutenant	0081I	122
Call Fire Captain	0081J	122
Call Fire Chief	0081L	122
Deputy Call Fire Chief	0081K	122
Fire Prevention Supervisor	0081G	121
Fish and Game Warden	1812A	220
Flood Control Equipment Maintenance Man	5318B*	66
Working Foreman Flood Control Equipment Maintenance Man	5318C*	66
Flood Control Equipment Repairman	5318A*	66
Food and Milk Inspector	1863E	225
Senior Food and Milk Inspector	1863F	225
Food Inspector	1863A	224
Assistant Food Inspector	1863B	225
Food Service Manager	1667E	218
Assistant Food Service Manager	1667F	218
Food Service Worker	7408B*	92
Forest Warden	0460A	161
Forestry Maintenance Man	5021A*	60
Working Foreman Forestry Maintenance Man	5021D*	60
Forestry Worker	5021B*	60
Working Foreman Forestry Worker	5021E*	60
Furniture Refinisher	4613A*	48
Garage Attendant	5806D*	83
Gardener	5003A*	57
Working Foreman Gardener	5003B*	57
Gas Distribution Maintenance Man	4208C*	40
Gas Fitter	4208A*	40
Gas Fitting Inspector	1832C	224
Senior Gas Fitting Inspector	1832D	224
Gas Meter Repairman	3302A*	25
Senior Gas Meter Repairman	3302B*	25
Working Foreman Gas Meter Repairman	3302C*	25
Gas Service Repairman	4208B*	40
Gas System Operator	5404A*	74
Assistant Gas System Operator	5404B*	74
General Construction Inspector	0809A	189
Glazier	3203A*	24
Glazier Helper	3203B*	24
Working Foreman Glazier	3203C*	24
Golf Starter	0189K	136
Head Golf Starter	0189M	136
Graphic Arts Technician	1025A	204
Greenhouse Attendant	5043B*	62
Working Foreman Greenhouse Man	5043D*	62
Greenhouse Gardener	5043A*	62
Working Foreman Greenhouse Gardener	5043C*	62
Groundman	2806C*	18
Working Foreman Groundman	2806F*	18

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POSITION	CODE	PAGE
Grounds Maintenance Man	3504A*	29
Working Foreman Grounds Maintenance Man	3504D*	30
Grounds Worker	3504B*	29
Working Foreman Grounds Worker	3504C*	30
Guidance Specialist	1710C	219
Health Agent	0688B	185
Hearing Tester	0699C	186
Hearings Stenographer	0312D	147
Highway Maintenance Craftsman	4707A*	49
Working Foreman Highway Maintenance Craftsman	4707J*	50
Highway Maintenance Man	4707B*	49
Working Foreman Highway Maintenance Man	4707I*	50
Historical Guide	1010A	204
Hoisting Equipment Operator	5710A	81
Hospital Activities Aid	0631B	174
Hospital Admitting Supervisor	0670A	184
Hospital Mechanical Repairman	4801A*	54
Working Foreman Hospital Mechanical Repairman	4801D*	54
House Parent	0085F	127
Houseworker	3503A*	28
Senior Houseworker	3503B*	29
Hydrant and Valve Maintenance Man	4243G*	43
Incinerator Crane Operator	5403E*	74
Incinerator Machinery Repairman	5403D*	73
Incinerator Stoker	5403C*	73
Incinerator Utility Man	5403B*	73
Incinerator Working Foreman	5403F*	74
Inhalation Therapy Technician	0649C	181
Inspector of Weights and Measures	1961C	228
Deputy Inspector of Weights and Measures	1961D	229
Inspector's Helper	1961F	229
Interpreter	1047A	205
Inventory Control Coordinator	2010A	231
Laboratory Assistant	0645A	177
Laboratory Helper	7502A*	93
Laboratory Technician	0645B	177
Senior Laboratory Technician	0645C	178
Supervising Laboratory Technician	0645D	178
Labor Negotiator	0230A	141
Laborer	3502A*	27
Working Foreman Laborer	3502B*	28
Laundry Worker	7304A*	89
Senior Laundry Worker	7304B*	89
Principal Laundry Worker	7304C*	89
Legal Assistant	0963A	200
Legal Counselor	0954A	199
Legal Stenographer	—	—
Senior Legal Stenographer	0310A	146
Library Aid	1411A	213
Life Guard	0189U	138
Head Life Guard	0189V	138
Lineman	2806A*	18
Apprentice Lineman	2806B*	18
Working Foreman Lineman	2806E*	18
Locksmith	5311A*	65

