

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 68 - 74

NO. 518 AN ORDINANCE CREATING A DEPARTMENT OF PUBLIC PROPERTY.

Approved: December 20, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Pursuant to the provisions of Chapter 104 of the Public Laws of 1963, there is hereby created in the City of Providence, a Department of Public Property.

The Department of Public Property shall have jurisdiction over all public lands, buildings or other structures owned by and under control of the City of Providence, and shall be responsible for the planning, design, construction, alterations, maintenance and repairs of same. The Department of Public Property shall be responsible, subject to the provisions of the Board of Contract and Supply, for all purchasing and procurement of materials, supplies, contractual services, equipment and all other necessary categories of procurement for the City of Providence.

SECTION 2. Appointment of Director. The Director of the Department of Public Property shall be appointed by the Mayor, subject to the approval of the City Council, and shall hold office at the pleasure of the Mayor.

SECTION 3. Rules and Regulations. The Director is hereby empowered to make and to adopt such written rules and regulations as may be necessary to carry out the provisions of this Ordinance, but no such rules and regulations shall be in conflict with the provisions of this Ordinance, or shall have the effect of waving any of the provisions of this Ordinance.

SECTION 4. Deputies, Assistants and Employees of the Department. The Director may appoint such deputies, assistants and employees under his supervision and control as the City Council may deem necessary and for whose compensation, appropriations are available in the City Budget, and/or finance provisions included in any

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PAGE -2-

revolving or other resources apart from the General Fund. The City Council shall prescribe their powers and duties, fees and compensation, and establish their classifications. The Director shall have the power to appoint temporary employees and to establish their powers and duties.

SECTION 5. Powers and Duties of Director. The Director shall have charge of and be required to direct and supervise all design, construction, alterations, maintenance and repairs of all public lands, buildings and other structures owned by or under the control of the City of Providence. He shall be required to undertake all maintenance and repairs that may be requested by any City of Providence department, agency, commission, and any other unit of City government, regardless of their source of revenue, or whether or not they are known to be separate and apart from the General Fund, PROVIDED, HOWEVER, that the Department of Public Property may be reimbursed for any and all costs for work so ordered by any unit. The Director shall also have charge of and be required to purchase and procure, subject to the provisions of the Board of Contract and Supply, all materials, supplies, contractual services, equipment and all other necessary categories of procurement for the City of Providence.

SECTION 6. Reports of Director. The Director shall annually, in the month of January, submit a report to the Mayor and to the City Council regarding the activities of the Department of Public Property for the prior fiscal year.

SECTION 7. Establishment of Revolving Fund. As soon as feasible, at the Mayor's pleasure, the Department of Public Property in the General Fund shall be paid over from the General Fund to the Trust and Special Funds, Revolving Section, and when such payment is received it shall be credited to a revolving fund account to be known as "Department of Public Property", which will henceforth operate as a separate revolving fund being financed by its own revenue.

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

PAGE -3-

The transfer shall consist of all assets and encumbrances and will 2.2.  
amount to the unencumbered balance at the transfer date plus the  
outstanding encumbrances at the transfer date. The net value of 2.2.  
the transfer, (cash minus outstanding encumbrances) shall become 2.2.  
the fund balance of the "Department of Public Property". The fund  
balance shall remain constant and any profits or losses shall be  
reflected in a "Surplus" account of the Department of Public Prop-  
erty.

SECTION 8. Accumulated Surplus Disposition. At the dis-  
creation of the Mayor, whenever in his opinion, the accumulated  
surplus of the Department of Public Property exceeds the necessary  
requirements of the activity he may order the amount of any such  
excess or any part thereof to be paid over to the General Fund Rev-  
enue.

SECTION 9. Conflict with other Ordinances. In any case  
where the provisions of this Ordinance or any regulation adopted  
pursuant thereto is found to be in conflict with the provisions of  
any ordinance, resolution, rule or regulation of the City of Prov-  
idence, the provisions of this Ordinance shall apply.

SECTION 10. This Ordinance shall take effect January 1,  
1969, and all ordinances or resolutions, rules or regulations or  
parts thereof, which are inconsistent herewith are hereby repealed.

IN CITY  
COUNCIL  
DEC 5 - 1968  
FIRST READING  
READ AND PASSED  
*Vincent Vespi*  
CLERK

APPROVED

DEC 20 1968

MAYOR

IN CITY  
COUNCIL  
DEC 19 1968  
FINAL READING  
READ AND PASSED  
*Samuel J. Boyle*  
CLERK

THE COMMITTEE ON

Approves Passage of  
The Within Ordinance

*Harriet L. Griffith*

Nov. 29, 1961

*Wendell*

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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CHAPTER: 68-75

No: 519 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE, CHAPTER 68-56, BY TRANSFERRING CERTAIN SUMS OF MONIES FROM THE VARIOUS DEPARTMENTS AND DIVISIONS AS HEREIN LISTED TO THE DEPARTMENT OF PUBLIC PROPERTY.

Approved: December 20, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Chapter 68-56 of the Ordinances of the City of Providence, as approved September 23, 1968, and entitled: "An Ordinance Making Appropriation of \$53,422,294.21 for the Support of the City Government for the Fiscal Year Ending September 30, 1969", as amended, is hereby further amended by transferring certain sums of monies from the various departments and divisions as herein listed to the Department of Public Property.

