

2

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND and PROVIDENCE PLANTATIONS

CHAPTER: 12-12

NO: 126 AN ORDINANCE ESTABLISHING THE CLASSES OF POSITIONS,
THE MAXIMUM NUMBER OF EMPLOYEES AND THE NUMBER OF EMPLOYEES
IN CERTAIN CLASSES IN THE CITY DEPARTMENTS AND REPEALING
ORDINANCE CHAPTER 1871, APPROVED SEPTEMBER 25, 1967.

Approved: September 23, 1968

BE IT ORDAINED BY THE CITY OF PROVIDENCE:

SECTION 1. The number of employees in the DEPARTMENT
of CITY CLERK shall not exceed nine (9).
There shall be no more than:

- 1 City Clerk (Unc.)
- 1 Deputy City Clerk-First
- 1 Deputy City Clerk-Second
- 1 Stenographic Reporter (City Council)
- 1 Clerk II
- 2 Clerk Stenographer II
- 2 Clerk Stenographer III

SECTION 2. The number of employees in the BOARD of
CANVASSERS and REGISTRATION shall not exceed:

- 1 Chairman, Bd. of Canvassers & Registration
(Unc.)
- 2 Members of Bd. of Canvassers & Registration
(Unc.)
- 1 Clerk I
- 3 Clerk III
- 1 Clerk IV
- 1 Clerk Stenographer I
- 2 Clerk Typist II

There may be TEMPORARY:
Primary & Election Officials
Janitors
Equipment Workers
Automobile Driver (Part-time)
Part-Time Clerks
Clerk I

SECTION 3: The number of employees in PROBATE COURT shall
not exceed nine (9). There shall be no more
than:

- 1 Judge of Probate (Unc.)
- 1 Clerk of Probate (Unc.)
- 1 Deputy Clerk, Probate Court
- 1 Clerk III
- 2 Clerk Stenographer I
- 1 Clerk Stenographer II
- 1 Clerk Stenographer III
- 1 Clerk Typist II

SECTION 4: The number of employees in the MUNICIPAL POLICE COURT shall not exceed fifteen (15). There shall be no more than:

- 3 Police Court Judge (Unc.)
- 1 Clerk, Police Court
- 1 Deputy Clerk, Police Court
- 4 Clerk IV
- 1 Clerk Stenographer II
- 4 Clerk Typist I
- 1 Clerk Typist II

SECTION 5: The number of employees in the DEPARTMENT of LAW shall not exceed ten (10). There shall be no more than:

- 1 City Solicitor (Unc.)
- 1 Deputy City Solicitor
- 3 Assistant City Solicitor
- 2 Special Counsel
- 1 Claims Adjuster
- 2 Clerk Stenographer III

SECTION 6: The number of employees in the OFFICE of RECORDER of DEEDS shall not exceed fourteen (14). There shall be no more than:

- 1 Recorder of Deeds (Unc.)
- 1 Deputy Recorder of Deeds
- 1 Clerk II
- 4 Clerk III
- 1 Clerk Typist I
- 5 Clerk Typist II
- 1 Building Custodian I

SECTION 7: The number of employees in the DEPARTMENT of CITY SERGEANT shall not exceed forty (40). There shall be no more than:

- 1 City Sergeant (Unc.)
- 1 First Deputy City Sergeant
- 1 Second Deputy City Sergeant
- 1 Clerk Stenographer I
- 4 Switchboard Operator
- 1 Building Maintenance Supervisor
- 1 Building Maintenance Engineer I
- 2 Stationary Equipment Operator
- 12 Building Custodian I
- 1 Building Custodian III
- 8 Charwoman
- 2 Elevator Operator
- 2 Watchman

TEMPORARY

- 1 Switchboard Operator
- 2 Stationary Equipment Operator

SECTION 8: The number of employees in the DEPARTMENT of FINANCE DIRECTOR shall not exceed nine (9). There shall be no more than:

- 1 Finance Director (Unc.)
- 1 Personnel Director
- 1 Budget Officer
- 1 Administrative Assistant to Finance Director
- 2 Clerk IV
- 1 Clerk Stenographer III
- 1 Clerk III
- 1 Personnel Technician

SECTION 9: The number of employees in the CONTROLLER'S DIVISION shall not exceed twenty-nine (29). There shall be no more than:

- 1 City Controller
- 1 Assistant City Controller
- 1 Assistant City Controller-Second
- 1 Accountant II
- 4 Accountant I
- 6 Clerk IV
- 2 Clerk III
- 6 Clerk II
- 6 Clerk Typist II
- 1 Data Processing Co-Ordinator

SECTION 10: The number of employees in the EMPLOYEES' RETIREMENT DIVISION shall not exceed seven (7). There shall be no more than:

- 1 Clerk IV
- 2 Accountant II
- 1 Clerk III
- 1 Clerk II
- 1 Clerk Typist II
- 1 Clerk Typist I

SECTION 11: The number of employees in the CITY COLLECTOR'S DIVISION shall not exceed twenty-three (23). There shall be no more than:

- 1 City Collector
- 1 Assistant City Collector
- 1 Accountant II
- 6 Clerk IV
- 5 Clerk III
- 3 Clerk II
- 1 Clerk Typist I
- 1 Automobile Driver

TEMPORARY

- 4 Clerk Typist I

SECTION 12: The number of employees in the DEPARTMENT of CITY COLLECTOR-WATER BOARD COLLECTIONS shall not exceed seven (7). There shall be no more than:

- 1 Clerk IV
- 4 Clerk Typist II
- 2 Clerk Typist I

SECTION 13: The number of employees in the CITY ASSESSOR'S DIVISION shall not exceed thirty-two (32). There shall be no more than:

- 1 City Assessor
- 1 Deputy City Assessor
- 1 Assessment Aide III
- 2 Assessment Aide II
- 6 Assessment Aide I
- 2 Clerk IV
- 1 Clerk Stenographer III
- 1 Clerk Stenographer I
- 5 Clerk III
- 1 Clerk II
- 3 Clerk Typist II
- 6 Clerk Typist I
- 2 Engineering Aide III

TEMPORARY

Clerk Typist I with the approval of the Finance Director

SECTION 14: The number of employees in the PURCHASING DIVISION shall not exceed seventeen (17). There shall be no more than:

- 1 Purchasing Agent III
- 1 Purchasing Agent II
- 4 Purchasing Agent I
- 2 Clerk IV
- 1 Clerk I
- 1 Clerk Stenographer II
- 1 Clerk Stenographer I
- 3 Clerk Typist I
- 1 Duplicating Equipment Operator
- 1 Assistant Duplicating Equipment Operator
- 1 Supervisor-Warehouse & Inventory

SECTION 15: The number of employees in the MUNICIPAL GARAGE DIVISION shall not exceed fifteen (15). There shall be no more than:

- 1 Garage Superintendent II
- 5 Mechanic
- 1 Stationary Equipment Operator
- 2 Clerk IV
- 1 Clerk III
- 2 Clerk II
- 3 Laborer

SECTION 16: The number of employees in the DEPARTMENT of CITY TREASURER shall not exceed five (5). There shall be no more than:

- 1 City Treasurer (Unc.)
- 2 Clerk III
- 1 Clerk Typist II
- 1 Clerk II

SECTION 17: The number of employees in the BOARD of TAX ASSESSMENT REVIEW shall not exceed four (4). There shall be no more than:

- 3 Members of Board (Unc.)
- 1 Secretary (Unc.)

SECTION 18: The Number of employees in the DEPARTMENT of COMMISSIONER of PUBLIC SAFETY shall not exceed thirteen (13). There shall be no more than:

- 1 Commissioner of Public Safety (Unc.)
- 1 Administrative Assistant to Commissioner of Public Safety
- 1 Police Surgeon-First
- 1 Accountant I
- 2 Clerk IV
- 1 Clerk Stenographer III
- 1 Building Maintenance Engineer I
- 1 Building Custodian II
- 4 Building Custodian I

SECTION 19: The number of employees in the POLICE DEPARTMENT shall not exceed six hundred eighty six (686). There shall be no more than:

- 1 Police Chief
- 4 Police Commander
- 8 Police Captain
- 18 Police Lieutenant
- 60 Police Sergeant or Detective I
- 390 Police Patrolman
- 4 Police Woman
- 4 Police Matron
- 1 Narcotics Inspector
- 8 Control Center Operator
- 1 Dog Officer
- 1 Assistant Dog Officer
- 1 Police Equipment Superintendent
- 4 Switchboard Operator
- 3 Police Signal Operator
- 1 Radio Engineer
- 2 Police Patrol Driver
- 1 Maintenance Man II
- 6 Building Custodian I
- 18 Clerk IV
- 8 Clerk III
- 8 Clerk Stenographer III
- 3 Laborer
- 12 Woman Parking Checker (Unc.)