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POSITION	CODE	PAGE
Machinist	3414A*	27
Working Foreman Machinist	3414B*	27
Manhole and Catch Basin Builder	4243H*	43
Mason	3603A*	31
Mason Tender	3603B*	31
Working Foreman Mason	3603C*	31
Meat Cutter	7407A*	91
Mechanical Engineer	—	—
Junior Mechanical Engineer	0830A	195
Assistant Mechanical Engineer	0830B	195
Senior Mechanical Engineer	0830C	195
Principal Mechanical Engineer	0830D	195
Associate Mechanical Engineer	0830E	195
Supervising Mechanical Engineer	0830F	195
Mechanical Equipment Repairman	4801B*	55
Working Foreman Mechanical Equipment Repairman	4801C*	55
Mechanical Handyman	4749B*	52
Medical Assistant	0650A	181
Medical Photographer	1025B	205
Medical Records Librarian	0669A	183
Assistant Medical Records Librarian	0669B	183
Medical Stenographer	—	—
Senior Medical Stenographer	0311A	146
Medical Technologist	0644A	176
Supervising Medical Technologist	0644B	176
Head Medical Technologist	0644C	176
Medical Worker	7504A*	94
Senior Medical Worker	7504B*	94
Principal Medical Worker	7504C*	94
Messenger	0302A	145
Metal Body Worker	5867A*	85
Working Foreman Metal Body Worker	5867B*	85
Meter Reader	1602A	214
Senior Meter Reader	1602B	214
Head Meter Reader	1602C	214
Milk Inspector	1863C	225
Assistant Milk Inspector	1863D	225
Millwright	5315A*	66
Motor Equipment Lubricator	5806C*	83
Motor Equipment Maintenance Man	5806A*	82
Working Foreman Motor Equipment Maintenance Man	5806E	83
Motor Equipment Repairman	5841A*	84
Working Foreman Motor Equipment Repairman	5841D*	85
Motor Equipment Repairman Helper	5841B*	85
Motor Equipment Operator	5703A*	79
Heavy Motor Equipment Operator	5703B*	80
Special Motor Equipment Operator	5703C*	80
Municipal Chimes Ringer	1051A	205
Nuclear Medical Technician	0647H	180
Nurse	0615A	171
Supervising Nurse	0615B	171
Assistant Supervising Nurse	0615E	172
Nursing Director	0615C	171
Assistant Nursing Director	0615D	172
Nutritionist	0630E	173

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POSITION	CODE	PAGE
Occupational Therapist	0631A	174
Office Machine Operator	0350A	154
Senior Office Machine Operator	0350B	154
Office Manager	0342A	154
Offset Duplicating Machine Operator	0352A	155
Senior Offset Duplicating Machine Operator	0352B	155
Oil Burner Repairman	5309A*	64
Oil Burner Repairman Helper	5309B*	64
Working Foreman Oil Burner Repairman	5309D*	65
Oil Burner Maintenance Man	5309E*	65
Oiler	5323A*	67
Organist	1051B	205
Painter	4102A*	36
Painter Helper	4102B*	36
Working Foreman Painter	4102C*	36
Park Maintenance Craftsman	5005A*	59
Working Foreman Park Maintenance Craftsman	5005D*	59
Park Maintenance Man	5005B*	59
Working Foreman Park Maintenance Man	5005C*	59
Parking Control Officer	0085D	127
Parking Meter Repairman	3305A*	25
Working Foreman Parking Meter Repairman	3305B*	26
Paving Cutter	3640A*	33
Personnel Analyst	0221A	140
Assistant Personnel Analyst	0221B	141
Personnel Assistant	0201D	139
Personnel Director	0201A	139
Assistant Personnel Director	0201B	139
Personnel Technician	0201C	139
Personnel Technician (Recruitment)	0212A	140
Assistant Personnel Technician (Recruitment)	0212B	140
Pharmacist	0660A	182
Senior Pharmacist	0660B	182
Head Pharmacist	0660C	182
Assistant Pharmacist	0660D	182
Physical Therapist	0633A	175
Senior Physical Therapist	0633B	175
Principal Physical Therapist	0633C	175
Physician	0602A	170
Eye Clinic Physician	0602B	170
Supervising Physician	0602C	170
Ear Clinic Physician	0602D	170
Pianist	1051C	206
Pipe Fitter	4204A*	38
Pipe Layer	4243J*	44
Working Foreman Pipe Layer	4243K*	44
Planner	—	—
Junior Planner	0020A	116
Assistant Planner	0020B	116
Senior Planner	0020C	116
Principal Planner	0020D	116
Associate Planner	0020E	116
Planning Director	0020F	116
Planning Aid	—	—

