

ATTACHMENT C

Policy: AD-06-12

Policy Title: Position Classification Plan Policy

Policy Purpose: Identifies objectives, positions, duties, titles, qualifications, responsibilities, and provisions for reclassification.

Implementation Date: 01/01/2008

Revision Date: 2/4/2008

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

POSITION CLASSIFICATION PLAN POLICY

Division	Code	Position Title	Grade **	Stipend ***	FTE
	*				
Administration = A	A	Director	F1-F5	N/A	1
	A	Assistant Director	F1-F5	1, 2, or 3	1
	A	Division Manager	E1-E5	1, 2, or 3	0
	A	Technical Services Manager	F1-F5	1, 2, or 3	1
	A	Utilities Superintendent	E1-E5	1, 2, or 3	1
	R	Office Manager	D1-D5	1, 2, or 3	1
	D	Director of First Impressions	B1-B5	1, 2, or 3	1
	P	Accounting Specialist	C1-C5	1, 2, or 3	2
	R	Information Specialist	C1-C5	1, 2, or 3	1
	P	Safety and Loss Control Coordinator	D1-D5	1, 2, or 3	1
	R	Public Relations	D1-D5	1, 2, or 3	1
Instrumentation and Control = I	A	Supervisor	E1-E5	1, 2, or 3	1
	T	I & C Technician	C1-C5	1,2, or 3	1
Water = W	A	Supervisor	D1-D5	1, 2, or 3	1
	S	Field Service Representative	B1-B5	1, 2, or 3	2
	S	Operator	C1-C5	1, 2, or 3	1
	S	Relief Operator	C1-C5	1, 2, or 3	1
	S	Meter Reader	B1-B5	1, 2, or 3	1
	M	Laborer	A1-A5	1, 2, or 3	2
Wastewater = WW	A	Plant Supervisor	D1-D5	1, 2, or 3	1
	S	Collection Foreman	C1-C5	1, 2, or 3	1
	S	Plant Operator	C1-C5	1, 2, or 3	1
	S	Lift Operator	B1-B5	1, 2, or 3	2
	M	Laborer	A1-A5	1, 2, or 3	3

ATTACHMENT C

Street, Grounds, and Maintenance = S	A	Superintendent	D1-D5	1, 2, or 3	1
	A	Supervisor	D1-D5	1, 2, or 3	1
	S	Street Crew Leader	C1-C5	1, 2, or 3	1
	S	Master Repairman	C1-C5	1, 2, or 3	1
	S	Senior Equipment Operator	C1-C5	1, 2, or 3	1
	M	Sign Maintenance Technician	B1-B5	1, 2, or 3	1
	M	Tool Crib Attendant	B1-B5	1, 2, or 3	1
	M	Custodian	A1-A5	1, 2, or 3	1
	M	Street Laborer II	B1-B5	1, 2, or 3	2
	M	Street Laborer	A1-A5	1, 2, or 3	3
	S	G&M Crew Leader	C1-C5	1,2, or 3	1
	M	G&M Laborer II	A1-A5	1, 2, or 3	1
	M	G&M Laborer	A1-A5	1, 2, or 3	3
	M	Part-Time Laborer	A0	1, 2, or 3	5
Customer Service = C	A	Supervisor	D1-D5	1, 2, or 3	1
	D	Billing Clerk	C1-C5	1, 2, or 3	1
	D	Customer Service Representative	B1-B5	1, 2, or 3	2
	D	Inquiries Clerk	A1-A5	1, 2, or 3	1
Development Construction = D	A	Supervisor	D1-D5	1, 2, or 3	1
	T	Plan Reviewer	C1-C5	1, 2, or 3	2
	T	Senior Inspector	D1-D5	1, 2, or 3	1
	T	Inspector	C1-C5	1, 2, or 3	2
	T	Encroachment/Erosion Control Inspector	C1-C5	1, 2, or 3	2
	T	Stormwater Specialist	C1-C5	1, 2, or 3	1
Geographical Information System = G	P	Coordinator	E1-E5	1, 2, or 3	1
	T	Technician II	D1-D5	1, 2, or 3	2
	T	Technician I	C1-C5	1, 2, or 3	1
	T	Locator	C1-C5	1, 2, or 3	1
Engineering = E	P	Engineer	E1-E5	1,2,3,4,or5	1
	P	Engineer In Training	D1-D5	1,2,3,or 4	1
	T	Engineer Technician	D1-D5	1, 2, or 3	2
Fiber = F	P	Fiber Marketing Coordinator	E1-E5	1, 2, or 3	1