SECTION 2. In order to provide the necessary appropriations for operation of the "Department of Public Property" the following (Major Appropriation Item) transfers are hereby authorized from the named appropriation accounts to the same (Major Appropriation Item) accounts for the "Department of Public Property". In addition to the listed transfers the respective unencumbered balances of allotted appropriations as of December 31, 1968 (those listed with an affirmative YES) are also hereby authorized to be transferred from the listed (Major Appropriation Item) accounts to the same (Major Appropriation Item) accounts for the Department of Public Property. Wherever a negative (NO) is listed the unencumbered balance of allotted appropriations are not to be transferred. Also in addition to the listed transfers and unencumbered balances of allotted appropriations the Department of Public Property will assume the liability for all outstanding encumbrances as of December 31, 1968 wherever the affirmative (YES) has been recorded in the appropriate column in this ordinance, whatever unencumbered balances of allotted appropriations are created by reason of the transfer of these encumbrances shall be transferred to the proper (Major Appropriation Item) accounts for the Department of Public Property. Wherever a negative (NO) is listed the outstanding encumbrances will be ignored.

Appropriation Accounts	Major Approp. Item	Transfer	Unencumbered Bal. of Allotted Appropriations	Outstanding Encumbrances
Recorder of Deeds	0	3,095.40	No	No
City Sergeant	0	114,075.30	Yes	No
	1	14,833.00	Yes	Yes
	2	2,070.00	Yes	Yes
	5	-0-	Yes	Yes
Commissioner of Public Safety	0	20,349.00	No	No
Police Department	0	47,283.30	No	No
Fire Department	0	31,155.00	No	No
Public Buildings	0	75,000.00	Yes	No
	1	1,011.00	Yes	Yes
	2	550.00	Yes	Yes
	5	-0-	Yes	Yes
Bath Houses	0	16,403.00	Yes	No
	1	24.00	Yes	Yes
	2	40.00	Yes	Yes
Comfort Stations	0	48,664.00	Yes	No
	1	1,011.00	Yes	Yes
	2	415.00	Yes	Yes
Parks Administration	0	22,677.00	Yes	No
	1	145.00	Yes	Yes
	2	75.00	Yes	Yes
	5	-0-	Yes	Yes
Parks General	0	113,000.00	Yes	No
	1	-0-	Yes	Yes
	2	2,000.00	Yes	Yes
	5	-0-	Yes	Yes
Roger Wms. Park	0	231,000.00	Yes	No
	1	4,768.00	Yes	Yes
	2	21,750.00	Yes	Yes
	3	-0-	Yes	Yes
	5	-0-	Yes	Yes
Forestry	0	81,000.00	Yes	No
	1	230.00	Yes	Yes
	2	2,415.00	Yes	Yes
	5	-0-	Yes	Yes
Roger Wms Park Museum	0	20,000.00	Yes	No
	1	295.00	Yes	Yes
	2	425.00	Yes	Yes
	3	-0-	Yes	Yes
	5	-0-	Yes	Yes
Recreation	0	171,099.43	No	No
	1	8,868.75	No	No
	2	10,547.55	No	No
	5	4,896.00	No	No
Dept of Planning & Urban Development	0	13,918.60	No	No
Prov. Civilian Defense Council	0	4,795.50	No	No

SECTION 3. This Ordinance shall take effect and become operative as of January 1, 1969.

**IN CITY  
COUNCIL**

DEC 5 - 1968

FIRST READING  
READ AND PASSED

*Unimant. Caspica*  
CLERK

**APPROVED**

DEC 20 1968

*Joseph A. Parley*  
MAYOR

**IN CITY  
COUNCIL**

DEC 19 1968

FINAL READING  
READ AND PASSED

*Russell J. Boyle*  
PRESIDENT  
*Unimant. Caspica*  
CLERK

THE COMMITTEE ON

*Amend*  
Approves Passage of  
The Within Ordinance

*Amend*  
Nov. 29, 1961 *Amend*



3

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 68 - 76

NO: 520 AN ORDINANCE AMENDING SECTIONS 6, 7, 14, 15, 18, 19, 20, 41, 49, 52, 53, 54, 55, 56 and 62 of CHAPTER 68-57, APPROVED SEPTEMBER 23, 1968 ENTITLED: "AN ORDINANCE ESTABLISHING THE CLASSES OF POSITIONS, THE MAXIMUM NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES IN CERTAIN CLASSES IN THE CITY DEPARTMENTS", RELATIVE TO THE ESTABLISHMENT OF THE "DEPARTMENT OF PUBLIC PROPERTY". THERE IS HEREBY ADDED SECTION 67-A, "DEPARTMENT OF PUBLIC PROPERTY".

Approved: December 20, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Sections 6, 7, 14, 15, 18, 19, 20, 41, 49, 52, 53, 54, 55, 56 and 62 of Chapter 68-57 of the Ordinances of the City of Providence, approved September 23, 1968, as amended, is hereby further amended as follows:

SECTION 6: OFFICE OF THE RECORDER OF DEEDS

That part which has heretofore read:  
"The number of employees in the OFFICE of RECORDER OF DEEDS shall not exceed fourteen (14)"; shall hereafter read: "The number of employees in the OFFICE OF RECORDER OF DEEDS shall not exceed thirteen (13)".

Delete: One (1) Building Custodian I

SECTION 7: DEPARTMENT OF CITY SERGEANT

That part which has heretofore read:  
"The number of employees in the DEPARTMENT OF CITY SERGEANT shall not exceed forty (40)"; shall hereafter read: "The number of employees in the DEPARTMENT OF CITY SERGEANT shall not exceed four (4)".