PART-TIME

- 94 School Crossing Guard (Unc.)
- 20 Police Trainee (Unc.)
- 4 Switchboard Operator
- 1 Police Matron

The number of Policemen allowed may be increased by the number of graduate trainees, not to exceed 8, for whom there are no immediate vacancies.

SECTION 20: The number of employees in the FIRE DEPARTMENT shall not exceed five hundred fifty-two (552). There shall be no more than:

- 1 Fire Chief
- 20 Fire Battalion Chief
- 31 Fire Captain
- 56 Fire Lieutenant
- 373 Fireman

(continued on next page)

SECTION 20: (continued from previous page)

- 1 Fire Alarm Superintendent
- 6 Fire Alarm Technician
- 1 Fire Equipment Superintendent II
- 1 Fire Equipment Superintendent I
- 1 Foreman Cable Crew
- 1 Foreman Line Crew
- 1 Radio Engineer
- 12 Rescue Truck Driver
- 9 Rescueman In Charge
- 9 Mechanic
- 1 Maintenance Man III
- 4 Maintenance Man I
- 1 Equipment Operator
- 2 Building Custodian I
- 1 Clerk Stenographer III

PART-TIME

- 20 Fire Trainees (Unc.)

The number of Firemen allowed may be increased by the number of graduate trainees, not to exceed 8, for whom there are no immediate vacancies.

SECTION 21: The number of employees in the DEPARTMENT of SUPERINTENDENT of WEIGHTS and MEASURES shall not exceed five (5). There shall be no more than:

- 1 Superintendent of Weights & Measures
- 1 First Deputy City Sealer
- 1 Second Deputy City Sealer
- 1 First Deputy City Weigher
- 1 Clerk IV

SECTION 22: The number of employees in the DEPARTMENT of BUILDING INSPECTION-ADMINISTRATION shall not exceed fourteen (14). There shall be no more than:

- 1 Director of Building Inspection
- 1 Plan Estimator
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Stenographer III
- 2 Clerk Stenographer II
- 1 Clerk Stenographer I
- 2 Clerk Typist II
- 3 Clerk Typist I
- 1 Automobile Driver

SECTION 23: The number of employees in the DEPARTMENT of BUILDING INSPECTION-STRUCTURES and ZONING DIVISION shall not exceed fifteen (15). There shall be no more than:

- 1 Chief Inspector of Structures and Zoning
- 1 Building Inspector III
- 2 Building Inspector II
- 11 Building Inspector I

SECTION 24: The number of employees in the DEPARTMENT of BUILDING INSPECTION-PLUMBING, DRAINAGE and GAS PIPING DIVISION shall not exceed eight (8). There shall be no more than:

- 1 Chief Inspector of Plumbing, Drainage and Gas Piping
- 1 Plumbing Inspector III
- 6 Plumbing Inspector I

SECTION 25: The number of employees in the DEPARTMENT of BUILDING INSPECTION-ELECTRICAL INSTALLATIONS DIVISION shall not exceed eight (8). There shall be no more than:

- 1 Chief Inspector of Electrical Installations
- 1 Electrical Inspector III
- 1 Electrical Inspector II
- 5 Electrical Inspector I

SECTION 26: The number of employees in the DEPARTMENT of BUILDING INSPECTION, MECHANICAL EQUIPMENT and INSTALLATIONS DIVISION, shall not exceed nine (9). There shall be no more than:

- 1 Chief Inspector of Air Pollution, Mechanical Equipment & Installations
- 1 Steam Engineering Examiner
- 1 Air Pollution & Mechanical Equipment Inspector III
- 3 Air Pollution & Mechanical Equipment Inspector II
- 3 Air Pollution & Mechanical Equipment Inspector I

SECTION 27: The number of employees in the DEPARTMENT of TRAFFIC ENGINEER shall not exceed forty-one (41). There shall be no more than:

- 1 Traffic Engineer (Unc.)
- 1 Traffic Engineer III
- 1 Traffic Engineer I
- 3 Engineering Aide III
- 3 Engineering Aide II
- 1 Traffic Signal Maintenance Man II
- 4 Traffic Signal Maintenance Man I
- 1 Traffic Marker & Sign Man I
- 2 Maintenance Man II
- 9 Maintenance Man I
- 1 Parking Meter Maintenance Man II
- 2 Parking Meter Maintenance Man I
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Stenographer III
- 1 Clerk Stenographer II

TEMPORARY

- 8 Laborer

SECTION 28: The number of employees in the DEPARTMENT of PUBLIC WORKS-GENERAL ADMINISTRATION shall not exceed twenty-seven (27). There shall be no more than:

- 1 Director of Public Works (Unc.)
- 1 Administrative Assistant (Public Works)
- 1 Deputy Director of Public Works
- 1 Accountant II
- 6 Clerk IV
- 4 Clerk III
- 3 Clerk II
- 5 Clerk Typist II
- 2 Clerk Typist I
- 1 Switchboard Operator
- 2 Building Custodian II

SECTION 29: The number of employees in the DEPARTMENT of PUBLIC WORKS-ENGINEERING OFFICE shall not exceed thirty-five (35). There shall be no more than:

- 1 Principal Engineer
- 4 Associate Engineer III
- 6 Associate Engineer II
- 5 Engineering Aide III
- 5 Engineering Aide II
- 3 Engineering Aide I
- 10 Engineer's Associate
- 1 Clerk Stenographer II

SECTION 30: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION ADMINISTRATION OFFICE shall not exceed three (3). There shall be no more than:

- 1 Principal Engineer
- 1 Mechanical Engineer
- 1 Clerk III

SECTION 31: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-STREET CLEANING SECTION shall not exceed fifty-nine (59). There shall be no more than:

- 4 Foreman
- 17 Equipment Operator
- 38 Laborer

SECTION 32: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-SEWAGE PUMPING STATION SECTION shall not exceed fourteen (14). There shall be no more than:

- 1 Pumping Station Engineer
- 4 Stationary Equipment Operator
- 9 Laborer

SECTION 33: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-SEWAGE DISPOSAL SECTION shall not exceed fifty-eight (58). There shall be no more than:

- 1 Superintendent of Sewage Disposal
- 1 Chief of Operations & Maintenance
(Sewage Disposal Works)
- 1 Assistant Superintendent (Sewage Disposal)
- 1 Bacteriologist II
- 5 Mechanic
- 15 Laborer
- 21 Stationery Equipment Operator
- 5 Foreman

TEMPORARY

- 8 Laborer

SECTION 34: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-GARBAGE COLLECTION and DISPOSAL SECTION shall not exceed one hundred fourteen (114), provided, however, that in case of any emergency requiring immediate action the Superintendent of the Incinerator may, with the approval of the Director of Public Works and the Finance Director of the City of Providence hire and employ in excess of the total number of positions or the number of any individual class of position provided herein; provided, further that the total so employed shall in no case exceed fifteen (15), and shall be assigned to one or more classes designated herein. In arriving at the above total (114) six (6) full working days shall be equivalent to one (1) employee, in respect to employees paid on a daily basis. There shall be no more than:

- 1 Superintendent of Incinerator
- 1 Assistant Superintendent of Incinerator
- 1 Superintendent of Garbage Collection
- 6 Foreman
- 2 Senior Mechanic
- 2 Mechanic
- 18 Stationary Equipment Operator
- 24 Equipment Operator
- 57 Laborer
- 1 Building Custodian I
- 1 Clerk IV

SECTION 35: The number of employees in the DEPARTMENT of PUBLIC WORKS-SANITATION DIVISION-REFUSE COLLECTION and DISPOSAL SECTION shall not exceed twenty-one (21), provided, however, that in case of any emergency requiring immediate action the Director of Public Works may with the approval of the Finance Director of the City of Providence, hire and employ Equipment Operator and Laborer in excess of the number allowed herein; provided further that the total

SECTION 35: (continued from previous page)

so employed shall in no case exceed five (5) and shall be assigned to one of the above designated classes. In arriving at the total of these classes, five (5) full working days shall be equivalent to one (1) employee. There shall be no more than:

