

SCHEDULE A— JOB CLASSIFICATIONS BY GROUPS

**TO BE UPDATED ANNUALLY AT ATM
UPDATED 2021 ATM**

Part I – Positions not covered by collective bargaining agreements

GROUP 69	
Executive Director of General Government Services	SEL
GROUP 66	
DPW Director	DPW
Director of Facilities	FMD
Finance Director	DFS
GROUP 63	
Chief of Police	POL
Human Resources Director	HR
Treasurer/Collector	TRS
GROUP 62	
Assistant Executive Director	SEL
Design and Construction Manager	FMD
Fire Chief	FIR
Library Director	LIB
Programs Manager/Assistant Director	DPW
Superintendent, Park & Highway	DPW
Town Engineer	DPW
GROUP 61	
Assistant Director of General Government Services	SEL
IT Director	IT
Superintendent, RDF	DPW
Superintendent, Water and Sewer Division	DPW
GROUP 60	
Assistant Town Engineer	DPW
Chief Assessor	ASR
Deputy Chief of Fire Protection	FIR
Director of Public Health	HLTH
Director of Recreation	REC
Director of Senior Services	COA
Inspector of Buildings	BLDG
Planning Director	PLN
Project Manager	FMD
Senior Deputy Director	SEL
GROUP 59	
Assistant Director for Library Services	LIB
Assistant Superintendent, Water and Sewer Division	DPW
Director of Natural Resources	NRC
Operations Manager	FMD

GROUP 58	
Applications and Project Manager	IT
Assistant Finance Director	DFS
Assistant Superintendent, Highway Division	DPW
Assistant Superintendent, Park and Tree Division	DPW
Custodial Services Manager	FMD
Deputy Director	SEL
Information Technology Director	LIB
Maintenance Manager	FMD
Senior Civil Engineer	DPW
Senior Management Analyst	DPW
GROUP 57	
Assistant Director/Health	HLTH
Assistant Director/Human Resources	HR
Deputy Assistant Director, General Government Services	SEL
Deputy Director	REC
Enterprise Applications Manager	IT
Finance and Office Manager	FMD
GIS Manager	IT
Network Manager/Webmaster	IT
Senior Community Social Worker	HLTH
Senior Planner	PLAN
Water and Sewer Systems Engineer	DPW
Youth Director	YC
GROUP 56	
Applications and Database Manager	DPW
Assistant Treasurer/Collector	TRS
Assistant Town Accountant	DFS
Civil Engineer	DPW
Finance and Budget Analyst	DFS
Landscape Planner	DPW
Management Analyst	DPW
Payroll Manager	FIN
Project and Communications Manager	SEL
Senior Environmental Health Specialist	HLTH
GROUP 55	
Assistant Director of Senior Services	COA
Associate Director	REC
Benefits Coordinator	HR
Database Administrator	IT
Director of Special Projects	NRC
Environmental Health Specialist	HLTH
GIS Administrator	IT
Local Building Inspector	BLDG
Projects Administrator	PBC
Senior Engineer	DPW
Sustainable Energy Director	SEC
Systems Administrator	IT
GROUP 54	
Assistant NRC Director	NRC
Desktop Administrator	IT

Director of Veterans' Services	VET
Inspector of Wires	BLDG
Plumbing and Gas Inspector	BLDG
Public Health Nurse Supervisor	HLTH
Planner	PLAN
Staff Engineer	DPW
GROUP 53	
Accounting Specialist	DFS
Assistant Administrator	PBC
Community Health Coordinator	HLTH
Environmental Education Coordinator	NRC
Executive Assistant	DPW
Executive Assistant to the Executive Director	SEL
Financial Assistant	FMD
Health and Social Services Administrator	COA
IT Specialist	POL
Principal Assessor	ASR
Program Coordinator	REC
Public Health Administrator	HLTH
Public Health Nurse	HLTH
Safety Coordinator	DPW
Sustainable Energy Analyst	SEC
Wetlands Administrator	NRC
GROUP 52	
Assistant Administrator	ASR
Assistant Town Clerk	TC
Parking Clerk	SEL
RDF Business Manager	DPW
Senior Accounting Clerk for Parking and Collections	TRS
Workers' Compensation Coordinator	HR
GROUP 51	
Administrative Assistant	FAC
Deputy Director of Veterans' Services	VET
Executive Secretary, Zoning Board of Appeals	ZBA
Sealer of Weights and Measures	SEL
GROUP 49	
Accountant B	DFS
Administrative Secretary	SEL
Animal Control Officer	POL
Elections and Registration Administrator	TC
Office Administrator	COA
Office Administrator	HLTH
Office Assistant	ASR
Permit Administrator	BLDG
Office Administrator, Water and Sewer Division	DPW
Senior Accounting Clerk	TRS
GROUP 48	
Head Maintenance Custodian, Town Hall	FAC
Office Administrator	LIB
Personnel Administrative Assistant	HR
Projects Assistant	FMD