Delete: Four (4) Switchboard Operator  
Twelve (12) Building Custodian I  
One (1) Building Custodian III  
Eight (8) Charwoman  
Two (2) Elevator Operator  
Two (2) Watchman  
One (1) Building Maintenance Supervisor  
One (1) Building Maintenance Engineer I  
Two (2) Stationary Equipment Operator

TEMPORARY

One (1) Switchboard Operator  
Two (2) Stationary Equipment Operator

SECTION 14: PURCHASING DIVISION

That part which has heretofore read:  
"The number of employees in the PURCHASING DIVISION shall not exceed seventeen (17)"; shall hereafter read: "There shall be no (0) employees in the PURCHASING DIVISION."

Delete: Four (4) Purchasing Agent I  
One (1) Purchasing Agent II

(continued)

SECTION 14: PURCHASING DIVISION - cont'd

Delete: One (1) Purchasing Agent III  
One (1) Clerk I  
Two (2) Clerk IV  
One (1) Clerk Stenographer I  
One (1) Clerk Stenographer II  
Three (3) Clerk Typist I  
One (1) Duplicating Equipment Operator  
One (1) Assistant Duplicating Equipment  
Operator  
One (1) Supervisor-Warehouse & Inventory

SECTION 15: MUNICIPAL GARAGE DIVISION

That part which has heretofore read:  
"The number of employees in the MUNICIPAL GARAGE  
DIVISION shall not exceed fifteen (15)"; shall  
hereafter read: "There shall be no (0) employees  
in the MUNICIPAL GARAGE DIVISION.

Delete: Two (2) Clerk II  
One (1) Clerk III  
Two (2) Clerk IV  
Three (3) Laborer  
One (1) Garage Superintendent II  
Five (5) Mechanic  
One (1) Stationary Equipment Operator

SECTION 18: COMMISSIONER OF PUBLIC SAFETY

That part which has heretofore read:  
"The number of employees in the DEPARTMENT OF  
COMMISSIONER OF PUBLIC SAFETY shall not exceed  
thirteen (13)"; shall hereafter read: "The number  
of employees in the DEPARTMENT OF COMMISSIONER OF  
PUBLIC SAFETY shall not exceed seven (7)".

Delete: Four (4) Building Custodian I  
One (1) Building Custodian II  
One (1) Building Maintenance Engineer I

SECTION 19: POLICE DEPARTMENT

That part which has heretofore read:  
"The number of employees in the POLICE DEPARTMENT  
shall not exceed six hundred ninety-two (692)";  
shall hereafter read: "The number of employees in  
the POLICE DEPARTMENT shall not exceed six hundred  
seventy-four (674)".

Delete: Four (4) Switchboard Operator  
Six (6) Building Custodian I  
Three (3) Laborer  
One (1) Maintenance Man II

TEMPORARY

Four (4) Switchboard Operator

SECTION 20: FIRE DEPARTMENT

That part which has heretofore read:

"The number of employees in the FIRE DEPARTMENT shall not exceed five hundred sixty three (563)"; shall hereafter read: "The number of employees in the FIRE DEPARTMENT shall not exceed five hundred fifty-five (555)".

Delete: One (1) Fire Battalion Chief  
Two (2) Building Custodian I  
Four (4) Maintenance Man I  
One (1) Maintenance Man III

SECTION 41: DEPARTMENT OF PUBLIC WORKS  
CONSTRUCTION and MAINTENANCE DIVISION  
PUBLIC BUILDINGS SECTION

That part which has heretofore read:

"The number of employees in the DEPARTMENT OF PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-PUBLIC BUILDINGS SECTION shall not exceed fifteen (15)"; shall hereafter read: "There shall be no (0) employees in the DEPARTMENT OF PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-PUBLIC BUILDINGS SECTION".

Delete: Two (2) Clerk III  
Two (2) Clerk IV  
One (1) Clerk Stenographer I  
One (1) City Architect  
One (1) Architectural Draftsman I  
Two (2) Architectural Draftsman II  
One (1) Associate Engineer III  
One (1) Laborer  
Two (2) Building Maintenance Supervisor  
One (1) Maintenance Man III  
One (1) Superintendent of Public Buildings

SECTION 49: DEPARTMENT OF HEALTH  
BATH HOUSES and COMFORT STATIONS

That part which has heretofore read:

"The number of employees in the DEPARTMENT OF HEALTH-BATH HOUSES and COMFORT STATIONS shall not exceed twenty-one (21)"; shall hereafter read: "There shall be no (0) employees in the DEPARTMENT OF HEALTH-BATH HOUSES and COMFORT STATIONS".

Delete: One (1) Clerk Typist II  
Nine (9) Bath House Attendant I  
Nine (9) Bath House Attendant II  
One (1) Superintendent of Bath Houses and  
Comfort Stations  
One (1) Maintenance Man I

PART-TIME

Bath House Attendant I  
Bath House Attendant II

SECTION 52: PARK COMMISSION-PARKS ADMINISTRATION

That part which has heretofore read:

"The number of employees in the PARK COMMISSION-PARKS ADMINISTRATION shall not exceed five (5)"; shall hereafter read: "There shall be no (0) employees in the PARK COMMISSION-PARKS ADMINISTRATION".

Delete: One (1) Superintendent of Parks (Unc.)  
One (1) Clerk II  
Two (2) Clerk III  
One (1) Clerk Stenographer III

SECTION 53: PARK COMMISSION-PARKS GENERAL and  
ROGER WILLIAMS PARK

That part which has heretofore read:

"The number of employees in the PARK COMMISSION-PARKS GENERAL and ROGER WILLIAMS PARK combined shall not exceed:" shall hereafter read: "There shall be no (0) employees in the PARK COMMISSION-PARKS GENERAL and ROGER WILLIAMS PARK".