- 1 General Foreman
- 6 Equipment Operator
- 1 Heavy Equipment Operator
- 13 Laborer

SECTION 36: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-ADMINISTRATION shall not exceed one (1). There shall be no more than:

- 1 Principal Engineer

SECTION 37: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-HIGHWAY SECTION shall not exceed:

- 1 Highway Superintendent
- 3 General Foreman
- 14 Foreman
- 1 Clerk Stenographer II
- 2 Public Works Inspector I
- 1 Public Works Inspector II
- 9 Cement Finisher
- 46 Equipment Operator
- 15 Heavy Equipment Operator
- 72 Laborer
- 1 Mechanic
- 1 Stationary Equipment Operator
- 1 Highway Field Supervisor
- 1 Highway Yard Supervisor

TEMPORARY

- Laborer

SECTION 38: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-BRIDGE MAINTENANCE SECTION shall not exceed eleven (11). There shall be no more than:

- 2 Foreman
- 1 Equipment Operator
- 8 Laborer

SECTION 39: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-SNOW REMOVAL SECTION shall be:

Unlimited (except by appropriation)

SECTION 40: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-SEWER CONSTRUCTION and MAINTENANCE SECTION shall not exceed sixty-one (61). There shall be no more than:

- 1 Superintendent of Sewer Construction and Maintenance
- 1 Heavy Equipment Operator
- 2 Sewer and Drain Inspector
- 15 Equipment Operator
- 34 Laborer
- 4 Foreman
- 2 General Foreman
- 2 Sewer Construction Worker

SECTION 41: The number of employees in the DEPARTMENT of PUBLIC WORKS-CONSTRUCTION and MAINTENANCE DIVISION-PUBLIC BUILDINGS SECTION shall not exceed fifteen (15). There shall be no more than:

- 1 Superintendent of Public Buildings
- 1 City Architect
- 2 Clerk III
- 2 Clerk IV
- 1 Clerk Stenographer I
- 1 Architectural Draftsman I
- 2 Architectural Draftsman II
- 1 Associate Engineer III
- 1 Laborer
- 2 Building Maintenance Supervisor
- 1 Maintenance Man III

SECTION 42: The number of employees in the DEPARTMENT of PUBLIC WORKS-STORES REVOLVING FUND shall not exceed twenty-one (21). There shall be no more than:

- 5 Senior Mechanic
- 1 Automotive Mechanic II
- 12 Mechanic
- 1 Machinist
- 1 Shop Supervisor
- 1 Laborer

SECTION 43: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-ADMINISTRATION SECTION shall not exceed one (1).

- 1 Public Service Engineer

SECTION 44: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-STREET LIGHTING SECTION shall not exceed one (1). There shall be no more than:

- 1 Utility Inspector

SECTION 45: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-MUNICIPAL DOCK SECTION shall not exceed twelve (12). There shall be no more than:

- 1 Port Agent
- 1 Municipal Dock Superintendent
- 6 Laborer
- 1 Clerk III
- 1 Watchman
- 1 Foreman
- 1 Assistant Port Agent

SECTION 46: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-DRAW BRIDGE OPERATION SECTION shall not exceed twelve (12). There shall be no more than:

- 3 Bridge Superintendent
- 9 Bridge Operator

SECTION 47: The number of employees in the DEPARTMENT of PUBLIC WORKS-PUBLIC SERVICE DIVISION-ENVIRONMENT CONTROL SECTION shall not exceed seventeen (17). There shall be no more than:

- 1 General Foreman
- 1 Equipment Operator
- 1 Clerk Typist I
- 9 Laborer
- 1 Foreman

TEMPORARY

- 4 Laborer

SECTION 48: The number of employees in the DEPARTMENT of HEALTH-VITAL STATISTICS shall not exceed seven (7). There shall be no more than:

- 1 City Registrar of Vital Statistics
- 1 Deputy City Registrar of Vital Statistics
- 4 Clerk Typist I
- 1 Clerk Typist II

SECTION 49: The number of employees in the DEPARTMENT of HEALTH-BATH HOUSES and COMFORT STATIONS shall not exceed twenty-one (21). There shall be no more than:

- 1 Superintendent of Bath Houses & Comfort Stations
- 1 Maintenance Man I
- 1 Clerk Typist II
- 9 Bath House Attendant I
- 9 Bath House Attendant II

PART-TIME

- Bath House Attendant I
- Bath House Attendant II

SECTION 50: The number of employees in the DEPARTMENT of PUBLIC WELFARE-WELFARE ADMINISTRATION shall not exceed six (6). There shall be no more than:

- 1 Director of Public Welfare (Unc.)
- 2 Clerk IV
- 1 Clerk Stenographer III
- 1 Clerk II
- 1 Switchboard Operator

SECTION 51: The number of employees in the DEPARTMENT of PUBLIC WELFARE-GENERAL PUBLIC ASSISTANCE-ADMINISTRATION shall not exceed one hundred twenty (120). There shall be no more than:

- 5 Principal Clerk (GPA)
- 5 Clerk Stenographer I
- 2 Clerk Stenographer II
- 7 Clerk Typist I
- 39 Clerk Typist II
- 1 Attorney (Welfare)
- 39 Social Case Worker
- 2 Case Work Supervisor (Public Assistance)
- 2 Professionally Trained Case Work Supervisor
- 2 Professionally Trained Social Case Worker
- 8 Building Custodian I
- 1 Equipment Operator
- 1 Laborer
- 1 Supervisor of Domestic Relations
- 2 Building Maintenance Supervisor

TEMPORARY

- 3 Social Case Worker Trainee (Unc.)

SECTION 52: The number of employees in the PARK COMMISSION-PARKS ADMINISTRATION shall not exceed five (5). There shall be no more than:

- 1 Superintendent of Parks (Unc.)
- 1 Clerk Stenographer III
- 2 Clerk III
- 1 Clerk II

SECTION 53: The number of employees in the PARK COMMISSION-PARKS GENERAL & ROGER WILLIAMS PARK combined shall not exceed:

- 6 Foreman
- 9 Equipment Operator
- 6 Maintenance Man II
- 1 Maintenance Man III
- 1 Mechanic
- 8 Bird and Animal Handler
- 2 Horticultural Supervisor
- 1 Bath House Attendent I
- 1 Zoo Director
- 2 General Foreman
- 2 Senior Mechanic
- 4 Watchman
- 2 Zoo Curator (Unc.)
- 1 Animal & Bird Curator
- Laborer

SECTION 54: The number of employees in the PARK COMMISSION-FORESTRY SECTION shall not exceed twenty-three (23). There shall be no more than:

- 1 City Forester
- 1 Building Custodian I
- 2 Equipment Operator
- 7 Laborer
- 7 Tree Trimmer
- 2 Foreman

TEMPORARY

- 3 Laborer

SECTION 55: The number of employees in the PARK COMMISSION-PARK MUSEUM shall not exceed six (6). There shall be no more than:

- 1 Curator
- 1 Instructor of Nature Study
- 1 Clerk Stenographer II
- 1 Building Custodian I
- 1 Building Custodian III
- 1 Charwoman

SECTION 56: The number of employees in the DEPARTMENT of RECREATION shall not exceed four hundred thirty-nine (439). There shall be no more than:

- 1 Director of Recreation (Unc.)
- 2 Assistant Director of Recreation
- 9 Recreation Center Director
- 1 Clerk IV
- 1 Clerk III
- 1 Clerk Typist II
- 8 Building Custodian I
- 8 Laborer
- 1 Watchman
- 1 Maintenance Man III
- 2 Mechanic
- 4 Engineer (Swimming Pools) (Unc.)
- 2 Foreman
- 1 Senior Mechanic

TEMPORARY

- 10 Co-Director (Recreation)
- 41 Referee (Unc.)
- 33 School Janitor
- 73 Supervisor of Activities (Unc.)
- 18 Laborer
- 3 Watchman
- 7 Playground Supervisor
- 91 Playground Director or Recreation Leader

SWIMMING POOLS

- 1 Supervisor
- 3 Small Pool Manager
- 3 Assistant Small Pool Manager
- 21 Watchman
- 30 Counter Person
- 24 Hygiene Inspector
- 36 Lifeguard

SECTION 57: The number of employees in the ZONING BOARD of REVIEW shall not exceed ten (10). There shall be no more than:

- 1 Chairman of the Board (Unc.)
- 4 Members of the Board
- 1 Zoning Assistant
- 1 Secretary, Board of Review (Zoning)
- 1 Clerk Stenographer I
- 1 Clerk Stenographer III
- 1 Clerk Typist I