ATTACHMENT C

- * A= Officials and Administrators
- P = Professionals
- T = Technicians
- R= Para-Professionals
- D= Administrative Support
- S = Skilled Craft Workers
- M = Service/Maintenance Workers

ATTACHMENT C

**

Grade	Compensation Band (per annum)
A0	\$10.50/hr
A1	10.60 – 11.13
A2	11.13 – 11.69
A3	11.69 – 12.27
A4	12.27 – 12.89
A5	12.89 – 14.21
B1	13.53 – 14.21
B2	14.21 – 14.92
B3	14.92 – 14.92
B4	14.92 – 15.67
B5	15.67 – 17.27
C1	16.45 – 17.28
C2	17.28 – 18.14
C3	18.14 – 19.05
C4	19.05 – 20.00
C5	20.00 – 22.05
D1	21.00 – 22.05
D2	22.05 – 23.16
D3	23.16 – 24.31
D4	24.31 – 26.54
D5	26.54 – 29.26
E1	27.87 – 29.26
E2	29.26 – 30.72
E3	30.72 – 32.26
E4	32.26 – 33.87
E5	33.87 – 37.35
F1	35.57 – 37.30
F2	37.30 – 39.17
F3	39.17 – 41.13
F4	41.13 – 43.18
F5	43.18 – 47.61

ATTACHMENT C

***** this includes Operator In Training (OIT)**

Stipend	Operator Certifications	Compensation (hourly wage value)
1	One Certification	\$0.36
2	Two Certifications	\$0.72
3	Three Certifications	\$1.08
4	E.I.T. Certification	\$1.20
5	P.E. Certification	\$2.40

ATTACHMENT C

JOB CATEGORY DEFINITIONS

1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: Department Head, Director, Assistant Director, Operations Manager, Technical Service Manager, Superintendents, and Supervisors.

Code = A

2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Accounting Specialist, Engineer, GIS Coordinator, Safety and Loss Control Coordinator, Fiber Marketing Coordinator, and Supervisors.

Code = P

3. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Engineering Technician, Plan Reviewer, GPS/GIS Technician, Senior Inspector, Inspector, Encroachment Inspector, I.T. Technician, Erosion Control Inspector, Stormwater Specialist, and Laboratory Analyst.

Code = T

4. Para-Professionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Includes: Public Education & Outreach Coordinator, Information Specialist, and Office Manager.

Code = R

5. Administrative Support (Including Office and Clerical): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Billing Clerk, Director of First Impressions, Customer Service Representative, and Inquiries Clerk.

Code = D

ATTACHMENT C

6. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training programs. Includes: Wastewater Collection System Foreman, Crew Leader, Master Repairman, Senior Equipment Operator, Field Service Representative, Water Operator, Water Relief Operator, Wastewater Lift Operator, Wastewater Plant Operator, and Meter Reader.4

Code = S

7. Service/Maintenance Workers: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: Street Laborer, Sign Maintenance Technician, Grounds and Maintenance Laborer, Custodian/Toolcrib Attendant, and Laborer.

Code = M

JOB CLASSIFICATION NOMENCLATURE

Each position within the department will be classified via a nomenclature system that represents the following attributes: Division, Title, Grade, and Stipend.

Example: WAF42

Division: Water = W

Title: Supervisor = A

Grade: F4

Stipend: 2



Kurt J. Wanninger, Director
Westfield Public Works Department