Delete: Two (2) Zoo Curator (Unc.)  
One (1) Bath House Attendant I  
Nine (9) Equipment Operator  
Fifty-Five (55) Laborer  
Six (6) Foreman  
Two (2) General Foreman  
Four (4) Watchman  
Six (6) Maintenance Man II  
One (1) Maintenance Man III  
One (1) Mechanic  
Two (2) Senior Mechanic  
One (1) Zoo Director  
One (1) Animal and Bird Curator  
Eight (8) Bird and Animal Handler  
Two (2) Horticultural Supervisor

SECTION 54: PARK COMMISSION-FORESTRY SECTION

That part which has heretofore read:

"The number of employees in the PARK COMMISSION-FORESTRY SECTION shall not exceed twenty-three (23)"; shall hereafter read: "There shall be no (0) employees in the PARK COMMISSION-FORESTRY SECTION".

Delete: One (1) Building Custodian I  
Two (2) Equipment Operator  
Seven (7) Laborer  
Two (2) Foreman  
Seven (7) Tree Trimmer  
One (1) City Forester

TEMPORARY

Three (3) Laborer

SECTION 55: PARK COMMISSION-PARK MUSEUM

That part which has heretofore read:

"The number of employees in the PARK COMMISSION-PARK MUSEUM shall not exceed six (6)"; shall hereafter read: "There shall be no (0) employees in the PARK COMMISSION-PARK MUSEUM".

Delete: One (1) Curator  
One (1) Clerk Stenographer II  
One (1) Building Custodian I

(continued)

SECTION 55: PARK COMMISSION-PARK MUSEUM -cont'd

One (1) Building Custodian III  
One (1) Charwoman  
One (1) Instructor of Nature Study

SECTION 56: DEPARTMENT OF RECREATION

That part which has heretofore read:  
"The number of employees in the DEPARTMENT OF RECREATION shall not exceed four hundred thirty-nine (439)"; shall hereafter read: "The number of employees in the DEPARTMENT OF RECREATION shall not exceed three hundred thirty-seven (337)".

Delete: Four (4) Engineer (Swimming Pools) (Unc.)  
Eight (8) Building Custodian I  
Eight (8) Laborer  
Two (2) Foreman  
One (1) Watchman  
One (1) Maintenance Man III  
Two (2) Mechanic  
One (1) Senior Mechanic

TEMPORARY

Thirty-Three (33) School Janitor  
Eighteen (18) Laborer  
Twenty-Four (24) Watchman

SECTION 62: CIVILIAN DEFENSE COUNCIL

That part which has heretofore read:  
"The number of employees in the CIVILIAN DEFENSE COUNCIL shall not exceed ten (10)"; shall hereafter read: "The number of employees in the CIVILIAN DEFENSE COUNCIL shall not exceed nine (9)".

Delete: One (1) Building Custodian III

SECTION 2. Chapter 68-57 of the Ordinances of the City of Providence, approved September 23, 1968, as amended, is hereby further amended by adding a new Section 67-A, as follows:

SECTION 67-A: DEPARTMENT OF PUBLIC PROPERTY

The number of employees in the DEPARTMENT of PUBLIC PROPERTY shall not exceed three hundred eighty-four (384). There shall be no more than:

Add: One (1) Director of Public Property (Unc.)  
Four (4) Engineer (Swimming Pools) (Unc.)  
One (1) Superintendent of Public Parks (Unc.)  
Two (2) Zoo Curator (Unc.)  
Four (4) Purchasing Agent I  
One (1) Curator  
One (1) Chief of the Division of Purchasing  
One (1) Chief of the Division of Public Lands  
and Parks  
  
One (1) Superintendent of Public Lands  
Two (2) Supervisor of Public Lands  
One (1) Clerk I  
Three (3) Clerk II  
Five (5) Clerk III  
Seven (7) Clerk IV

(continued)

SECTION 67-A: DEPARTMENT OF PUBLIC  
PROPERTY

(cont'd)

Add: Two (2) Clerk Stenographer I  
 Two (2) Clerk Stenographer II  
 One (1) Clerk Stenographer III  
 Three (3) Clerk Typist I  
 One (1) Clerk Typist II  
 One (1) Duplicating Equipment Operator  
 One (1) Assistant Duplicating Equipment  
 Operator  
 Eight (8) Switchboard Operator  
 One (1) Supervisor - Warehouse and Inventory  
 Ten (10) Bath House Attendant I  
 Nine (9) Bath House Attendant II  
 Thirty-Five (35) Building Custodian I  
 One (1) Building Custodian II  
 Three (3) Building Custodian III  
 Nine (9) Charwoman  
 Two (2) Elevator Operator  
 One (1) City Architect  
 One (1) Architectural Draftsman I  
 Two (2) Architectural Draftsman II  
 One (1) Associate Engineer III  
 Eleven (11) Equipment Operator  
 Seventy-Seven (77) Laborer  
 Ten (10) Foreman  
 Two (2) General Foreman  
 Seven (7) Tree Trimmer  
 Seven (7) Watchman  
 Three (3) Building Maintenance Supervisor  
 Five (5) Maintenance Man I  
 Seven (7) Maintenance Man II  
 Three (3) Maintenance Man III  
 One (1) Garage Superintendent II  
 Eight (8) Mechanic  
 Three (3) Senior Mechanic  
 Two (2) Building Maintenance Engineer I  
 Three (3) Stationary Equipment Operator  
 One (1) City Forester  
 One (1) Chief of the Division of Public  
 Buildings  
 One (1) Zoo Director  
 One (1) Animal and Bird Curator  
 Eight (8) Bird and Animal Handler  
 One (1) Instructor of Nature Study  
 Two (2) Horticultural Supervisor  
 One (1) Senior Planner of Public Lands  
 One (1) Chief of the Division of  
 Custodial Services  
 One (1) Chief of the Division of  
 Public Services  
 One (1) Chief of the Division of Maintenance  
 and Repair  
 One (1) Supervisor-Division of Maintenance  
 and Repair