SECTION 58: The number of employees in the BUILDING BOARD of REVIEW shall not exceed six (6). There shall be no more than:

- 1 Chairman of the Board (Unc.)
- 4 Members of the Board (Unc.)
- 1 Secretary, Board of Review (Building)

SECTION 59: The number of employees in the BUREAU of LICENSES shall not exceed nine (9). There shall be no more than:

- 1 Chairman and Secretary of Bureau of Licenses (Unc.)
- 2 Commissioner, Bureau of Licenses (Unc.)
- 2 Clerk IV
- 1 Clerk Stenographer II
- 1 Clerk Stenographer III
- 1 Clerk Typist I
- 1 Automobile Driver

SECTION 60: The number of employees in the HOUSING BOARD of REVIEW shall not exceed six (6). There shall be no more than:

- 1 Chairman, Housing Board of Review
- 4 Members, Housing Board of Review
- 1 Secretary, Housing Board of Review

SECTION 61: The number of employees in the DEPARTMENT of PLANNING and URBAN DEVELOPMENT shall not exceed one hundred sixty-seven (167). There shall be no more than:

- 1 Director of Planning & Urban Development
- 1 Assistant to Director, (Dept of Planning & Urban Development)
- 1 Deputy Director, and Chief of Project Development
- 1 Supervisor of Business Relocation and Property Management
- 1 Business Relocation Officer
- 1 Management Officer
- 2 Management Aide II (Dept of Planning & Urban Development)
- 1 Public Information Officer
- 1 Supervisor of Real Estate
- 1 Land Disposition Officer

SECTION 61: (continued from previous page)

- 1 Real Estate Officer
- 2 Real Estate Aide
- 1 Supervisor of Engineering (Dept of Planning and Urban Development)
- 1 Associate Engineer III
- 1 Engineering Aide (Dept of Planning and Urban Development)
- 2 Engineer's Associate
- 1 Chief, Division of Planning
- 1 Supervisor (Long Range Planning)
- 1 Supervisor (Current Planning)
- 1 Supervisor (Project Planning)
- 1 Supervisor (Graphics)
- 1 Supervisor (Traffic Planning)
- 10 Senior Planner
- 6 Associate Planner
- 5 Assistant Planner
- 1 Senior Draftsman (Dept of Planning and Urban Development)
- 7 Draftsman (Dept of Planning & Urban Development)
- 2 Traffic Planner
- 1 Chief, Division of Research
- 2 Senior Research Assistant
- 3 Research Assistant
- 1 Chief, Fiscal Affairs
- 1 Fiscal Officer
- 1 Accountant II
- 2 Project Supervisor
- 2 Management Aide I (Dept of Planning & Urban Development)
- 1 Chief, Division of Code Enforcement
- 14 Renewal Inspector I
- 3 Renewal Inspector II
- 3 Renewal Inspector III
- 1 Chief, Division of Economic Development
- 1 Supervisor of Port Development
- 1 Supervisor of Office and Service Industry
- 1 Supervisor of Industrial and Wholesale Development
- 1 Chief, Division of Community Services
- 1 Supervisor of Family Relocation
- 1 Case Work Supervisor (Dept of Planning and Urban Development)
- 6 Social Case Worker (Dept of Planning and Urban Development)
- 1 Intergroup Specialist
- 2 Supervisor of Rehabilitation Services
- 12 Rehabilitation Specialist
- 4 Program Specialist
- 6 Financial Specialist
- 1 Chief, Division of Legal Services
- 1 Assistant Chief, Division of Legal Services
- 1 Project Counsel
- 2 Clerk IV
- 5 Clerk Stenographer I
- 14 Clerk Stenographer II
- 9 Clerk Stenographer III
- 2 Clerk Typist I
- 3 Clerk Typist II
- 1 Supervisor of Enforcement

SECTION 62: The number of employees in the CIVILIAN DEFENSE COUNCIL shall not exceed ten (10). There shall be no more than:

- 1 Director of Civilian Defense (Unc.)
- 1 Administrative Officer (Civ. Def.)
- 1 Deputy Director of Civilian Defense
- 1 Operations & Planning Officer (Civ. Def.)
- 1 Training & Public Information Officer
(Civ. Def.)
- 1 Communications Officer (Civ. Def.)
- 1 Fallout Shelter Co-Ordinator (Civ. Def.)
- 1 Clerk Stenographer I
- 1 Clerk Typist II
- 1 Building Custodian III

SECTION 63: The number of employees in the PROVIDENCE HUMAN RELATIONS COMMISSION shall not exceed six (6). There shall be no more than:

- 1 Executive Director (Unc.)
- 1 Assistant Director (Unc.)
- 2 Field Worker (Unc.)
- 1 Clerk Stenographer II
- 1 Clerk Typist I

SECTION 64: The number of employees in the WATER SUPPLY BOARD-ADMINISTRATION shall not exceed thirty-four (34). There shall be no more than:

- 1 Chairman (Unc.)
- 3 Members of Water Supply Board (Unc.)
- 1 Chief Engineer (Unc.)
- 1 Deputy Chief Engineer (Water)
- 2 Principal Engineer
- 1 Administrative Assistant to Chief Engineer
- 2 Clerk IV
- 1 Clerk Typist I
- 4 Clerk Typist II
- 1 Switchboard Operator
- 1 Attorney (Water)
- 1 Building Custodian II
- 1 Charwoman
- 1 Engineering Aide II
- 3 Engineering Aide III
- 2 Engineer's Associate
- 4 Associate Engineer II
- 2 Associate Engineer III
- 1 Automobile Driver
- 1 Stationary Equipment Operator

SECTION 65: The number of employees in the WATER SUPPLY BOARD-SOURCE of SUPPLY shall not exceed forty-nine (49). There shall be no more than:

- 1 Superintendent of Filtration
- 1 Watershed Manager (Source of Supply)
- 1 Chief Chemist (Water)
- 1 Forester (Source of Supply)
- 1 Principal Engineer
- 1 Bacteriologist II

(continued on next page)

SECTION 65: (continued from previous page)

- 1 Laboratory Technician I
- 7 Rain Gauge Keeper
- 9 Stationary Equipment Operator
- 1 Master Mechanic (Water)
- 1 Assistant Master Mechanic (Water)
- 1 Clerk III
- 1 Clerk Typist II
- 15 Laborer
- 6 Equipment Operator
- 1 General Foreman

SECTION 66: The number of employees in the WATER SUPPLY BOARD-TRANSMISSION and DISTRIBUTION shall not exceed eighty-nine (89). There shall be no more than:

- 12 Equipment Operator
- 2 Heavy Equipment Operator
- 32 Laborer
- 10 General Foreman
- 7 Mechanic
- 4 Stationary Equipment Operator
- 1 Clerk IV
- 1 Clerk Typist I
- 1 Clerk Typist II
- 1 Principal Engineer
- 1 Water Service Inspector
- 3 Switchboard Operator
- 1 Foreman
- 13 Senior Mechanic

SECTION 67: The number of employees in the WATER SUPPLY BOARD-ACCOUNTING and COMMERCIAL DIVISION shall not exceed thirty-nine (39). There shall be no more than:

- 1 Meter Superintendent
- 2 Clerk II
- 4 Clerk III
- 3 Clerk IV
- 1 Clerk Stenographer II
- 2 Clerk Typist I
- 12 Clerk Typist II
- 11 Meter Reader I
- 1 Meter Reader II
- 1 Switchboard Operator
- 1 Accountant I

SECTION 68: No person shall be appointed to, and the City Treasurer shall not pay, nor shall an officer or employee of the City issue a check for the payment of, nor pay any salary or compensation to a person holding, or claiming to hold a position in the classified service in any department which is in excess of the total number of positions or the number of any individual class of position provided herein for the particular department, provided; however, that with the approval of the Department Head and the Finance Director, said maximum may be exceeded temporarily when regular employees are absent on vacation

(continued on next page)

SECTION 68: (continued from previous page)

and the excess employees do not aggregate more than the number of vacation, or during the absence of employees due to injuries received while discharging their duties as employees, or during the absence of employees on sick leave and it is necessary to employ temporary employees for the duration of the employees sick leave, or during the absence of employees who have been granted a temporary leave of absence, or when in the opinion of the Finance Director, a temporary emergency exists.

SECTION 69: Where no maximum limit is fixed on the total number of positions or the number of any individual class of position in a Department, the number of persons appointed and employed shall be determined by the unexpended appropriation available.