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POSITION	CODE	PAGE
Junior Planning Aid	0021A	116
Senior Planning Aid	0021B	117
Plasterer	3605A*	32
Working Foreman Plasterer	3605B*	32
Plumber	4206A*	39
Plumber Helper	4206B*	39
Working Foreman Plumber	4206C*	39
Plumbing and Gas Fitting Inspector	1832E	224
Senior Plumbing and Gas Fitting Inspector	1832F	224
Chief Plumbing and Gas Fitting Inspector	1832G	224
Plumbing Inspector	1832A	223
Senior Plumbing Inspector	1832B	223
Police Force	—	—
Police Officer	0083A	122
Police Sergeant	0083B	123
Police Lieutenant	0083C	123
Police Captain	0083D	123
Deputy Police Chief	0083E	124
Police Chief	0083F	124
Police Intern	0083L	125
Power Plant Equipment Maintenance Man	5327C*	68
Working Foreman Power Plant Equipment Maintenance Man	5327D*	68
Power Plant Equipment Repairman	5327A*	67
Working Foreman Power Plant Equipment Repairman	5327B*	68
Principal Clerk and Secretary	0321A	150
Printer	4406A*	45
Apprentice Printer	4406B*	45
Procurement Inspector	1901A	228
Public Health Aid	1865D	226
Public Health Chemist	1320B	212
Public Health Educator	1725A	220
Public Relations Representative	1081A	207
Public Works Maintenance Craftsman	4742A*	51
Working Foreman Public Works Maintenance Craftsman	4742C*	51
Public Works Maintenance Man	4742B*	51
Working Foreman Public Works Maintenance Man	4742D*	51
Pumping Station Attendant	5449B*	78
Working Foreman Pumping Station Attendant	5449C*	79
Pumping Station Operator	5449A*	78
Head Pumping Station Operator	5449D*	79
Chief Pumping Station Operator	5449E*	79
Purchasing Agent	1105A	207
Deputy Purchasing Agent	1105B	207
Assistant Purchasing Agent	1105C	207
Radio Repairman	2654A*	16
Recreation Facility Supervisor	0189Q	137
Recreation Leader	0189A	134
Assistant Recreation Leader	0189B	134
Recreation Leader (ART)	0189G	135
Recreation Leader (ATHLETICS)	0189S	137
Recreation Leader (BOATING AND SAILING)	0189J	136
Recreation Leader (CRAFTS)	0189R	137

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POSITION	CODE	PAGE
Recreation Leader (DANCING)	0189T	137
Recreation Leader (DRAMA)	0189H	135
Recreation Leader (GOLDEN AGE)	0189F	135
Recreation Leader (HANDICAPPED CHILDREN)	0189E	135
Recreation Leader (MUSIC)	0189D	135
Recreation Leader (RETARDED CHILDREN)	0189C	134
Recreation Leader (SWIMMING)	0189I	135
Recreation Supervisor	0188A	132
Assistant Recreation Supervisor	0188B	132
Recreation Supervisor (ARTS AND CRAFTS)	0188D	133
Recreation Supervisor (ATHLETICS)	0188E	133
Recreation Supervisor (WATER PROGRAMS)	0188C	133
Referee/Umpire	0189N	136
Relocation Specialist	1170A	218
Reservoir Caretaker	5350A*	70
Working Foreman Reservoir Caretaker	5350B*	70
Retirement Board Analyst	0547A	168
Rigger	5722A*	82
Working Foreman Rigger	5722B*	82
Roofer	3606A*	32
Roofer Helper	3606B*	32
Working Foreman Roofer	3606C*	32
Safety Inspector	1820A	221
Sanitarian	0688A	185
Senior Sanitarian	0688D	185
Principal Sanitarian	0688E	185
Chief Sanitarian	0688F	186
Sanitary Engineer	—	—
Junior Sanitary Engineer	0819A	194
Assistant Sanitary Engineer	0819B	194
Senior Sanitary Engineer	0819C	194
Principal Sanitary Engineer	0819D	194
Associate Sanitary Engineer	0819E	194
Supervising Sanitary Engineer	0819F	194
Sanitary Inspector	1865A	225
Assistant Sanitary Inspector	1865B	226
Senior Sanitary Inspector	1865C	226
Saw Mill Operator	4608A*	48
School Bus Attendant	7690A*	96
School Custodial Attendant	1642D	216
School Lunch Attendant	7408C*	92
Scorer	0189P	137
Sealer of Weights and Measures	1961A	229
Deputy Sealer of Weights and Measures	1961B	229
Sealer's Helper	1961E	229
Secretary	0318A	148
Board Secretary	0318B	148
Commission Secretary	0318D	148
Committee Secretary	0318C	148
Executive Secretary	0306A	145
Security Guard	0085B	126
Senior Security Guard	0085C	127
Park Security Officer	0085G	127
Serologist	0403H	160