(continued)

SECTION 67-A: DEPARTMENT OF PUBLIC  
PROPERTY

(cont'd)

Add:

TEMPORARY

Thirty-Three (33) School Janitor  
Five (5) Switchboard Operator  
One (1) Bath House Attendant I  
One (1) Bath House Attendant II  
Twenty-One (21) Laborer  
Twenty-Four (24) Watchman  
Two (2) Stationary Equipment Operator

SECTION 3: This Ordinance shall take effect as of January 1, 1969.

**IN CITY  
COUNCIL**

DEC 5 - 1968

FIRST READING  
READ AND PASSED

*Ernest A. Uspia*  
CLERK

**APPROVED**

DEC 20 1968

*Joseph A. Doolittle*  
MAYOR

**IN CITY  
COUNCIL**

DEC 19 1968

FINAL READING  
READ AND PASSED

.....  
*Ernest A. Uspia*  
PRESIDENT  
CLERK

THE COMMITTEE ON

*Finance*  
Approves Passage of  
The Within Ordinance

*Warrant*  
Nov. 29, 1968  
*Chairman*  
*Clerk*



THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 68-77

NO: 521 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1, "ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF PROVIDENCE", AS APPROVED AUGUST 7, 1953.

Approved: December 20, 1968

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:

Chief of the Division of Purchasing	(136)
Chief of the Division of Lands and Parks	(137)
Superintendent of Public Lands	(138)
Supervisor of Public Lands	(139)
Chief of the Division of Public Buildings	(675)
Senior Planner of Public Lands	(884)
Chief of the Division of Custodial Services	(887)
Chief of the Division of Public Services	(889)
Chief of the Division of Maintenance and Repair	(891)
Supervisor-Division of Maintenance and Repair	(893)

DELETE:

Purchasing Agent II	(100)
Purchasing Agent III	(101)
Superintendent of Bath Houses and Comfort Stations	(503)
Superintendent of Public Buildings	(676)

SECTION 2. This Ordinance shall take effect on January 1, 1969.

IN CITY  
COUNCIL

DEC 5 - 1968  
FIRST READING  
READ AND PASSED

*Vincent Caspici*  
CLERK

APPROVED

DEC 20 1968

*Joseph A. Voerley*

IN CITY  
COUNCIL

DEC 19 1968

FINAL READING  
READ AND PASSED

*Russell J. Boyle*  
PRESIDENT  
*Vincent Caspici*

41

THE COMMITTEE ON  
*Warrent*  
Approves Passage of  
The Within Ordinance.  
*Warrent*  
Nov. 24, 1968  
and

NO

1951

RECEIVED THE CITY OF NEW YORK

On 11/11/68, the following information was received from the Office of the Attorney General, State of New York:

[illegible]

(001) 111111  
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 (001) 111111

of YARNAL as death, and then explained a few of the things

## CHIEF OF THE DIVISION OF PURCHASING

CLASS TITLE: Chief of the Division of Purchasing

CLASS DEFINITION: In the capacity of Chief of the Division of Purchasing exercises administrative supervision over the activities of the purchasing division; and related work as required, under the direction of the Director of Public Property.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervision of and participation in purchasing, inventory, property control and maintenance services and other activities of the purchasing division. Administrative supervision and direction on matters of policy is received from the Director of Public Property. Supervision is exercised over all employees of the Purchasing Division.

ILLUSTRATIVE EXAMPLES OF WORK: Performs highly responsible technical work in planning, directing and reviewing the work of employees of the purchasing division. Supervises the purchase of supplies, materials, equipment, and contractual services requisitioned by city departments and agencies including the enforcement of standard specifications. Supervises the maintenance of an inventory of all movable equipment or property belonging to the city. Exercises control of all central store rooms operated by the city, sells surplus supplies, materials and equipment or directs their transfer between departments. Supervises the operation of the municipal garage and city printing plant. Acts as agent for the board of contract and supply. Requisitions all materials, supplies and equipment necessary for the purchasing division.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices, and procedures of large scale purchasing and inventory control; ability to plan, assign and supervise the work of a large scale purchasing activity.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard senior high school, preferably supplemented with courses in business administration or extensive employment in a responsible administrative capacity involving procurement and inventory procedures for a large private concern or governmental agency.

11/63

## CHIEF, DIVISION OF PUBLIC LANDS AND PARKS

CLASS TITLE: Chief, Division of Public Lands and Parks

CLASS DEFINITION: Direction of responsible administrative and technical planning of a professional nature in assisting the Director of Public Property in the conduct of planning and implementing of the use of Public Lands and Parks.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Director, develops, recommends and administers accepted policies and schedules of the Department of Public Property in planning programs and projects. Exercises independent judgment in interpreting general work requirements for the Division. Supervises the work of the several Sections of the Division of Public Lands and Parks. Requisitions supplies, equipment, and materials and ascertains that they are used efficiently and economically.