Senior Accounting Assistant	DPW
Senior Customer Service Representative	MLP
Senior Office Assistant	DPW
GROUP 47	
Accounting Clerk, Treasurer/Collector	TRS
Administrative Assistant	FIR
Administrative/Accounting Assistant	POL
Bookkeeper	LIB
Office Assistant	BLDG
Office Assistant, Engineering Division	DPW
Office Assistant, Facilities	FMD
Office Assistant, Management Division	DPW
Office Assistant, Park and Highway Divisions	DPW
Office Assistant, RDF	DPW
Office Assistant, Water and Sewer Division	DPW
Secretary, Recreation	REC
Seniors Activities Coordinator	COA
Senior Secretary, Select Board	SEL
Voter Registration Clerk	TC
GROUP 46	
Office Assistant	SEL
Police Records Manager	POL
Volunteer Coordinator	COA
GROUP 45	
Secretary, Director's Office	DPW
Secretary, NRC	NRC
Secretary/Technical Assistant	PLAN
Senior Clerk	TC
Technical Administrator	ZBA
GROUP 44	
Clerk	TC
Communications Clerk/Receptionist	MLP
Custodian	FAC
Department Assistant	HR
Secretary II	REC
GROUP 43	
Administrative Records Clerk	MLP
Office Assistant	ZBA
GROUP 42	
Office Clerk	HLTH
Bus Driver	COA
GROUP 41	
Night Watchman, Highway Division	DPW
GROUP T19	
Automotive Mechanic	FIR
Carpenter/Painter	FAC
Electrician	FAC

HVAC Controls Technician	FMD
Maintenance Craftsman	FMD
Mechanical Technician	FMD

Part II – Positions covered by collective bargaining agreements

GROUP S55	
Fleet Maintenance Supervisor	DPW
GROUP S54	
Customer Services Supervisor	MLP
General Foreman, All Divisions	DPW
Overhead Line Foreman	MLP
Supervisor of Accounting	MLP
Supervisor, RDF	DPW
Underground Line Foreman	MLP
GROUP S53	
Coordinator, MLP	MLP
Signal Alarm Foreman	MLP
GROUP S50	
Collections Representative	MLP
GROUP 22	
Crew Leader	MLP
GROUP 21	
Electrician A	MLP
Lead Cablesplicer	MLP
Lead Lineman	MLP
GROUP 20	
Automotive Mechanic Foreman A	DPW
Cablesplicer, 1st Class	MLP
Chief Substation Operator, Municipal Light Plant	MLP
Construction Craftsman, Highway Division	DPW
Construction Foreman/MLP	MLP
Foreman A - All Divisions	DPW
Foreman A - Athletic Fields	DPW
Foreman A – Automotive Mechanic	DPW
Foreman A - Highway	DPW
Foreman A – Park Construction	DPW
Foreman A – Recycling	DPW
Foreman A – Tree Care	DPW
Horticultural Technician	DPW
Lineman, 1st Class	MLP
Senior Welder	DPW
GROUP 19	
Lead Tree Climber, Park and Tree Division	DPW
Meter and Sign Repair Person, Highway Division	DPW
Meter/Backflow Prevention Device Coordinator	DPW
GROUP 18	
Engineering Technician	MLP