SECTION 70: Chapter 1871, of the Ordinances of the City of Providence as approved September 25, 1967, with all amendments and additions thereto, is hereby repealed and all other Ordinances or parts thereof inconsistent herewith are likewise repealed.

SECTION 71: The limitations imposed by this Ordinance as to the total number of persons or number of any individual class of positions in a department shall not apply to those members of the armed forces of the United States of America and of the Merchant Marine who have been honorably discharged therefrom and who at the time of their induction or enlistment were employees of the City of Providence, and request within forty days after discharge to return to the employ of the City, if the positions occupied or held by such persons at the time of their entrance into the service of the United States of America have not been included in the total number of positions or number of any individual class of position in a department, as fixed by this Ordinance.

SECTION 72: This Ordinance shall take effect and become operative as of October 1, 1968.

IN CITY COUNCIL

SEP 5 - 1968

FIRST READING
READ AND PASSED

Vernant Cuspie
CLERK

APPROVED

SEP 23 1968

Joseph H. Early
MAYOR

IN CITY COUNCIL

SEP 19 1968

FINAL READING
READ AND PASSED

Vernant Cuspie
CLERK

**IN CITY
COUNCIL**

AUG 15 1968

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Wm. Cooper
CLERK

THE COMMITTEE ON

Wm. Cooper
Approves Passage of
The Within Ordinance

Wm. Cooper
August 29, 1968

Commeleds Mr. Kelly and Praters, by request

THE CITY OF PROVIDENCE
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER: 72-52

NO: 325 AN ORDINANCE AMENDING CHAPTER 760, SECTION 1
"ESTABLISHING THE CLASSIFICATION PLAN FOR THE CITY OF
PROVIDENCE", AS APPROVED AUGUST 7, 1953.

Approved: September 23, 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:

DELETE:

<u>CLASSIFICATION</u>	<u>CODE</u>
Vermin Control Officer	(224)
Principal Engineer (Water)	(532)
Chief Civil Engineer	(537)
Caulker	(552)
Crane Operator	(554)
Equipment Operator I (Refuse Collection)	(555)
Equipment Operator I	(556)
Equipment Operator I (Incinerator)	(557)
Equipment Operator II	(558)
Utility Operator, Crane & Equipment	(560)
Gateman	(562)
Maintenance Foreman (Sewage Disposal)	(565)
Laborer I	(566)
Laborer (Garbage Collection)	(567)
Laborer (Refuse Collection)	(567A)
Laborer II	(568)
Sewage Disposal Works Foreman	(569)
Labor Foreman General I	(570)
Laborer II (Hurricane Dam)	(571)
Labor Foreman General II	(572)
Highway Construction Foreman	(573)
Labor Foreman I (Water)	(574)
Park Foreman General	(575)
Labor Foreman II (Water)	(576)
Boiler Room Foreman (Incinerator)	(577)
Paver	(578)
Screenman	(579)
Sewer Construction Foreman	(583)
Sewer Basin Man	(585)
Automotive Mechanic I	(590)
Mechanic I	(608)
Mechanic II	(610)
Mechanic III	(611)
Meter Mechanic	(612)
Stationary Fireman	(642)
Turbine Operator I	(644)
Turbine Operator II	(646)
Sewage Disposal Works Operator	(647)
Bridge Superintendent I	(650)
Bridge Superintendent II	(652)

DELETE:

<u>CLASSIFICATION</u>	<u>CODE</u>
Supervisor of Refuse Collection	(673)
Chief of Construction & Maintenance	(686)
Chief of Sanitation Division	(688)
Police Switchboard Operator	(470)
Recreation Supervisor	(707)
Photographer	(795)
Data Processing Co-Ordinator I	(801)
Data Processing Co-Ordinator II	(803)
Management Aide (DPUD)	(860)
Librarian	(866)

ADD:

<u>CLASSIFICATION</u>	<u>CODE</u>
Principal Engineer	(532)
Equipment Operator	(558)
Laborer	(568)
Foreman	(572)
General Foreman	(573)
Mechanic	(610)
Senior Mechanic	(611)
Bridge Superintendent	(652)
Secretary, Housing Board of Review	(123)
Assistant Duplicating Equipment Operator	(159)
Deputy City Solicitor	(172)
Shop Supervisor	(437)
Machinist	(564)
Assistant Port Agent	(674)
Project Supervisor	(713)
Data Processing Co-Ordinator	(803)
Management Aide II (DPUD)	(860)
Management Aide I (DPUD)	(861)

CHANGE:

Assistant Director of Recreation	(711)
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SECTION 2. This Ordinance shall take effect and become operative as of October 1, 1968.

IN CITY COUNCIL

SEP 5 - 1968

FIRST READING
READ AND PASSED

Vincent Cuspa
CLERK

APPROVED

SEP 23 1968

Joseph A. Porley
MAYOR

IN CITY COUNCIL

SEP 19 1968

FINAL READING
READ AND PASSED

Vincent Cuspa
PRESIDENT
Vincent Cuspa
CLERK

**IN CITY
COUNCIL**

AUG 15 1968

FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Wm. T. Cooper
CLERK

THE COMMITTEE ON

Finance
Approves Passage of
The Within Ordinance

Wm. T. Cooper
Aug 29, 1968
Leck

Committee Mr. Kelly and Districts - by report

PRINCIPAL ENGINEER

CLASS TITLE: Principal Engineer

CLASS DEFINITION: Responsible administrative work in the field of professional engineering in directing and supervising the various activities of large city operations within the Public Works or Water Departments and all other related work as required.

DISTINGUISHING FEATURES OF WORK: The work involves the responsibility for planning, designing, assigning and directing the activities and operations of large city service units. Policies are determined and established by the Chief Engineer of the Water Department or the Director of Public Works, and general assignments are received from either these two Officers or their Deputies, but the incumbent has wide latitude and direct responsibility for carrying out the work of the office. Work is reviewed for accomplishment and compliance with assignments.

ILLUSTRATIVE EXAMPLES OF WORK: Administers and directs the work of the central engineering units of the Public Works or Water Departments; the making of preliminary investigations and surveys; planning; designing; drawing of complete engineering plans, specifications, and contracts for public improvements, including accurate layout and plans for economical construction of city projects; the conducting of engineering inspection and testing; and the 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 engineering and technical matters. Prepares such reports as are required by the Chief Engineer of the Water Department or the Director of Public Works, and supplies information requested by the City Council relative to engineering problems and activities of the City.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering with special reference to municipal engineering. Thorough knowledge of the materials, methods and techniques of public works construction. Outstanding ability in administering the activities of a municipal engineering office and in planning and directing work of the engineering staff engaged in the investigation, design, and construction of a wide variety of public improvements. Ability to initiate and direct the making of complex technical researches and the compilation of comprehensive reports. Ability to maintain cooperative relationships with employees, division chiefs, other city officials, and the public.

(Over)

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university with major courses in civil and structural engineering. Certification as a professional engineer. Considerable successful experience in structural and municipal engineering.

EQUIPMENT OPERATOR

CLASS TITLE: Equipment Operator

CLASS DEFINITION: Difficult manual work of a mechanical nature in the operation of complex automotive or other equipment; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for operating the more complicated and specialized automotive or other equipment, generally representing a considerable expenditure of public funds. Operators are required to make minor operating repairs and adjustments and to do general manual labor as directed when not operating or servicing equipment. Assignments may be received in detail for each job to be performed or work may follow an established and detailed routine, or the operator may be required to work independently. Work may be performed under immediate or general supervision and is subject to check in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK: Operates a complex power-sweeper with sprinkling and collection attachments on street cleaning operations. Operates an eductor truck for cleaning catch basins, sumps, and sewer lines. Operates a utility truck and appurtenances such as compressors, pumps, generators and valve operator. Operates an automotive crawler loader of the bucket or self-propelling type, cleaning snow and ice from the streets. Operates a power shovel, operates and makes minor maintenance repairs on a motor launch. Operates a road-roller. Keeps simple records of time and equipment usage; makes minor operational and maintenance repairs and services equipment. When not engaged in equipment operations or servicing, performs general manual labor as directed.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the mechanics of gasoline and diesel motors and automotive equipment. Skill in the operation of complex and other automotive equipment. Ability to make operating repairs and adjustments and perform general maintenance work on equipment. Ability to work without close supervision and to understand and effectively carry out oral and written orders. Physical strength and endurance to perform arduous work often under adverse conditions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of eight school grades. Experience in the operation and maintenance of automotive equipment, such as may have been learned in the next lower class of equipment operator.

SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid R.I. driver's license when work assignments do require.

LABORER

CLASS TITLE: Laborer

CLASS DEFINITION: Performs manual work in doing a variety of semi-skilled tasks, not of journeyman level, occasionally including sub-foremanship responsibility; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves the performance of a variety of duties requiring manual skills or special knowledges acquired on the job. Routine work is performed pursuant to general instructions but detailed assignments are made for special tasks. Work is usually performed under constant supervision of a foreman. Individual assignments may be given and work inspected only occasionally or upon completion. Persons of this class may occasionally be assigned sub-foremanship responsibility to carry out specific tasks.

ILLUSTRATIVE EXAMPLES OF WORK: Performs semi-skilled tasks below journeyman level doing rough carpentry work, painting, and like work. Acts as timekeeper under the supervision of a foreman and otherwise assists a foreman. Occasionally acts as foreman of a crew for purpose of carrying out specific tasks such as making a highway patch or removing snow. Lays out water pipes, sets gate valves, hydrants, blow-offs, air relief valves, gates and service boxes; operates gate valves, and drills rocks and dynamites.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Proficiency in the use of hand tools. Ability to perform semi-skilled manual tasks without close supervision. Ability to understand and carry out oral and written instructions and to keep routine records. Ability to perform light and heavy manual labor.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Sufficient training to insure ability to understand instructions and keep simple records. Considerable experience in performing manual labor and using hand tools.

FOREMAN

CLASS TITLE: Foreman

CLASS DEFINITION: Responsible supervision of a group or groups of unskilled and semi-skilled laborers and equipment operators performing routine and difficult manual and mechanical work; performs skilled work in the caulking of water pipes and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for giving technical instructions and guidance in directing the work of laborers, semi-skilled workers and machine operators in difficult construction and maintenance work, and keeping records of moderate difficulty. General assignments are received from superior, outlining the scope of routine work, but detailed instruction may be given for special assignments. Opportunity is generally offered for the use of independent judgment in laying out work details and in making job instructions. Work progress is reviewed through reports and inspection and the job is generally checked upon completion.

ILLUSTRATIVE EXAMPLES OF WORK: Assigns, supervises and instructs a group or groups of unskilled and semi-skilled workers and equipment operators in a wide variety of tasks, such as setting and resetting curbs, stone wall building, building of flag and brick sidewalks, asphalt laying, cement base laying, penetration road building and road maintenance, including patching, paving, street cleaning and snow removal; the repair and maintenance of steel and wooden bridges, including planking, chipping and painting, sanding and snow removal, and the repair of electrically controlled machinery of draw bridges; general park maintenance, including road construction and maintenance, building of cement and stone walls, rough and fine grading, and planting care and maintenance of beds, ball-fields, playgrounds, field houses, skating rinks, and tennis courts; the construction and maintenance of sewers, including flushing, cleaning and rooting, laying pipe, and building basins and manholes; generally supervises yard work including the assignment of workers and dispatch of truck drivers, investigations of complaints, and the receipt, storage and distribution upon requisition of various types of tools and parts. Keeps time of crews; makes requisitions for materials and supplies; and makes reports relative to investigations, work performed, materials used compilation of costs and other data and information.

(Over)

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge such as may have been gained on the job, of the particular work to which assigned. Working knowledge of materials, methods and techniques commonly used in public works repairs and maintenance activities. Ability to plan, direct and supervise the work of crews performing difficult maintenance functions to procure efficient results, and to establish harmonious working relationships with employees. Ability to understand and effectively carry out written and oral instructions and to make moderately difficult reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of eight school grades, but preferably graduation from a standard high school or trade school. Considerable experience in performing the manual and semi-skilled work of construction and maintenance activities.

GENERAL FOREMAN

CLASS TITLE: General Foreman

CLASS DEFINITION: Responsible supervision of a group or groups of skilled, semi-skilled and unskilled laborers and equipment operators performing responsible work for controlling and/or exterminating rodents etc., construction and grounds maintenance, water supply operations; and all Public Works activities; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising skilled and unskilled laborers engaged in installing new and the repair and maintenance of existing facilities in connection with any City activity. Supervises general maintenance of structures, highways, sewers, garbage and refuse, water and appurtenances, including painting, carpentry, concrete and tree planting work and all other operations of City services such as street cleaning, snow removal, etc. General assignments are received from superior outlining the scope of routine work, but detailed instructions may be received for special assignments. Persons of this class are responsible for work progress. Work is subject to inspection during process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK: Assigns, supervises and instructs a group or groups of equipment operators, skilled, semi-skilled and unskilled laborers in the construction of highways, sewers, water lines and all other fixed facilities and appurtenances. Supervises all employees assigned in the repair and maintenance of all existing buildings and appurtenances, including water and sewer lines as outlined in "Distinguishing Features of Work". Maintains moderately difficult records including reports of construction and repair materials used, earth and rock excavation and employee time records.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge which must have been gained on the job, in the construction, repair and maintenance of fixed City facilities and appurtenances. Working knowledge of materials, methods and techniques commonly used in this type of work. Ability to plan, direct and supervise crews, as to the performance of work in an efficient manner and to establish harmonious working relationships with employees. Ability to understand and effectively carry out written and oral instructions and to make reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of eight school grades, and preferably additional training at the high school or trade school level. At least ten years practical experience as a Labor Foreman.

MECHANIC

CLASS TITLE: Mechanic

CLASS DEFINITION: Skilled work in the maintenance and repair of specialized equipment and fixtures; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves skilled performance of a variety of bench, hand-tool and machine operations. Assignments are to jobs and may include working from sketches, blue prints or oral and written instructions. Work is usually performed independently with supervisory assistance available in difficult situations. Work is inspected upon completion and for satisfactory performance. Supervision may be exercised over the work of employees of a lower mechanic class.

ILLUSTRATIVE EXAMPLES OF WORK: Performs the skilled bench, hand-tool, and machine work in making repairs to fenders, bodies, cabs and auxiliary attachments to trucks, tractors, graders, snow loaders, mechanical sweepers, snow plows, eductors and similar equipment. Builds or repairs sand cans and boxes and like equipment. Makes structural repairs to yard buildings. Operates wood working blacksmithery, and machine tools and equipment.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the materials, methods and techniques of the mechanical trades. Skill in the use of tools, machines, and equipment of the mechanical trades. Ability to perform skilled mechanical tasks independently. Ability to work from sketches or blueprints, and to understand and effectively carry out oral and written instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from high school with course in mechanical trades or graduation from a standard trade school, or completion of eight school grades and considerable experience in the performance of skilled mechanical work including responsibility for individual performance of the more difficult mechanical trades operations.

SENIOR MECHANIC

CLASS TITLE: Senior Mechanic

CLASS DEFINITION: Skilled work at the journeyman level in the maintenance and repair of specialized equipment, apparatus and fixtures.

DISTINGUISHING FEATURES OF WORK: Work involves performance of skilled operations at the journeyman level and may include supervising and assigning of work to journeymen mechanics or machinists or helpers. Work also includes the skilled performance of a variety of bench, hand tool and machine operations requiring a high degree of accuracy and precision, with additional responsibility for inspecting the work of mechanics in process and upon completion. Work is usually performed independently or with such assistance as the employee may require on a large scale or complex job. The work of an employee of this class may be inspected by superiors for actual performance or for adequacy of results.

ILLUSTRATIVE EXAMPLES OF WORK: Plans, assigns and supervises the work of skilled and other workers engaged in painting, electrical or carpentry work. Repairs and maintains electric generators and motors; repairs electric cranes, transformers and oil circuit breakers. Repairs, rebuilds and maintains heavy gas or diesel powered automotive equipment such as earth-movers, graders, rollers and electric cranes. Performs skilled electric or acetylene welding operations.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the standard practices, materials, methods and tools of the mechanical machinist, electrical or carpentry trades. Considerable knowledge of the occupational hazards and safety precautions of the trades. Considerable knowledge of the qualities, adaptabilities and uses of woods, metals, wires and alloys. Considerable knowledge of the operating principles of a wide variety of machinery and machine equipment. Ability to plan, assign and supervise the work of skilled, semi-skilled and other employees. Ability to design and construct special service equipment and to make parts when necessary. Ability to make estimates of time and materials required. Ability to work from plans, sketches, blue-prints and worn or broken parts. Skill in locating defects in equipment and in determining the quality of repair work. Skill in the use and care of the standard tools and equipment of the mechanical, machinist electrical and carpentry trades and in the operation and care of the machines and equipment used.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of eight school grades and preferably graduation from a standard high school or vocational school, including or supplemented with technical courses related to the trade. Considerable experience as a journeyman, machinist, mechanic, electrician, welder or carpenter, including some supervisory experience.