ILLUSTRATIVE EXAMPLES OF WORK: Organizes and develops the planning programs. Executes administrative or technical tasks of a complex nature. Makes work assignments and supervises the Division staff in the physical maintenance and upkeep of all Public Lands. Acts as Chief technical advisor to the Director on all planning studies; coordinates the various phases of activities.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the elements and techniques involved in planning and utilization of Public Lands.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized College or University with degree in Landscape Architecture or related field supplemented by five (5) Year' experience in a responsible position in the field, at least two (2) years of which shall have been in a responsible supervisory capacity.

11/68

## SUPERINTENDANT OF PUBLIC LANDS

CLASS TITLE: Superintendant of Public Lands

CLASS DEFINITION: Responsible administrative and technical work of professional nature in assisting the Chief, Division of Public Lands and Parks, in the conduct of the departmental program in all its phases, and related work as required.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Chief, Division of Public Lands and Parks, the superintendant is charged with responsibility for administering the policies of the Department; for assigning and reviewing work within the scope of his responsibility. Work assignments are received from the Chief of the Division of Public Lands and Parks and are usually general in nature. Work is reviewed in its broader aspects for compliance with the standards and policies of the Department.

ILLUSTRATIVE EXAMPLES OF WORK: Supervision of all maintenance of Public Lands as ordered by the Chief of the Division of Public Lands and Parks, excluding Roger Williams Park.

DESIRIBLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning and utilization of Public Lands.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree, supplemented by two years experience in a responsible position in the field, or four years of professional experience of an eminently satisfactory nature demonstrating that the applicant has the ability to perform the duties of this position.

## SUPERVISOR OF PUBLIC LANDS

CLASS TITLE: Supervisor of Public Lands

CLASS DEFINITION: Supervises the maintenance of Public Lands, and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising and participating in the maintenance of Public Lands and for supervising and regulating the use thereof. Receives general instructions from the Director of Public Property as to the routine maintenance and specific instructions as to departmental policies and regulations governing the use of the lands. Supervision is exercised over Laborers, Equipment Operators and others.

EXAMPLES OF WORK: (Note: The following examples of work are only illustrative of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive). Lays out and supervises the work of Laborers, Equipment Operators and others engaged in the maintenance of Public Lands and caring for trees, flowers and shrubbery on and around the same. Takes necessary steps to control insect pests and grass diseases.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the operation and maintenance of Lands. Thorough knowledge of the methods of maintaining Public Lands.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Knowledge of the care and maintenance of Public Lands. Completion of eight (8) school grades.

11/68

## CHIEF OF THE DIVISION OF PUBLIC BUILDINGS

CLASS TITLE: Chief of the Division of Public Buildings

CLASS DEFINITION: Highly responsible work supervising the construction of all City buildings and other structures and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising all construction work on City buildings and other structures. General policies are established by the Director of Public Property, and work is reviewed for accomplishment.

ILLUSTRATIVE EXAMPLES OF WORK: Consults with City officials and department heads and advises relative to construction. Reviews and approves all plans for building alteration and repair and plans for new construction. Supervises inspection of construction, alteration instructions and work done by force account to insure compliance with instructions and work done by contract, to insure compliance with articles of contract. Supervises the maintenance of accounts, the preparation of budget estimates and the maintenance of other records. Requisitions all supplies, materials and equipment used in construction.

NECESSARY KNOWLEDGES AND SKILLS AND ABILITIES: Thorough knowledge of the materials, practices and equipment used in building construction and erection of modern buildings including a good knowledge of design. Ability to inspect or supervise the inspection of materials and workmanship of work in progress and completed for conformity to plans, specifications, safety and suitability.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a senior high school and preferably graduation from a recognized college or university with major courses in architecture or engineering. Extensive experience as an architect, engineer or master builder engaged in the construction and repair of large buildings and structures.

CHARTER REQUIREMENT: "A practical master builder or architect qualified by at least 5 years' experience in the construction and erection of modern buildings or-- and engineer and graduate of some technical school of recognized standing and qualified training and experience in the theory and practice of the construction and erection of modern buildings and structures".

## SENIOR PLANNER, PUBLIC LANDS

CLASS TITLE: Senior Planner, Public Lands

CLASS DEFINITION: Responsible administrative and technical planning in assisting the Director of Public Property in the conduct of the departmental program in all its phases, and related work as required.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Director of Public Property the Senior Planner is charged with responsibility for the policies of the Department.

ILLUSTRATIVE EXAMPLES OF WORK: Under the general supervision of the Director of Public Property participates in the organization and development of the planning program. Executes technical tasks of a complex nature. Assists in the compilation and interpretation of physical, social and economic data used in the analysis of planning problems and in the design of the solution to these problems. Assists in the evaluation of data affecting location, design and use of Public Lands. Represents the Director at conferences to discuss and explain Divisional activities when required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Detailed knowledge of the elements and techniques involved in planning, involving capital improvements and development programs. General administrative ability to plan, assign and supervise the work of a technical staff and to effect and transmit conclusions; and to meet and confer with technical groups on general planning matters. Knowledge of regular procedures in drafting and ability to compile comprehensive reports and make recommendations for the practicable application of findings. Ability to establish and maintain effective working relationships with city officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with degree in city planning or related field, supplemented by two (2) year' experience in a responsible position in the field of city planning; a Master's Degree in planning or related field may be substituted for two (2) years of required experience; or four (4) years of professional experience of an eminently satisfactory nature in a planning office, demonstrating that the applicant has the ability to perform the duties of this position.