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POSITION	CODE	PAGE
Sewage Plant Maintenance Man	5348D*	69
Working Foreman Sewage Plant Maintenance Man	5348F*	69
Sewage Plant Repairman	5348C*	69
Working Foreman Sewage Plant Repairman	5348E*	69
Sewage Treatment Plant Attendant	5409G*	77
Sewage Treatment Plant Operator	5409A*	76
Head Sewage Treatment Plant Operator	5409F*	77
Sewer (Sewing Series)	3110A*	23
Senior Sewer	3110B*	23
Principal Sewer	3110C*	23
Sewer Cleaner (Sewer Series)	4243I*	43
Working Foreman Sewer Cleaner	4243R*	44
Sewer System Maintenance Craftsman	4243B*	42
Working Foreman Sewer System Maintenance Craftsman	4243M*	44
Sewer System Maintenance Man	4243E*	42
Working Foreman Sewer System Maintenance Man	4243P*	44
Sheet Metal Worker	3806A*	35
Working Foreman Sheet Metal Worker	3806B*	35
Shellfish Constable	1812B	220
Sign Painter	4104A*	37
Sign Painter Helper	4104B*	37
Working Foreman Sign Painter	4104C*	37
Signal Maintainer	2549A*	15
Signal Maintainer Helper	2549B*	15
Working Foreman Signal Maintainer	2549D*	16
Skating Rink Equipment Operator	4871B*	56
Skating Rink Maintenance Man	4871C*	56
Skating Rink Operator and Repairman	4871A*	55
Ski Tow Operator	4871D*	56
Slaughtering Inspector	1866B	227
Social Services Technician	0185E	132
Social Worker	0185A	131
Senior Social Worker	0185B	131
Principal Social Worker	0185C	131
Head Social Worker	0185D	132
Spray Painter	4102D*	36
Sprayer Operator	5021C*	60
Stationary Engineer	—	—
First Class Stationary Engineer	5402A*	71
Second Class Stationary Engineer	5402B*	71
Third Class Stationary Engineer	5402C*	71
Statistical Machine Operator	0356A	156
Senior Statistical Machine Operator	0356B	156
Statistician	1530A	213
Steam Fireman	—	—
First Class Steam Fireman	5402D*	72
Second Class Steam Fireman	5402E*	72
Steam Fitter	4207A*	39
Steam Fitter Helper	4207B*	40
Working Foreman Steam Fitter	4207C*	40
Stone Cutter	3640C*	33
Stone Worker	3640B*	33
Storekeeper	2005A	230

