

APPENDIX A
The Classification Plan (Revised 10/2015)

BOARD OR DEPARTMENT	HOURS PER WEEK	GRADE NUMBER	NUMBER ASSIGNED
ASSESSORS, BOARD			
Asst. Assessor/Appraiser	N/A	LEVEL III	1
Associate Assessor	N/A	LEVEL II	1
Senior Clerk	35	LATOS III	1
Clerk	35	LATOS II	1
CABLE TV			
Cable TV Manager	N/A	LEVEL III	1
Office/Studio Assistant	35	TV-2	1
Office/Studio Assistant	19	TV-1	3
COMPUTER SERVICES			
Manager	N/A	LEVEL IV	1
Computer Tech	19	CS-1	1
CONSERVATION COMMISSION			
Senior Clerk	25	LATOS III	1
COUNCIL ON AGING			
Director	N/A	LEVEL III	1
Dispatcher	35	LATOS I	1
Clerk	20	LATOS II	1
Van Driver	35	LATOS I	1
Van Driver	20	LATOS I	1
Cook	30	LATOS I	1
Asst. Cook (Temp.)		LATOS I	1
Program Coordinator	35	LATOS IV	1
Outreach Coordinator	35	LATOS III	1
Activities Director	35	LATOS III	1
DEPARTMENT OF PUBLIC WORKS			
Director of Public Works/Town Engineer	N/A	LEVEL V	1
Assistant Town Engineer	N/A	LEVEL III	1
Operations Supervisor	N/A	LEVEL III	1
Assistant Engineer	N/A	LEVEL II	1
Senior Engineer Aide(Temp)	40	E-2	1
Foreman	40	PW-4	3
Heavy Equipment Operator	40	PW-3	11
Mechanic	40	PW-3	1
Light Equipment Operator	40	PW-2	3
Caretaker (Temp.)		MP-1	10
Janitor (Temp.)			
Custodian/Janitor (Temp)	N/A	C-3	1
Business Admin./Manager	N/A	LEVEL II	1
Senior Clerk	35	LATOS III	2
FINANCE COMMITTEE			
Department Asst. I		Stipend	1

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FIRE DEPARTMENT			
Fire Chief	42	F-4	1
Deputy Fire Chief	42	F-3	1
Fire Captain	42	F-2	5
Firefighter	42	F-1	28
Senior Clerk	35	LATOS III	2
GOLF COURSE			
Superintendent	N/A	LEVEL III	1
Asst. Superintendent	N/A	LEVEL II	1
Equipment & Buildings Manager	40	G-3	1
Equipment Mechanic	40	G-2	1
Foreman	40	G-2	1
Groundskeeper	40	G-1	1
Maintenance Man (Temp.)	40	MP-1	7
Starter/Ranger (Temp.)	35	MP-2	7
Janitor (Temp.)		MP-1	1
Clerk	28	LATOS II	1
HUMAN RESOURCES			
Manager	N/A	LEVEL IV	1
HEALTH DEPARTMENT			
Public Health Nurse – Director	37 ½	N-2	1
Public Health Nurse	37 ½	N-1	1
Public Health Nurse (P.T.)		N-1	4
Administrative Assistant	35	LATOS IV	1
Clerk	15	LATOS II	1
INSPECTIONAL SERVICES			
Building Commissioner	N/A	LEVEL IV	1
Local Building Inspector	19	I-1	1
Plumbing Inspector		I-1	1
Inspector of Wires		I-1	1
Administrative Assistant	35	LATOS IV	1
On-Call Inspectors Local/Plumbing/Wires		I-1	4
LONG RANGE PLANNING			
Department Assistant I		Stipend	1
PERSONNEL BOARD			
Department Assistant I		Stipend	1
PLANNING BOARD			
Town Planner	N/A	LEVEL III	1
Senior Clerk	35	LATOS III	1