## CHIEF OF THE DIVISION OF CUSTODIAL SERVICES

CLASS TITLE: Chief of the division of custodial services

CLASS DEFINITION: General supervision of the care and maintenance of all public buildings.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising the care, and minor mechanical repair of all public buildings. Work is under the general supervision of The Director of Public Property. Supervision is exercised over all custodial employees.

ILLUSTRATIVE EXAMPLES OF WORK: Supervises the cleaning of rooms, offices, and corridors in public buildings. Supervises the moving of office equipment and other services requested by building occupants. Receives all freight delivered at buildings and dispatches it to the proper office. Assigns working hours of employees. Requisitions all material and supervises the clearing of snow from sidewalks and around buildings.

DESIRIBLE KNOWLEDGES, SKILLS AND ABILITIES: Through knowledge of modern methods, materials and supplies used in building cleaning and maintenance work. Ability to supervise minor maintenance repairs. Ability to plan, assign, and supervise the work of others. Ability to understand and effectively carry out oral and written instructions. Ability to get along well with building occupants and other employees.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Extensive experience in building cleaning and maintenance work including supervisory experience. Preferably completion of eight school grades.

## CHIEF OF THE DIVISION OF PUBLIC SERVICES

CLASS TITLE: Chief of the Division of Public Services

CLASS DEFINITION: General supervision of the care and maintenance of bathhouses and comfort stations; general supervision of telephone operators, elevator operators, watchmen, and other personnel not directly assigned to any specific division within the Department of Public Property.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for scheduling, assigning, and supervising the work of various skilled, semi-skilled and unskilled workers. Assignments are received from the Director of Public Property in the form of oral orders, sketches or blueprints. Supervision is received from the Director of Public Property with respect to the manner of performing the work, and all work is subject to inspection for satisfactory condition and for compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules work according to need. Inspects and supervises work of subordinates in progress and upon completion. Requisitions supplies and materials and ascertains that they are used efficiently and economically. Keeps records and makes reports.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS: Ability to plan, assign and supervise the work of a number of subordinates. Ability to express oneself clearly and concisely, orally and in writing. Thorough knowledge of the methods, materials, and equipment used by his subordinates.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or vocational school, or considerable experience in the duties as required herein.

11/68

## CHIEF OF THE DIVISION OF MAINTENANCE AND REPAIR

CLASS TITLE: Chief of the Division of Maintenance and Repair

CLASS DEFINITION: Directs technical supervision of city employed building maintenance workers engaged in the repair, alteration, and maintenance of City buildings and structures.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for scheduling, assigning and supervising the work of various skilled, semi-skilled and unskilled workers, in repairing and maintaining the physical plants of city owned property. Assignments are received from the Director of Public Property in the form of oral orders, sketches or blueprints. Supervision is received from the Director of Public Property with respect to the manner of performing the work, and all work is subject to inspection for satisfactory condition and for compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules work according to approved work orders and the urgency of the repairs, lays out work and assigns it to subordinates, inspects their work in progress and upon completion. Plans, assigns and supervises the work of plumbers, painters, carpenters, electricians, masons, other tradesmen, helpers and laborers. Interprets plans and blueprints and makes sketches for use by subordinates. Preparation of project specifications for bids by private contractors. Requisitions supplies and materials and ascertains that they are used efficiently and economically. Consults with supervisors and department heads and advises on work methods to be followed. Keeps records and makes reports.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Ability to plan, assign, and supervise the work of a number of subordinates. Ability to estimate needs for supplies and labor on building alteration and repair projects. Ability to interpret plans and blueprints and to make working sketches. Ability to prepare materials specifications for projects to be bid upon by private contractors. Ability to express oneself clearly and concisely, orally and in writing. Thorough knowledge of the methods, materials, tools and equipment used by the various tradesmen in building repair and maintenance work.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school or vocational school, or considerable experience as a journeyman in one of the building trades or considerable experience in the supervision of large scale building repair or construction activities.

# SUPERVISOR OF THE DIVISION OF MAINTENANCE AND REPAIR

CLASS TITLE: Supervisor of the Division of Maintenance and repair.

CLASS DEFINITION: Responsible work in directing and supervising skilled and unskilled workers in the maintenance and repair of public buildings and other structures under the direction of the Chief of the Division of Maintenance and Repair.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising a group of tradesmen and laborers engaged in the construction, alteration, maintenance and repair of designated public buildings and other structures. Work assignments are received from the Chief of the Division of Maintenance and Repair, and may be oral or written and may be accompanied by sketches or blueprints; work is reviewed upon completion for satisfactory accomplishment and compliance with specified plans.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in estimating or estimates the time and materials necessary for the completion of assigned work. Plans, assigns and supervises the work of a group of subordinates engaged in the maintenance, repair and alteration work of public buildings or other structures upon the direction of the Chief of the Division of Maintenance and Repair. Assists in the supervision of work performance of contractors when building or alteration projects are let on contract; insures that city plans are followed. Reviews work in process and upon completion for compliance with instructions and work plans. Supervises the care and maintenance of equipment. Keeps records and makes reports of labor and material employed.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the materials, methods and techniques of alteration and repair of public buildings and other structures. Ability to plan, assign and supervise large scale operations with economy and efficiency in the use of materials and labor. Ability to make time and material estimates and to inspect materials for grade and quality. Ability to understand and follow oral and written instructions and to interpret plans and blueprints. Ability to express oneself clearly and concisely, orally and in writing.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of the eighth grade in school, supplemented by additional studies in a standard high school or vocational school. Experience as a journeyman in one of the building trades or extensive experience, including supervisory responsibilities in work involving the repair, maintenance and alteration of buildings or other structures.