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POSITION	CODE	PAGE
Assistant Storekeeper	2005B	230
Senior Storekeeper	2005C	230
Principal Storekeeper	2005D	230
Store Room Helper	6959A*	88
Stores Control Supervisor	2005E	230
Stores Delivery Man	6990A*	88
Street Light Maintenance Man	2806D*	18
Structural Engineer	—	—
Assistant Structural Engineer	0810I	191
Senior Structural Engineer	0810J	191
Principal Structural Engineer	0810K	191
Associate Structural Engineer	0810L	191
Supervising Structural Engineer	0810M	191
Superintendent of Fire Alarm Systems	0075A	119
Assistant Superintendent of Fire Alarm Systems	0075D	119
Superintendent of Fire Alarm and Police Signal Systems	0075C	119
Assistant Superintendent of Fire Alarm and Police Signal Systems	0075F	119
Superintendent of Police Signal Systems	0075B	119
Assistant Superintendent of Police Signal Systems	0075E	119
Supervisor of Attendance	0182A	129
Assistant Supervisor of Attendance	0182B	129
Chief Supervisor of Attendance	0182C	129
Supervisor of Cafeterias	1667A	217
Assistant Supervisor of Cafeterias	1667B	217
Supervisor of Custodians	1642F	216
Assistant Supervisor of Custodians	1642G	217
Supervisor of Custodians and Maintenance	1640A	215
Assistant Supervisor of Custodians and Maintenance	1640B	215
Supervisor of Payrolls	0544A	168
Assistant Supervisor of Payrolls	0544B	168
Supervisor of Statistical Machine Operations	0356C	156
Assistant Supervisor of Statistical Machine Operations	0356D	156
Supervisor of Volunteer Services	0185F	132
Surplus Food Manager	0120A	128
Teacher Aid	1712A	219
Telephone Operator	0382A	158
Chief Telephone Operator	0382B	158
Television Production Specialist	1017A	206
Time and Construction Clerk	0314A	148
Timer	01890	137
Tire Repairman	5806B*	83
Title Examiner	0963B	200
Tool Keeper	6904A*	87
Town Accountant	0541D	167
Assistant Town Accountant	0541E	167
Town Clerk	0986C	201
Assistant Town Clerk	0986D	201
Town Engineer	0810H	191
Traffic Engineer	—	—
Junior Traffic Engineer	0812A	192
Assistant Traffic Engineer	0812B	192
Senior Traffic Engineer	0812C	192

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POSITION	CODE	PAGE
Principal Traffic Engineer	0812D	192
Associate Traffic Engineer	0812E	192
Supervising Traffic Engineer	0812F	192
Traffic Engineering Aid	—	—
Junior Traffic Engineering Aid	0802E	189
Senior Traffic Engineering Aid	0802F	189
Traffic Maintenance Man	4142A*	37
Working Foreman Traffic Maintenance Man	4142B*	38
Traffic Signal Repairman	2549C*	15
Working Foreman Traffic Signal Repairman	2549E*	16
Traffic Supervisor	0085E	127
Tree Climber	5042B*	61
Working Foreman Tree Climber	5042D*	61
Tree Surgeon	5042A*	61
Working Foreman Tree Surgeon	5042C*	61
Veterans' Agent	0996A	203
Deputy Veterans' Agent	0996B	203
Assistant Veterans' Agent	0996C	203
Veterans' Graves Officer	0962D	200
Veterans' Services Contact Officer	0962C	200
Veterans' Services Investigator	0996E	203
Supervising Veterans' Services Investigator	0996D	203
Veterinarian	0701A	187
Vision and Hearing Tester	0699A	186
Vision Tester	0699B	186
Vocational Counselor	1710A	218
Vocational Instructor	1710B	219
Waste Collection Inspector	1865E	226
Watchman	0085A	126
Water Service Inspector	1602D	214
Senior Water Service Inspector	1602E	214
Head Water Service Inspector	1602F	214
Water and Sewer System Maintenance Craftsman	4243C*	42
Working Foreman Water and Sewer System Maintenance Craftsman	4243N*	44
Water and Sewer System Maintenance Man	4243F*	43
Working Foreman Water and Sewer System Maintenance Man	4243Q*	44
Water Machinery Maintenance Man	5348B*	69
Water Machinery Repairman	5348A*	68
Water Meter Installer	4240C*	41
Working Foreman Water Meter Installer	4240F*	42
Water Meter Repairman	4240A*	41
Water Meter Repairman Helper	4240B*	41
Working Foreman Water Meter Repairman	4240E*	42
Water Meter Tester	4240D*	41
Water System Maintenance Craftsman	4243A*	42
Working Foreman Water System Maintenance Craftsman	4243L*	44
Water System Maintenance Man	4243D*	42
Working Foreman Water System Maintenance Man	42430*	44
Welder	3703A*	34
Welder Helper	3703B*	34
Working Foreman Welder	3703D*	34

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Wire Inspector	1830A	221
Assistant Wire Inspector	1830B	222
Senior Wire Inspector	1830C	222
Chief Wire Inspector	1830D	222
Workmen's Compensation Agent	0990C	202
X-Ray Dark Room Technician	0647G	180
X-Ray Technician	0647A	178
Senior X-Ray Technician	0647B	179
Principal X-Ray Technician	0647C	179
Supervising X-Ray Technician	0647D	179
Head X-Ray Technician	0647E	179
Chief X-Ray Technician	0647F	179
Yardman	6907A*	87
Working Foreman Yardman	6907B*	88
Zoo Caretaker	7707A*	97
Zoo Keeper	—	—
Head Zoo Keeper	0410A	161

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NOTES