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POLICE DEPARTMENT			
Chief of Police	40	P-4	1
Police Lieutenant	40	P-3	2
Police Sergeant	40	P-2	7
Patrolmen	40	P-1	30
Patrolmen (Temp.)		P-1	5
School Crossing Guards (P.T.)		SG-1	7
Special Police		SP-2	
Administrative Assistant	40	LATOS IV	1
Senior Clerk	35	LATOS III	1
Clerk	21	LATOS II	1
Fingerprint & Photographer		FP-1	1
Custodian (P.T.)	25	C-3	1
Police Matron		PM-1	1
Police Call-Taker/Dispatcher	40	PD-1	4
Police Call-Taker/Dispatcher	21	PD-2	4
PROCUREMENT			
Specialist		Stipend	1
PUBLIC LIBRARY			
Library Director	N/A	LEVEL IV	1
Adult Services/Reference Librarian	N/A	LEVEL III	1
Children's/Youth Services Librarian	N/A	LEVEL III	1
Children's/Youth Services Assistant	18	L-3	2
Library Senior Technician	36	L-3	2
Library Technician	36	L-2	1
Library Technician	36	L-1	1
Library Page	20	L-P	2
RECREATION DEPARTMENT			
Department Assistant III	30	LATOS II	1
Co-Program Directors	40	D-4	2
Co-Program Directors	17.5	D-3	1
Counselors (Temp.)	40	D-1	48
Counselors (Temp.)	17.5	D-1	6
Head Lifeguard (Temp.)	37.5	PLG-2	2
Head Lifeguard (Temp.)	37.5	HLG-2	2
Lifeguards (Temp.)	37.5	PLG-1	8
Lifeguards (Temp.)	37.5	HLG-1	5
Asst Pool Manager	37.5	PL-3	1
LPN/EMT (Temp.)	30	PN-1	1
SAFETY COMMITTEE			
Department Assistant I		Stipend	1
SELECTMEN'S OFFICE			
Town Administrator	N/A	LEVEL V	1
Administrative Assistant	35	LATOS IV	1
Senior Clerk	35	LATOS III	2

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SELECTMEN'S PUBLIC BUILDINGS			
Building Maintenance Supervisor	40	C-4	1
Senior Building Custodian	40	C-3	2
Senior Building Custodian	20	C-3	1
Junior Building Custodian	40	C-2	1
Junior Building Custodian	15	C-2	1
TOWN ACCOUNTANT			
Town Accountant	N/A	LEVEL IV	1
Administrative Assistant	35	LATOS IV	1
Senior Clerk	35	LATOS III	1
TOWN CLERK'S OFFICE			
Town Clerk	N/A	ELECTED	1
Administrative Assistant	35	LATOS IV	1
Clerk	35	LATOS II	1
TOWN COLLECTOR'S OFFICE			
Town Collector	N/A	ELECTED	1
Administrative Assistant	35	LATOS IV	1
Senior Clerk	35	LATOS III	1
Clerk (Temp)		LATOS II	1
TOWN TREASURER'S OFFICE			
Town Treasurer	N/A	ELECTED	1
Administrative Assistant	35	LATOS IV	1
Senior Clerk	35	LATOS III	2
VETERAN'S DEPARTMENT			
Director of Veterans' Servcs.	N/A	LEVEL III	1

Interdepartmental Clerical Pool

Unclassified: Animal Inspector, Burial Agent, Deputy Building Inspector, Deputy Electrical Inspector, Deputy Plumbing Inspector, Milk Inspector, Registrar of Voters, Sealer of Weights and Measures, Town Counsel, Town Doctor.

In instances where the revised structure will result in a reduction in the salary scale for an incumbent employee, that employee shall continue to receive compensation under the existing Classification and Compensation Plan, and shall continue to receive step increases as outlined in the plan and cost of living increases as authorized by the Board of Selectmen; pass any vote or take any action relative thereto. Submitted by the Board of Selectmen.