Fleet Maintenance Mechanic	DPW
Foreman B - All Divisions	DPW
Groundskeeping Foreman, Park and Tree Division	DPW
Highway Craftsman	DPW
Lead Baler	DPW
Park Construction Craftsman	DPW
Primary Water Treatment Plant Operator	DPW
Welder	DPW
GROUP 17	
Apprentice Lineworker/Stockkeeper	MLP
Cablesplicer, 2nd Class	MLP
Construction Equipment Operator	DPW
Lineman, 2nd Class	MLP
Meter/Backflow Prevention Device Technician	DPW
Park Facilities Technician	DPW
Park Technical Services Craftsman	DPW
Power Shovel Operator, Water and Sewer Division	DPW
Stockkeeper, Automotive, Highway Division	DPW
Stockkeeper, Water and Sewer	DPW
Substation Operator, Municipal Light Plant	MLP
Tractor Trailer Operator	DPW
Tree Climber, Park and Tree Division	DPW
GROUP 16	
Engineering Technician II	MLP
Fleet Maintenance Shop Assistant	DPW
General Mechanic A, Water and Sewer Division	DPW
Groundskeeper, Park and Tree Division	DPW
Head Custodian	DPW
Heavy Equipment Operator, Highway Division	DPW
Lead Meter Reader	MLP
Secondary Water Treatment Plant Operator	DPW
Stockkeeper, Municipal Light Plant	MLP
Transfer Haul Equip. Operator, RDF	DPW
GROUP 15	
Industrial Equipment Operator, RDF	DPW
Medium Equipment Operator, Highway Division	DPW
Medium Equipment Operator, Park and Tree Division	DPW
Truck Driver A/Laborer, Water and Sewer Division	DPW
GROUP 14	
Building Maintenance Person, Highway Division	DPW
Cablesplicer Helper, Municipal Light Plant	MLP
Custodian	DPW
Groundman, Municipal Light Plant	MLP
GROUP 13	
Park Maintenance Worker	DPW
Permit Verifier/Trash Collector, RDF	DPW
GROUP 12	
Light Equipment Operator, Park and Highway Divisions	DPW

GROUP 11 Laborer - All Divisions	DPW
GROUP K23 HVAC Technician	FMD
Plumber	FMD
Electrician	FMD
GROUP K22 Facility Supervisor	FMD
GROUP K21 Middle School Head Custodian	FMD
GROUP K18 Inventory and Equipment Technician	FMD
GROUP K17 Custodian Night Supervisor	FMD
Elementary Head Custodian	FMD
GROUP K15 Custodian	FMD
GROUP D47 Dispatcher	POL
GROUP L17 Public Services Coordinator	LIB
GROUP L16 Acquisitions and Cataloging Services Supervisor	LIB
Children's Services Supervisor	LIB
Information Services Supervisor	LIB
GROUP L15 Branch Libraries Supervisor	LIB
Interlibrary Loan Supervisor	LIB
GROUP L14 Librarian	LIB
GROUP L11 Circulation Services Supervisor	LIB
GROUP L9 Assistant Circulation Services Supervisor	LIB
Facilities Supervisor	FAC
GROUP L7 Technology and Innovation Assistant	LIB
GROUP L6 Acquisitions Specialist	LIB
Cataloging Assistant	LIB

GROUP L4 Library Assistant	LIB
GROUP L3 Library Assistant Preservation Assistant	LIB LIB
GROUP C4 Custodian	LIB
GROUP P40 Lieutenant	POL
GROUP P30 Sergeant	POL
GROUP P20 Detective Prosecuting Officer Safety Officer	POL POL POL
GROUP P18 Police Officer – EMT	POL
GROUP P15 Police Officer – Special	POL
GROUP P10 Police Officer	POL
GROUP F40 Deputy Chief Deputy Chief, Special Services	FIR FIR
GROUP F30 Lieutenant	FIR
GROUP F10 Firefighter	FIR
GROUP D47 Dispatcher	POL

GENERAL GROUP: This group includes all part-time seasonal, casual, special and other jobs or positions not otherwise classified above, whose job titles shall be as shown on the personnel records of the Human Resources Board.

The rates of pay, as shown in the personnel records of the Human Resources Board, shall continue in effect until otherwise adjusted by the Human Resources Board or by amendment of the Plan.