BRIDGE SUPERINTENDENT

CLASS TITLE: Bridge Superintendent

CLASS DEFINITION: Supervises and individually participates in the maintenance and operation of an electrically-controlled draw bridge over a navigable water way; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves direct supervision on one shift of the maintenance and operation of an electrically controlled drawbridge over navigable water. Assigns and supervises the work of bridge operators. Receives general operating instructions. Work is reviewed through periodic reports and inspections by superior.

ILLUSTRATIVE EXAMPLES OF WORK: As supervisor has full responsibility and supervision over a shift in the operation and care of equipment including cleaning and minor repairs of an electrically controlled drawbridge over a navigable water way. When on active duty, stands watch at the approach of a boat which has signaled that it intends to use the bridge water way and controls the opening of the bridge, including the control of road way traffic. Keeps records on all crafts using the bridge water way, Personally inspects the bridge structure including the bridge itself, crib-work, piling, fender-piles, and other parts of the structure. Clears snow from the bridge and sands the bridge and shore span as necessary. Keeps the bridge and operating room clean; makes minor repairs to the bridge, and informs superior of necessary major repairs. Trains and generally supervises employees in charge of bridge operation.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the operations involved in opening and closing an electrically controlled drawbridge over navigable water way. Ability to operate and maintain electrically controlled drawbridge machinery and equipment. Ability to think and act quickly in an emergency. Ability to supervise the work of others. Ability to keep records and make reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Completion of eight school grades and preferably graduation from a standard high school or trade school. Considerable experience in the operation of an electrically controlled drawbridge over a navigable water way.

SECRETARY - HOUSING BOARD OF REVIEW

CLASS TITLE: Secretary - Housing Board of Review

CLASS DEFINITION: Highly responsible clerical and technical work as Secretary of the Housing Board of Review and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for acting as Secretary of the Housing Board of Review. This is a part-time Board and the Secretary is responsible for preparing cases to come before the Board. Enforcement duties are not involved.

ILLUSTRATIVE EXAMPLES OF WORK: Advises architects, real estate operators and other interested persons as to provisions of the Minimum Housing Ordinance. Assists applicants in preparing petitions for variations under the Minimum Housing Ordinance. Prepares calendars for public hearings on matters, sends notices to abutting owners, makes necessary inspections of properties involved for information of Board members and assists Board in conducting hearings. Supervises all office work involves in conducting hearings.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of Providence Minimum Housing Ordinance and related legal interpretations and precedents. Ability to interpret ordinance provisions to architects, real estate owners and the general public. Working knowledge of real estate operations and conditions and circumstances affecting the valuation or usage of real property. Ability to carry out complex clerical operations involves in the preparation for, and holding of public hearings on variations sought under the Minimum Housing Ordinance.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school, with business courses or additional business school training with a standard course in shorthand, stenotype or other methods of taking dictation. Considerable experience in clerical work and considerable knowledge of the Providence Minimum Housing Ordinance.

ASSISTANT DUPLICATING EQUIPMENT OPERATOR

CLASS TITLE: Assistant Duplicating Equipment Operator

CLASS DEFINITION: Participates in the operation of a central duplicating unit; and related work as required. Supervises when directed by and in the absence of the Duplicating Equipment Operator.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for supervising when directed and participating in the operation of a central duplicating unit printing or otherwise duplicating office forms, stationery and other printed matter for City Departments. Work offers considerable opportunity for the use of individual initiative and independent judgment determining the most suitable duplicating method, the type and grade of paper to be used, and the design and lay-out of work. Receives general instructions from superior and more detailed instructions from departments ordering work. Work is reviewed upon completion for satisfactory performance.

ILLUSTRATIVE EXAMPLES OF WORK: Prints office forms, stationery and other printed matter required by various City Departments, by the multigraph, multilith or mimeograph process. Determines the necessary type or grade of paper or card required for a particular job, unless such is specified by ordering Department. Determines most satisfactory process for completing assigned work. Designs and makes lay-outs on specified jobs. Operates, maintains, and makes various repairs to multilith, multigraph, mimeograph and paper-cutting machines. Sets and distributes type, and makes or orders camera proofs. Pads and otherwise processes form blocks. Orders and maintains a varied stock of papers and cards and keeps moderately difficult records involving charges against departments for the cost of work performed. Work to be done under supervision of Duplicating Equipment Operator.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of, and skill in the operation and maintenance of various types of duplicating and printing equipment, including multigraph, multilith, and mimeograph and paper-cutting machines. Thorough understanding of the capabilities and limitations of such equipment. Thorough knowledge of the types and grades of paper and cards. Ability to design and lay-out various types of office forms and stationery. Ability to keep records and make reports. Ability to lay-out and supervise the work of a small number of assistants when required. Ability to understand and effectively carry out somewhat complex written and oral instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school & preferably some experience in operating various types of printing & duplicating equipment.

DEPUTY CITY SOLICITOR

CLASS TITLE: Deputy City Solicitor

CLASS DEFINITION: Professional legal work as the Deputy to the City Solicitor; and related work as required.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for performing professional legal work as assigned. The extent of work review depends upon the difficulty and importance of individual assignments. Supervision may be exercised over the activities of the Assistant City Solicitors and Special Counsel.

ILLUSTRATIVE EXAMPLES OF WORK: Investigates or assists in investigating suits or claims against the City and does trial work in defending such suits. Institutes and tries civil suits on behalf of the City. Advises City officials and employees with respect to legal problems arising in connection with their duties. Prepares condemnation procedures and performs legal work connected with the rental, loan or sale of City property. Represents the City in conferences with other governmental agencies, corporations, and individuals concerning business relations with the City. Drafts legislation for presentation before the State legislature where interests of the City are involved and drafts laws or ordinances for the City Council. Prosecutes cases brought by City police for violation of criminal law of the State by City departments and officials for violation of municipal ordinances, and by the Director of Public Welfare in non-support proceedings. Performs legal research and renders general assistance to the City Solicitor in handling and trying legal matters.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of common and municipal law, State laws, local ordinances, established precedents and sources of legal reference. Thorough knowledge of judicial procedures and the rules of evidence. Knowledge of local governmental structure and operations and of the legal questions involved. Considerable skill and ability in analyzing, appraising and organizing facts, evidence and precedents concerned in cases and legal problems. Ability to develop and maintain satisfactory relationships with City officials.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college of law; some experience in the general practice of law preferred.

SPECIAL REQUIREMENT: Member of the State Bar.

SHOP SUPERVISOR

CLASS TITLE: Shop Supervisor

CLASS DEFINITION: Responsible Administrative and Technical Supervision of the Public Works Automotive, Truck and Heavy Equipment Shops.

DISTINGUISHING FEATURES OF WORK: Work involves responsibility for administrative and Technical Supervision of employees and operations at the Municipal and Highway Garages. General instruction as to policy are received from a superior, but a person of this class is responsible for developing and perfecting work practices within limits of instructions. Work is inspected and reviewed for satisfactory accomplishment. Administrative supervision is exercised over garage employees.

EXAMPLES OF WORK: (Note: The following examples of work are only illustrative of the kind of work to be performed by a person of this class and are not intended to be all-inclusive or exclusive) Work involves responsibility for approving requisitions for work and ascertaining that work is proceeding correctly and on schedule. Plans general work procedures, assigns personnel & inspects work. Approves requisitions for supplies and material and sees that repair orders and other records are properly maintained. Handles complaints.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of large scale garage and machine shop practice. Knowledge of preventative maintenance practices. Ability to assign and supervise the work of subordinate employees. Knowledge of office procedures and methods. Ability to supervise the maintenance of inventory, able to make responsible and independent judgments without review. Ability to understand and carry out complex oral and written instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Considerable experience in the repair and maintenance of automotive and heavy construction equipment. Graduation from a Senior High School and preferably from a trade school or an apprentice internship in mechanical maintenance and repairs.

MACHINIST

CLASS TITLE: Machinist

CLASS DEFINITION: Ability to produce from a detailed drawing or reproduce from a similar piece, machines parts on a lathe, press, milling machine, drill, etc. parts of machinery so detailed or described.

