

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND & PROVIDENCE PLANTATIONS

CHAPTER: 1972-37

NO: 250 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED AUGUST 7, 1953.

Approved: June 23, 1972

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. The Classification Plan as incorporated and adopted in Section 1 of the Ordinance Chapter 760, entitled: "An Ordinance Establishing a Classification Plan for the City of Providence", as amended, is hereby further amended in the following respects:

ADD:

Account Collector	(163)
Associate Engineer IV	(526)
Real Estate Aide I	(858)
Real Estate Aide II	(857)
Inventory Control Clerk	(866)

DELETE:

Architect	(521)
Assessment Aide	(189)
Asst Duplicating Equipment Operator	(159)
Asst Superintendent of Incinerator	(668)
Budget Officer	(182)
Curator	(106)
Director of Building Inspection	(736)
Public Information Officer	(868)
Real Estate Aide	(858)
Real Estate Officer	(857)
Senior Planner of Public Lands	(884)
Superintendent of Public Lands	(676)
Supervisor of Office & Service Industry	(849)

SECTION 2. This Ordinance shall take effect and become operative as of July 1, 1972.

IN CITY  
COUNCIL  
JUN 8 - 1972  
FIRST READING  
READ AND PASSED  
*William C. Casper*  
CLERK

APPROVED

JUN 23 1972

MAYOR

IN CITY  
COUNCIL  
JUN 22 1972  
FINAL READING  
READ AND PASSED  
*Robert J. Hayton*  
PRESIDENT  
*William C. Casper*  
CLERK

**IN CITY  
COUNCIL**

MAY 16 1972

FIRST READING  
REFERRED TO COMMITTEE ON  
FINANCE

*Vincent Caspica* CLERK

THE COMMITTEE ON

*Finance*  
Approves Passage of  
The Within Ordinance

*Vincent Caspica*  
June 1, 1972  
Chairman  
*Clark*

*Councilman Acciaritta  
and Councilman Lynch, by request*

**FILED**  
MAY 11 2 28 PM '72  
DEPT. OF CITY CLERK  
PROVIDENCE, R.I.

## ACCOUNT COLLECTOR

**CLASS TITLE:** Account Collector

**CLASS DEFINITION:** Work involves performance of collection duties relating to unpaid bills with daily review of work by a superior. Work requires contact with the general public and involves explanation of established policies and regulations. Work is performed independently but a supervisor is usually available for advice and assistance in unusual or difficult problems.

**EXAMPLES OF WORK:** Makes personal contact with property owners having delinquent accounts. Closes service stops after property owner is duly advised and has not paid the bill. Submits written summary of daily work to his superior.

**NECESSARY SKILLS and ABILITIES:** Considerable knowledge of Water Supply Board rules and regulations and modern collection procedures. Ability to meet the public and handle their complaints courteously and effectively.

**QUALIFICATIONS REQUIRED FOR APPOINTMENT:** Graduation from a standard high school. Possession of a Rhode Island State motor vehicle operator's license.

7/1/72

ASSOCIATE ENGINEER IV  
(CITY PROJECT PLANNER AND INSPECTOR)

CLASS TITLE: Associate Engineer IV

CLASS DEFINITION: Responsible administrative work in the field of professional planning, design and engineering in directing and supervising the various activities of the City and related work as required.

DISTINGUISHING FEATURES OF WORK: The work involves the responsibility for planning, designing, assigning and directing engineers and other employees participating in the preparation of varied and difficult engineering projects. Assignments are usually outlined in general scope, and work affords a wide opportunity for the exercise of individual judgement and initiative in assigning work to others, making technical and engineering decisions, and carrying projects to completion. Work is reviewed for accomplishment and compliance to departmental standards and policies.