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THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

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CHAPTER: 68 - 78

NO: 522 AN ORDINANCE AMENDING CHAPTER 68-59, "AN ORDINANCE  
ESTABLISHING A COMPENSATION PLAN FOR THE CITY OF PROVIDENCE",  
AND REPEALING CHAPTER 1873", APPROVED SEPTEMBER 23, 1968.

Approved: December 20, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Section 1 of Chapter 68-59 of the Ordinances of  
the City of Providence, as amended, is further amended as follows:

	PAY GRADE or RATE
<u>Delete:</u>	
Purchasing Agent II	15
Purchasing Agent III	29
Superintendent of Public Buildings	29
Superintendent of Bath Houses & Comfort Stations	11
<u>Add:</u>	
Chief of the Division of Purchasing	15
Chief of the Division of Public Lands and Parks	30
Superintendent of Public Lands	25
Senior Planner of Public Lands	21
Supervisor of Public Lands	14
Chief of the Division of Public Buildings	29
Chief of the Division of Custodial Services	19
Chief of the Division of Public Services	11
Chief of the Division of Maintenance and Repair	21
Supervisor-Division of Maintenance and Repair	17

SECTION 2. This Ordinance shall take effect on January 1,  
1969.

IN CITY  
COUNCIL

DEC 5 - 1968  
FIRST READING  
READ AND PASSED

*Amint. Caspio*  
CLERK

APPROVED

DEC 20 1968

*Joseph A. Lowley*  
MAYOR

IN CITY  
COUNCIL

DEC 19 1968

FINAL READING  
READ AND PASSED

*Russell D. Boyle*  
PRESIDENT  
*Amint. Caspio*  
CLERK

THE COMMITTEE ON

*Finance*

Approves Passage of  
The Within Ordinance.

*Warrant Clerk*  
*Nov. 29 1961*

to be in the order of the committee on finance

and the

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to be in the order of the committee on finance

THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 68-79

NO: 523 AN ORDINANCE AMENDING CHAPTER 68-60 "AN ORDINANCE  
ESTABLISHING THE SALARIES AND COMPENSATION TO BE PAID TO  
THE SEVERAL CITY OFFICIALS AND EMPLOYEES HEREIN NAMED, AND  
REPEALING CHAPTER 1874", APPROVED SEPTEMBER 23, 1968.

Approved: December 20, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Section 1 of Chapter 68-60, of the Ordinances  
of the City of Providence, approved September 23, 1968 is hereby  
amended as follows:

Change: CITY SERGEANT

From: - \$7,020-\$8,060 per annum

To: - \$1.00 per annum

Change: SUPERINTENDENT OF PARKS

From: - \$10,960 - \$13,000 per annum

To: - \$1.00 per annum

Add: DIRECTOR OF PUBLIC PROPERTY \$15,600 per annum

SECTION 2. This Ordinance shall take effect January 1, 1969.

IN CITY  
COUNCIL

DEC 5 - 1968  
FIRST READING  
READ AND PASSED

*Amant Aspa*

APPROVED

DEC 20 1968

*Joseph H. Boyle*  
MAYOR

IN CITY  
COUNCIL

DEC 19 1968

FINAL READING  
READ AND PASSED

*Russell J. Boyle*  
PRESIDENT  
*Amant Aspa*  
CLERK

Nov. 29, 1968 *Clint*

THE COMMITTEE ON  
APPROVES PASSAGE OF  
THE WITHIN ORDINANCE

*Amended by*



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THE CITY OF PROVIDENCE  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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CHAPTER: 68-80

NO: 524 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE, CHAPTER 68-56, BY APPROPRIATING THE SUM OF FIFTY THOUSAND (\$50,000) DOLLARS TO THE DEPARTMENT OF PUBLIC PROPERTY, ITEM 0.

Approved: December 20, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. Chapter 68-56 of the Ordinances of the City of Providence, as approved September 23, 1968, and entitled: "An Ordinance Making Appropriation of \$53,422,294.21 for the Support of the City Government for the Fiscal Year Ending September 30, 1969", as amended, is hereby further amended by appropriating the sum of Fifty Thousand (\$50,000) Dollars to the DEPARTMENT OF PUBLIC PROPERTY, ITEM 0.

SECTION 2. The said sum of Fifty Thousand (\$50,000) Dollars as thus added and appropriated shall be obtained by authorizing and directing the City Controller and City Treasurer to transfer a like amount from the Reserve for Extraordinary Expenditures Account to the Receipt Account.

SECTION 3. The estimated receipts from the Reserve for Extraordinary Expenditures Account are hereby increased by Fifty Thousand (\$50,000) Dollars.

SECTION 4. This Ordinance shall take effect as of January 1, 1969.

**IN CITY  
COUNCIL**

DEC 5 - 1968  
FIRST READING  
READ AND PASSED

*Wassint. Crespi*

**APPROVED**

DEC 20 1968

*Joseph A. Conley*  
MAYOR

**IN CITY  
COUNCIL**

DEC 19 1968

FINAL READING  
READ AND PASSED

*Samuel J. Boyle*  
PRESIDENT  
*Wassint. Crespi*  
CLERK

THE COMMITTEE ON  
APPROVES PASSAGE OF  
THE WITHIN ORDINANCE  
MAY 29/1968  
Clerk

REPORT  
OF THE COMMITTEE ON  
THE WITHIN ORDINANCE  
APPROVES PASSAGE OF  
THE WITHIN ORDINANCE  
MAY 29/1968  
Clerk