DISTINGUISHING FEATURES OF THE WORK: Work involves skilled performance of a variety of bench, hand-tools and machine operations. Assignment to jobs may include sketches, blue prints or oral and written instructions. Work is usually performed independently with supervisory assistance available in difficult situations.

EXAMPLES OF WORK: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be inclusive or exclusive.) Performs the skilled bench, hand tool and heavy equipment of the Highway Section. Makes new parts for this equipment using lathe milling and screw machines.

NECESSARY KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the materials methods and techniques of the mechanical trades. Ability to perform skilled mechanical tasks independently and effectively carry out oral or written instructions.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Several years of machine shop experience including responsibility for individual performance of the more difficult mechanical trades operations. High School education and preferably completion of apprentice machine shop training.

ASSISTANT PORT AGENT

CLASS TITLE: Assistant Port Agent

CLASS DEFINITION: Assists in responsible administrative work of a professional nature in the management and operation of the Municipal Wharf.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of the Port Agent the work involves responsibility for the direction of all activities at the Municipal Wharf including the management of the wharf, warehouses and other facilities; and the supervision of work of others.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in the performance of responsible work in the procedures of cargoes to be handled at the wharf; assists in the management of the wharf facilities; arrangement for leases of City-owned land, subject to City Council approval.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of tariffs for rail and waterbound cargoes. Thorough knowledge of general business practices. Knowledge of the maintenance of buildings and rail facilities. Ability to plan, assign and supervise the work of others. Ability to prepare and maintain a variety of reports.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a standard high school. Considerable experience in a responsible capacity in the foreign and domestic commerce field.

PROJECT SUPERVISOR

CLASS TITLE: Project Supervisor

CLASS DEFINITION: Responsible professional work in assisting the Executive Director in the coordination of all phases of project activities.

DISTINGUISHING FEATURES OF WORK: Establishes and directs the priority of work assignments to the Agency's staff divisions involved in the planning and execution of urban renewal projects. Responsible for effective coordination among the various divisions of the Agency in the development and execution of redevelopment plans. Provides effective liaison and coordination of project activity with various City, State, Federal and private bodies. Administers agency policy under the general direction of the Executive Director. Responsible directly to the Executive Director and Deputy Director and acts for them in their absence.

ILLUSTRATIVE EXAMPLES OF WORK: Responsible for coordinating the work involved in the development of urban renewal projects from project planning through final planning, application for Federal loan and grant funds, project execution, project completion and project policing. Reviews objectives and goals of redevelopment proposals with division chiefs, develops schedules of all phases of project planning and execution and sees to its timely and proper fulfillment. Coordinates with division chiefs for effective programming, staff work activities, execution of contracts, promotion and Federal and State requirements. Maintains records and prepares reports for URA and the Agency. Discusses proposed policies and programs of projects with the Executive Director and Deputy Director. Maintains liaison with special public interest groups and schedules meetings to foster and support redevelopment projects and redevelopment in general. Performs related work as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Extensive knowledge of the objectives, policies and procedures of the urban renewal program; staff organization and functions. Ability to establish and maintain effective working relations with City and Federal officials and the public.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a recognized college or university. Extensive experience in the field of urban renewal with experience in an administrative capacity.

DATA PROCESSING CO-ORDINATOR

CLASS TITLE: Data Processing Co-Ordinator

CLASS DEFINITION: Under general directions, coordinates data processing operations between all city departments and the Data Processing Center. Responsible to the City Controller.

DISTINGUISHING FEATURES OF WORK: Establishes systems analysis, arranges for programming and computer operations priorities with the Data Processing Center in order to provide effective service to all users. Recommends standard policies and procedures for providing routine service. Maintains contacts with all using departments and the Data Processing Center to co-ordinate activities for the best results with the least possible delay.

ILLUSTRATIVE EXAMPLES OF WORK: Schedules all work submitted by departments in preparation of delivery to Data Processing Center, also schedules and controls all completed data from the Center and prepares delivery records for submission of completed data to using departments. Supervises staff doing co-ordinating work between using departments and Data Processing Center.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: A thorough back-ground in punch-card tabulating machines. Experience in supervision (and job responsibility) of machine operators and general clerks. Either prior experience in programming or the satisfactory completion of a course in programming electronic data processing machines is essential.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduate from a standard high school supplemented with knowledge of data processing wiring programs, programming, form design and electronic computer concepts; ability to analyze data processing problems and devise effective solutions, ability to interpret flow charts and programs, ability to present written and oral instructions in a clear and concise manner; ability to deal effectively with others.

MANAGEMENT AIDE II

(Department of Planning and Urban Development)

CLASS TITLE: Management Aide II (Dept of Planning & Urban Development)

CLASS DEFINITION: This is supervisory work in the management of property acquired by the Department.

NATURE OF WORK: Under the direction and the supervision of the Management Officer, assists in management and demolition operations in urban renewal projects undertaken by the Department. Customary Tasks: Assists the Management Officer in the preparation of data and schedules for the drawing up of bid documents and contracts for demolition, rodent control and other management activities. Assists in the establishment of recommended dwelling and business rentals, collection of rents, rental accounting and the scheduling of notices to vacate and notices of eviction. Cooperates with the Business Relocation Officer in matters related to the business relocation program. Assists in the control, surveillance and programming of demolition and rodent control activities, maintenance of property and the coordination of utility disconnections. Performs related activities as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of federal requirements governing property, management procedures in urban renewal projects. Knowledge of contractual relationships. Ability to prepare and maintain work progress reports. Ability to work in the field and to develop and maintain satisfactory relationships with contractors, site occupants and other city departmental employees.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in supervising on-site activities of large-scale clearance and/or land development projects, preferably in urban development. Formal educational training may be substituted for a portion of such experience.

MANAGEMENT AIDE I
(Department of Planning & Urban Development)

CLASS TITLE: Management Aide I (Dept of Planning & Urban Development)

CLASS DEFINITION: The work involves assistance in the supervisory work in the management of property acquired by the Department.

NATURE OF WORK: Under the direction and the supervision of a Management Aide II (DPUD) or other Officer, assists in management and demolition operations in urban renewal projects undertaken by the Department.

Customary Tasks: Assists the Management Aide II (DPUD) or other Officer in the preparation of data and schedules for the drawing up of bid documents and contracts for demolition, rodent control and other management activities. Assists in the establishment of recommended dwelling and business rentals, collection of rents, rental accounting and the scheduling of notices to vacate and notices of eviction. Cooperates with the Business Relocation Officer in matters related to the business relocation program. Assists in the control, surveillance and programming of demolition and rodent control activities, maintenance of property and the co-ordination of utility disconnections. Performs related activities as required.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of federal requirements governing property, management procedures in urban renewal projects. Knowledge of contractual relationships. Ability to prepare and maintain work progress reports. Ability to work in the field and to develop and maintain satisfactory relationships with contractors, site occupants and other city departmental employees.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Experience in supervising on-site activities of large scale clearance and/or land development projects, preferably in urban development. Formal educational training may be substituted for a portion of such experience.

ASSISTANT DIRECTOR OF RECREATION

CLASS TITLE: Assistant Director of Recreation

CLASS DEFINITION: General Assistant to the Director. Assists in performing whatever tasks of an executive or administrative nature that may be assigned.

DISTINGUISHING FEATURES OF WORK: Represents the Director at conferences and meetings; exercises general oversight over functions that may be assigned, such as research, publicity or records keeping, or over phases of programs, such as industrial recreation or the operation of playgrounds and centers; and acts for the Director in his absence.

ILLUSTRATIVE EXAMPLES OF WORK: Assists in the recruiting, training, and organizing of the playground staff and workers. Assists in advising authorities in schools, institutions and other agencies concerning their recreation problems. Studies the needs of different areas and submits reports to the Director. Develops the organization of hobby and special interest clubs such as drama clubs, art clubs, music clubs, glee clubs, hiking clubs, athletic clubs and the like. Aids the director in enlisting the services of volunteer workers.

DESIRABLE KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of philosophy of recreation, familiarity with the many activities comprising the recreation program. Thorough understanding of the problems of the community in respect to recreation and possess those abilities which are characteristic of the promoter and organizer.

QUALIFICATIONS REQUIRED FOR APPOINTMENT: Graduation from a four year college or university with major course work in recreation or physical education or considerable experience in community recreational programs and be satisfactory to the Director of Recreation.