ILLUSTRATIVE EXAMPLES OF WORK: Administers and directs in the development and execution of planning engineering designs, computations, drawings, specifications, quantity and cost estimates, inspection and supervision of new construction, reconstruction maintenance and repairs, remodeling, additions, alterations and repairs to all department city projects; the conducting of planning, design and engineering inspection and testing; recording of engineering data, cost research, plans, maps, and similar technical information in a currently correct condition. Acts as consultant to other City departments, giving them advice on planning and design on engineering and technical matters. Prepares such reports as are required by the department and supplies information and special reports as requested by the City Council relative to planning and engineering problems and activities of the City.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: A thorough knowledge of the principles and practices and techniques involved in planning, design and engineering sciences, involving capital improvements, redevelopment programs, and general planning and engineering ability to plan, assign and supervise the work of a technical staff, and subordinate aides to resolve related work problems with fellow employees, to maintain cooperative working relationship with City Officials and to meet with and favorably impress the General Public.

(Over)

(Continued)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Certification as a registered professional engineer licensed to practice in the State of Rhode Island. A graduate of an engineering curriculum of four (4) years or more as approved by the State Board of Registration for Professional Engineers and Land Surveyors together with not less than eight (8) additional years of satisfactory engineering experience; or a specific record of a high school education plus at least twelve (12) years of a progressively advanced experience in a responsible position in the field of City planning, including two (2) years experience in an administrative and supervisory capacity.

REAL ESTATE AIDE I

CLASS TITLE: Real Estate Aide I

CLASS DEFINITION: This is general office work in connection with real estate activities of the Department.

NATURE OF WORK: Under the direction of the supervisor of Real Estate, performs various tasks in the acquisition and/or disposition of real property.

Customary Tasks: Collects and prepares data needed for the planning and execution of land acquisition and/or disposition. Assists in arranging for appraisal, negotiation and title services required for land acquisition and/or disposition activities. Assists in the review of submissions of prospective sponsors for compliance with Federal and Department stipulations. Assists in the preparation of documents and records necessary for disposition procedures. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: General knowledge of real estate and appraisal practices. Knowledge of Federal regulations and practices governing land acquisition and disposition. Ability to maintain accurate records.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in real estate activities preferably with an urban development agency; or experience in the maintenance of office and property records.

7/1/72

## REAL ESTATE AIDE II

**CLASS TITLE:** Real Estate Aide II

**CLASS DEFINITION:** This responsible administrative work in the acquisition of real estate in urban renewal and demolition project areas.

**NATURE OF WORK:** Under the direction of the Supervisor of Real Estate, conducts all land acquisition activities of the Department.

**CUSTOMARY TASKS:** In cooperation with the Project Counsel, executes Department functions in the acquisition of real property. Prepares all real estate data needed for the planning and execution of land acquisition activities in urban renewal projects. Arranges for appraisal, negotiation and title services required for land acquisition proceedings. Supervises and directs work of appraisers and negotiators to assure compliance with State and Federal Law. Reviews and approves appraisal reports and recommends property settlement figures. Arranges and attends title closings. Performs related work as required.

**DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of real estate practices, approval practices and Federal appraisal and procedures governing land acquisition and title services. Working knowledge of real estate law. Skill in the conduct of negotiations.

**QUALIFICATIONS REQUIRED FOR APPOINTMENT:** Considerable experience in real estate activities in an urban development agency, or extensive experience with a land development company or realtor. Formal educational training may be substituted for a portion of such experience.

## INVENTORY CONTROL CLERK

**CLASS TITLE:** INVENTORY CONTROL CLERK

**CLASS DEFINITION:** Highly responsible administrative work recording the inventory and warehousing of City property; and related work as required.

**DISTINGUISHING FEATURES OF WORK:** Work involves responsibility for maintaining an inventory of City property and its storage as part of the general purchasing process. General instructions are received from a superior but the work offers considerable opportunity for the use of individual judgement in work planning and execution.

**ILLUSTRATIVE EXAMPLES OF WORK:** Plans and maintains a permanent inventory of movable City property. Catalogues supplies and equipment in departmental warehouses and supervises its storage. Oversees the operations of a central warehouse receiving bulk purchases and distributing supplies to departments on requisition.

**DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of modern inventory control methods and procedures and skill in their installation and administration.

**QUALIFICATIONS REQUIRED FOR APPOINTMENT:** Graduation from a standard high school and preferably courses in business administration. Considerable experience in the warehousing of supplies, equipment and materials. Extensive business experience, preferably in wholesale or retail sales.